

Midterm Exam Solutions

Word – Short Answer

1. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

Correct answer: Any 2 of:

- (a) View Tab → Click the “100%” button.
- (b) Status Bar → Click the - or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.

2. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the “Narrow” option.

3. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 6 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

Correct answer: Since there are 16 points of space below the 1st paragraph and there are 6 points of space above the 2nd paragraph, there will be a total of 22 points of space between the two paragraphs.

4. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

5. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

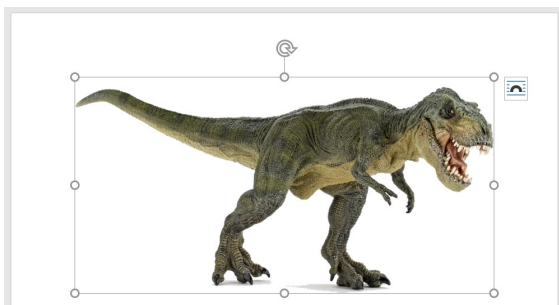


Figure 1: Dino: Before

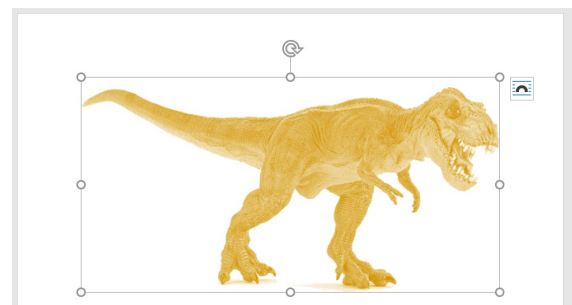


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

6. 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.
7. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

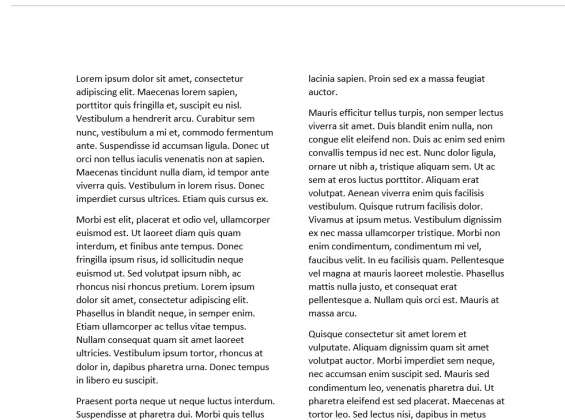


Figure 3: My Text Layout: Before

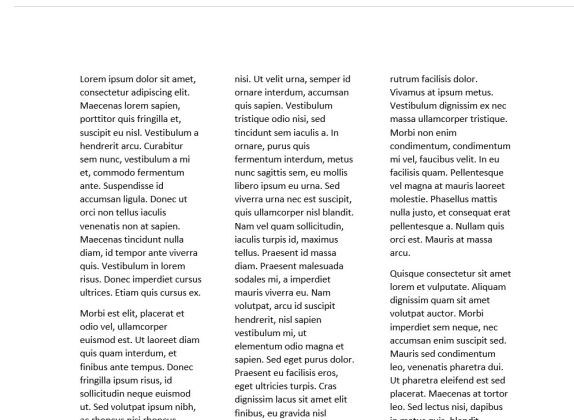


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

Correct answer: The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 2 columns, the “My Text Layout: After” image has 3 columns. To change the layout to the one shown on the “My Text Layout: After” image, you could select the entire text in the document → click on the Layout tab → click the Column arrow → click the “More Columns...” option, and then type the number 3 next to “Number of Columns”.

PowerPoint – Short Answer

8. The bulleted list in Figure 5, “My List” was converted into the object displayed in Figure 6, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 6, “My New List”?)

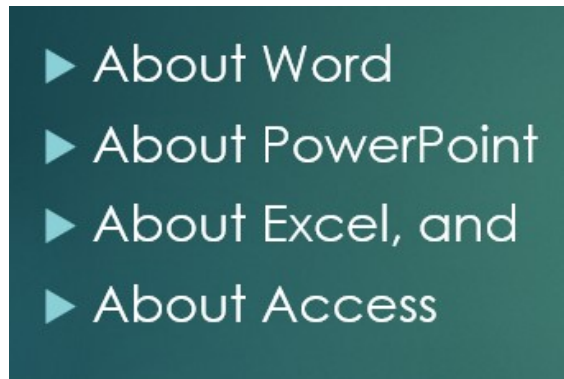


Figure 5: My List

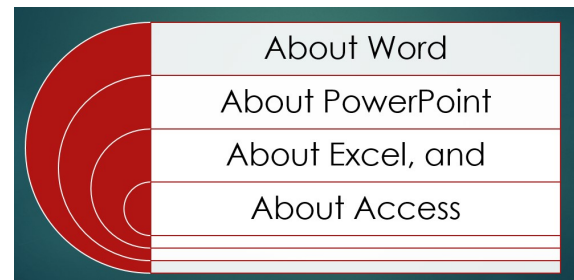


Figure 6: My New List

(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.

