

Midterm Exam Solutions

Word – Short Answer

1. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

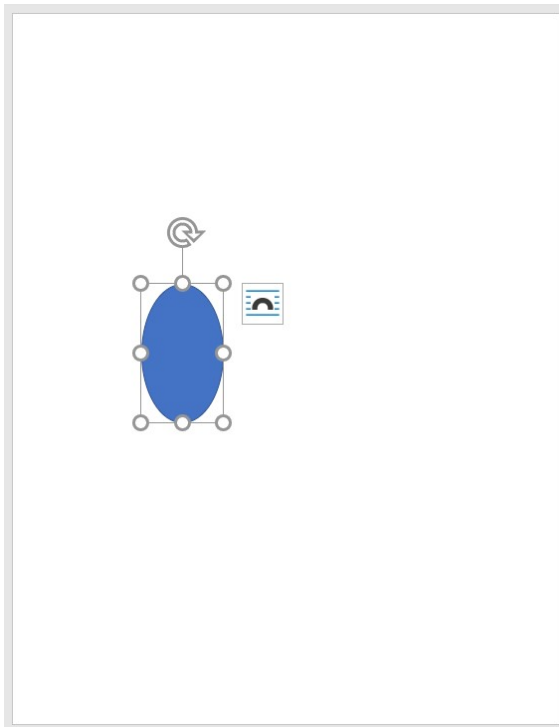


Figure 1: Added Oval Shape

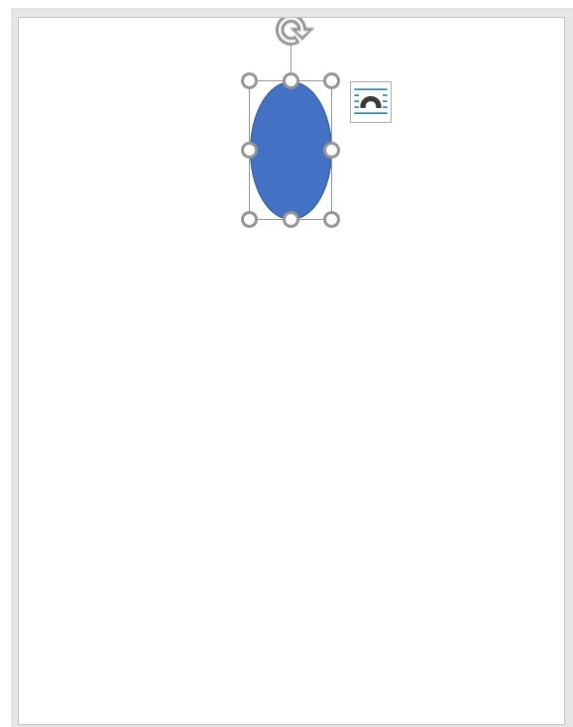


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

2. Explain where you should click to:
 - (a) Save the Word document for the 1st time (mention just **one** way.)
 - (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (a) (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
- (b) (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.
3. Which button in Word should you click to change the text:
Good morning!
to the following text:
Good morning!
(Pages: 390 – 391) (7.14 points)
- Correct answer:** Select the phrase → Click the Home Tab → Click the Bold (**B**) button
4. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(Pages: 380 – 382) (7.14 points)
- Correct answer:** One of the following answers would suffice:
- A **.docx** Word file belongs the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
 - A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
 - A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.
5. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.)
(Pages: 470 – 473) (7.14 points)
- Correct answer:** Insert tab → Header button → Blank option
6. What is the purpose of the buttons displayed in Figure 3?

(Pages: 772 — 774) (7.14 points)
- Correct answer:** The buttons set the margins of the Word document to a certain size.
7. Which button in Word should you click to change the 3 paragraphs:
My name is Jane.
I love cats.

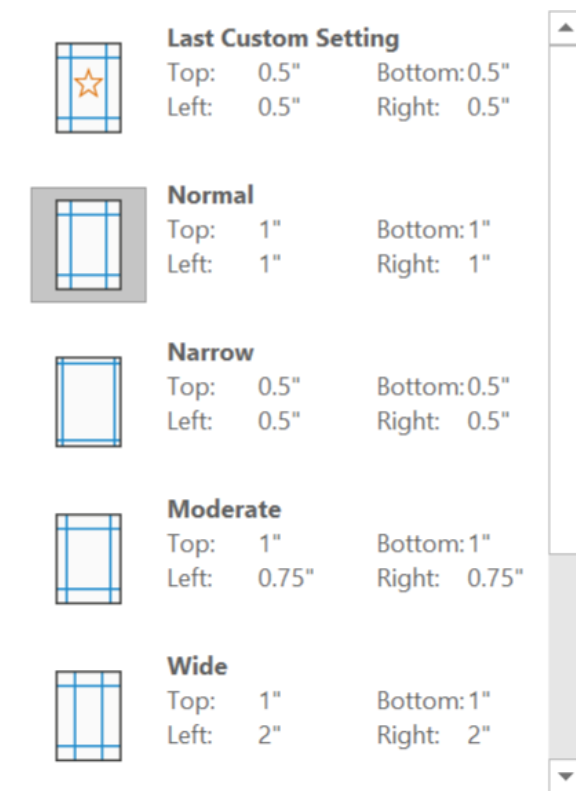


Figure 3: Five Buttons

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Numbering button

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 4? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

Just a Title

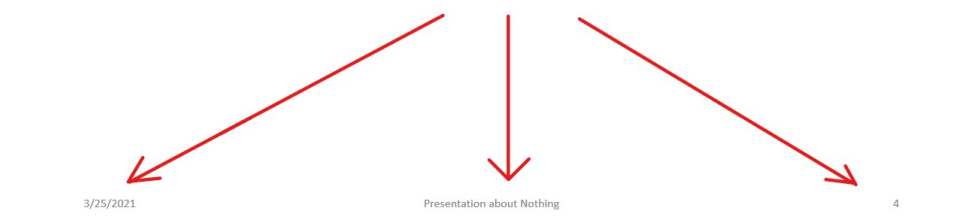


Figure 4: What is This

(Pages: 967 – 970) (7.14 points)

Correct answer: Click the Insert Tab → Click the “Header & Footer” button → Check the “Date and time” box → Click on the Fixed radio button → Check the “Slide Number” box → Check the “Footer” box → Type: “Presentation about Nothing” → Click the “Apply to All” button to insert this footer.

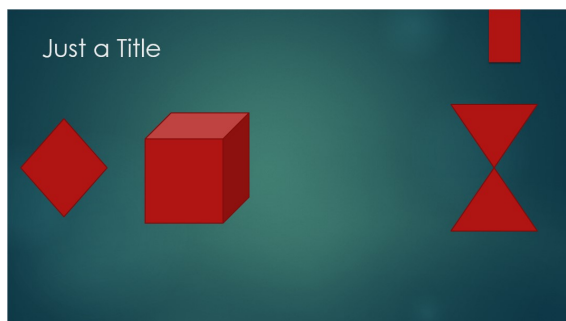


Figure 5: My Shapes

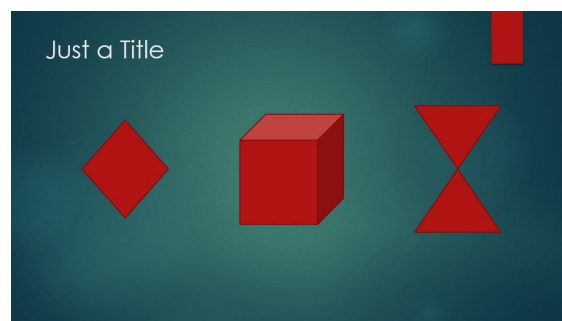


Figure 6: My Shapes: Moved

9. How can you move the shapes in Figure 5, “My Shapes” so that they are positioned like those in Figure 6, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