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 7: Object/Box

(Pages: 880 – 883) (7.14 points)

Correct answer:

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.
- (b) You can either right-click it and choose “Cut” from the shortcut menu, or click its boundary and then click on the DELETE key.
10. 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) (7.14 points)

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

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint:** Look at the screenshots given on the textbook pages listed below.

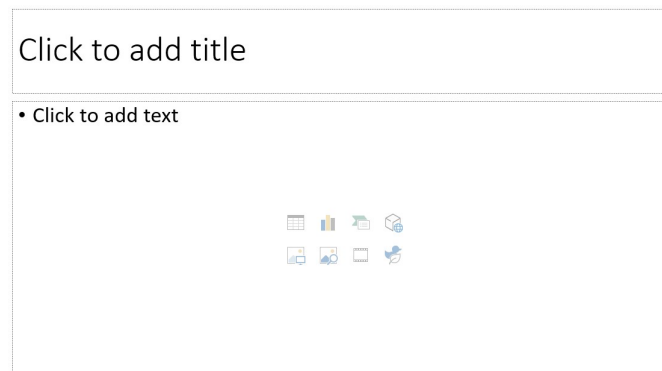


Figure 8: My Slide

- (Pages: 900 – 903) (7.14 points)
- Correct answer:** This slide is of the type Title and Content.
12. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.
- (Pages: 962 – 964) (7.14 points)
- Correct answer:** Clicking on one of these squares will add a transition between the slides of the presentation.
13. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “Three Shapes: Changed”?
- (Pages: 945 – 949) (7.14 points)

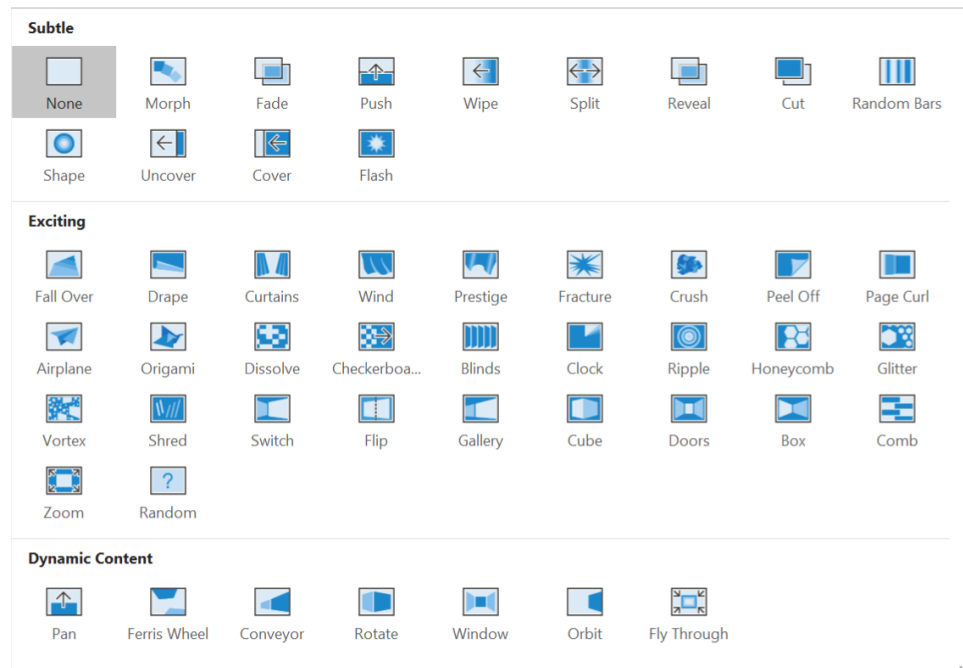


Figure 9: Many Options

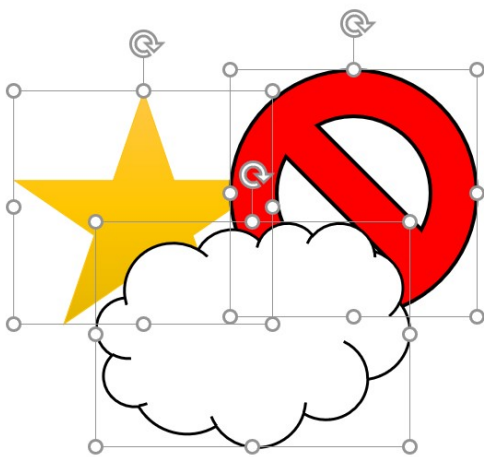


Figure 10: Three Shapes



Figure 11: Three Shapes: Changed

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab → Arrange button → Group option to group the shapes.

14. 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) (7.14 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.

Extra Credit

Word

15. You inserted an oval shape into your Word document shown in Figure 12, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 13, “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.”]

(Pages: 519 – 521) (2.5 points)

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

16. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (2.5 points)

Correct answer: Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

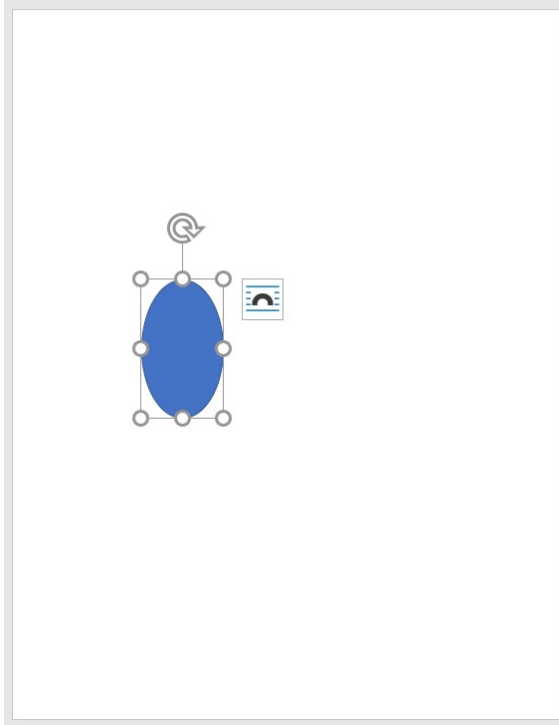


Figure 12: Added Oval Shape

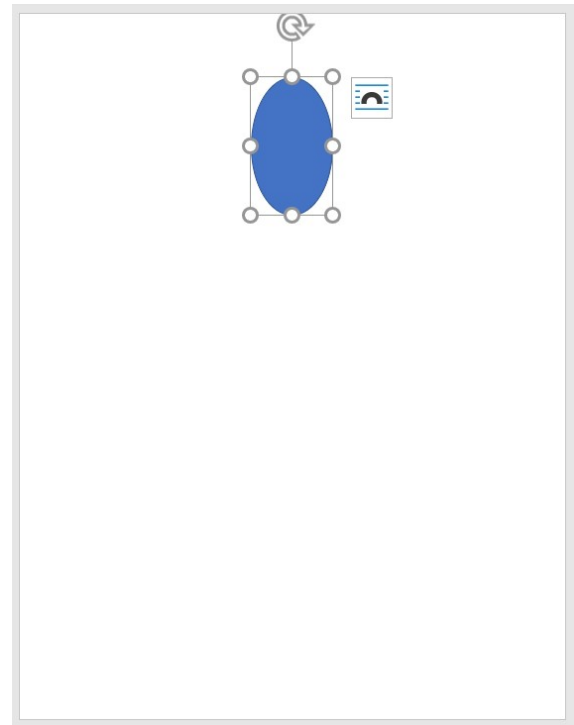


Figure 13: Moved Oval

PowerPoint

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

(Pages: 524 – 529) (2.5 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.

18. If you were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (2.5 points)

Correct answer: A chart of the option you specify will be added to the PowerPoint slide.

– End of Midterm Exam Solutions –

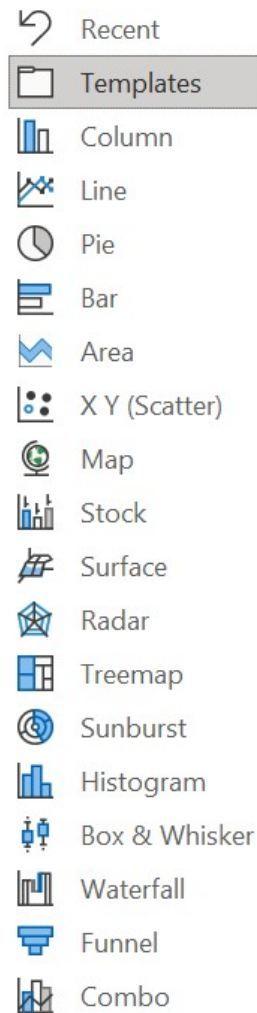


Figure 14: Long Menu