Correct answer: Select all the 3 shapes by clicking and holding the Control button on the keyboard and clicking on each of the shapes → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

10. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 7, “My Slides”. Where should you click to change the Slides tab to the one in Figure 8, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

Correct answer: Click on Slide 2 in the Slides tab/area → Drag it below the Slide 3 → When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

11. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)

(Pages: 930 – 937) (7.14 points)

Correct answer: Select all the bulleted list’s items → Click the Home Tab → Click the “Convert to SmartArt” button → Select the appropriate SmartArt graphic to which you want the list to be converted. The specific graphic in the “My New List” Figure is called “Targeted List,” but you did not have to mention that.

12. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.



Figure 7: My Slides



Figure 8: My Slides: Changed

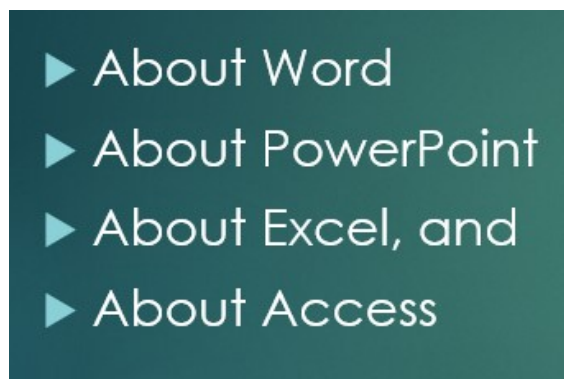


Figure 9: My List

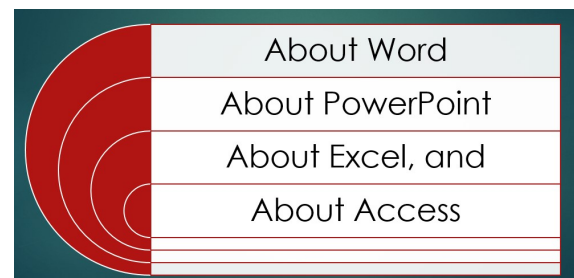


Figure 10: My New List

13. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

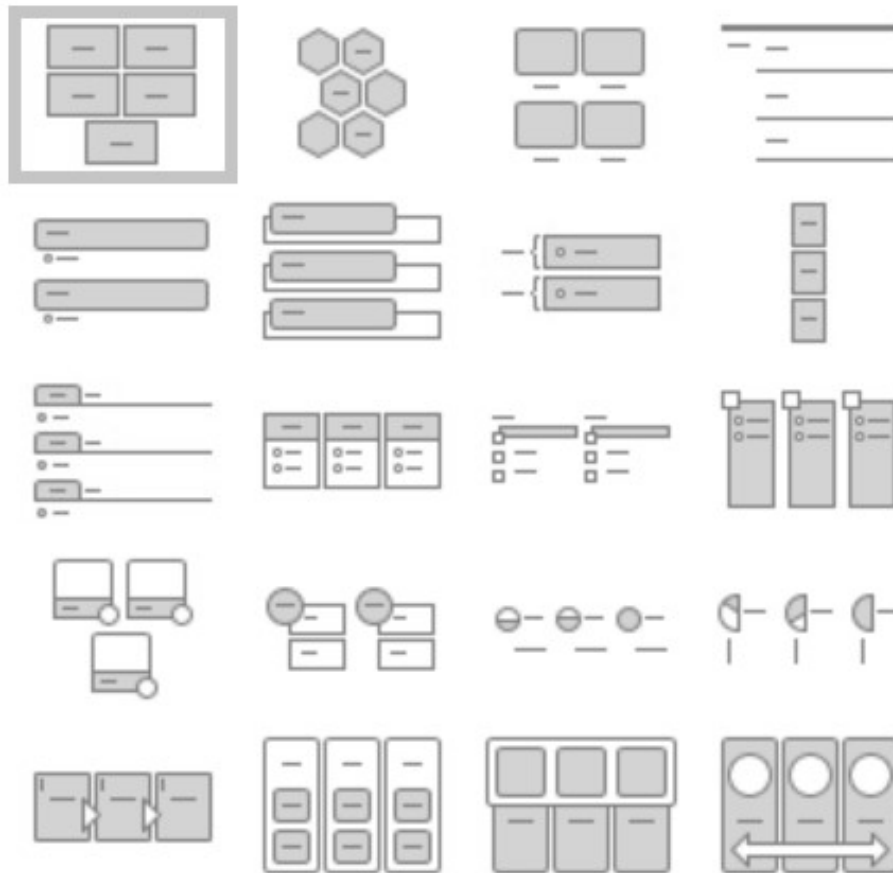


Figure 11: Many Options

(Pages: 930 – 934) (7.14 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

14. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

Correct answer: Select the text from which you want to make a hyperlink → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

Extra Credit

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 12, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 13, “SmartArt: After”?

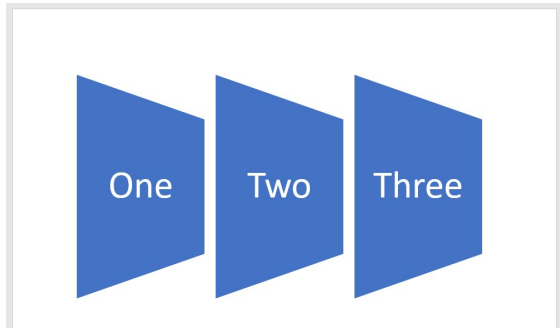


Figure 12: SmartArt: Before

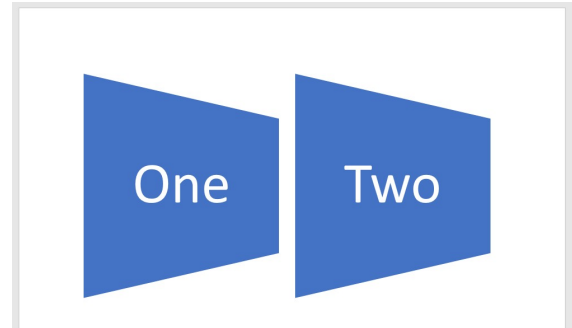


Figure 13: SmartArt: After

(Pages: 930 – 937) (2.5 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 14, “Apple: Before” to the picture shown in Figure 15, “Apple: After”.

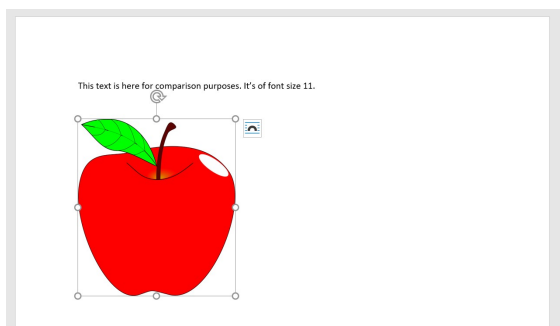


Figure 14: Apple: Before

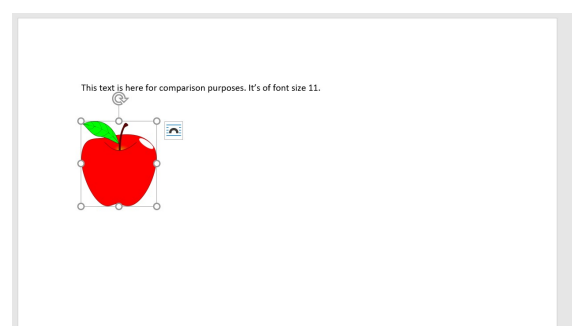


Figure 15: Apple: After

(Pages: 514 – 516) (2.5 points)

Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture’s corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

PowerPoint

17. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (2.5 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

18. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (2.5 points)

Correct answer: Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –