Midterm Exam Solutions

Word – Short Answer

1. Which button in Word should you click to change the 3 paragraphs:

   My name is Jane.

   I love cats.

   I also love pizza.

   to:

   - My name is Jane.
   - I love cats.
   - I also love pizza.

   (Pages: 438 − 441) (7.14 points)

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

2. What is the purpose of the following partially-shown dialog box in Figure 1?

Figure 1: Dialog Box

   (Pages: 569 − 570) (7.14 points)

   Correct answer: The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

3. 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.

4. Suppose you are working on the SmartArt graphic in Word in Figure 2, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 3, "SmartArt: After"?
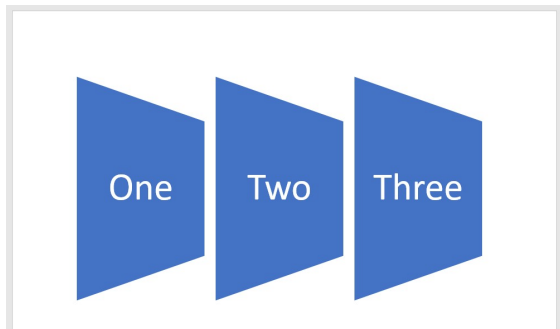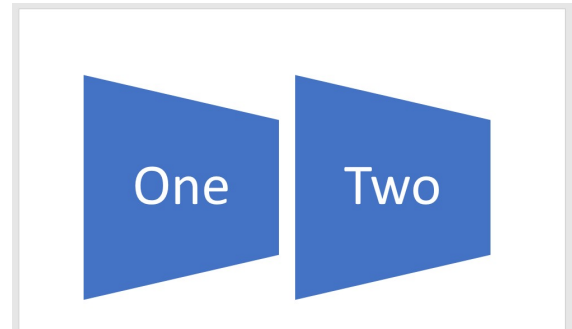

Figure 2: SmartArt: Before   Figure 3: SmartArt: After

    (Pages: 930 – 937) (7.14 points)

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

5. You inserted an oval shape into your Word document shown in Figure 4, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 5, "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) (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."

6. What is change has been made to the picture in Figure 6, "Dino: Before", so that it became the picture in Figure 7, "Dino: After"?
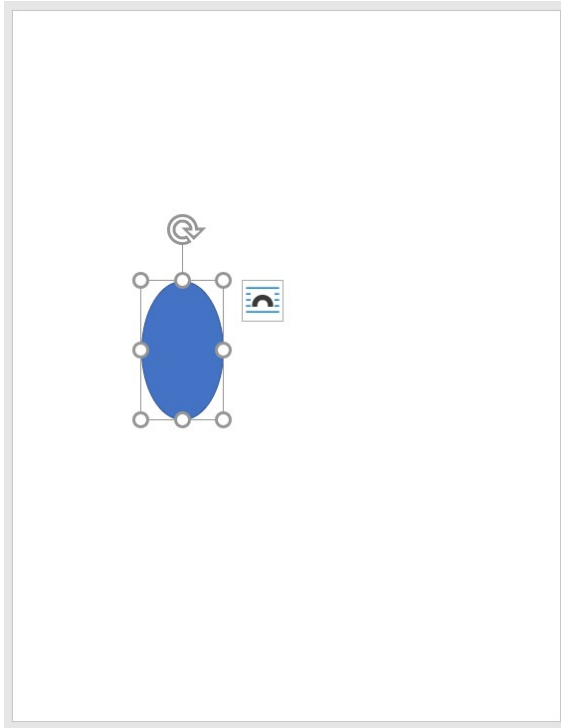
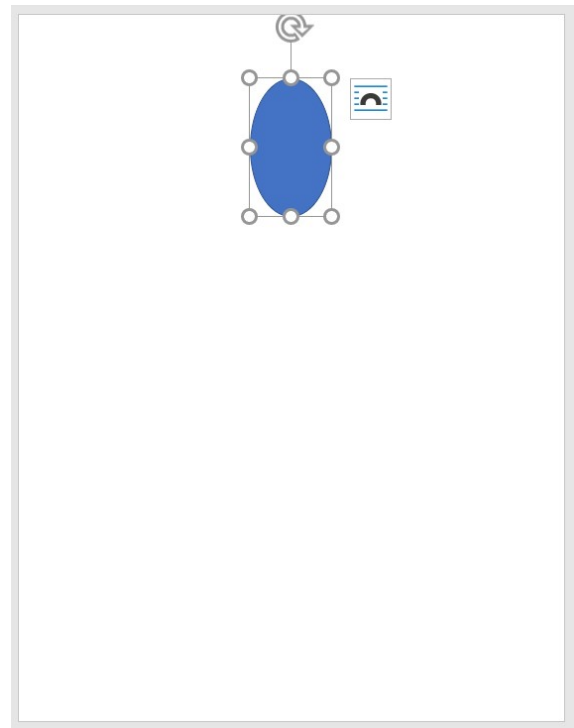   (Pages: 514 – 516) (7.14 points)

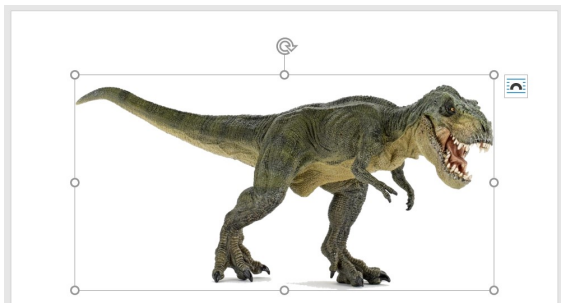Figure 4: Added Oval Shape
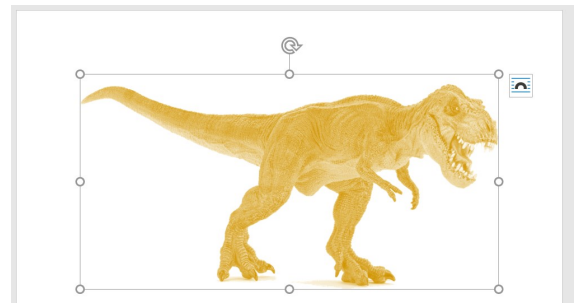

Figure 5: Moved Oval

Figure 6: Dino: Before

Figure 7: Dino: After

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.

7. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

   (Pages: 369, 372 – 378) (7.14 points)

   Correct answer: You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

PowerPoint – Short Answer

8. 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.

9. If you were to click on an option from the menu in the Figure 8, what kind of object would be added to the PowerPoint slide?

   (Pages: 1116 – 1123) (7.14 points)

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

10. Where do you need to click to change the chart in Figure 9, "Chart: Before" to the chart in Figure 10, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

    (Pages: 1126 – 1133) (7.14 points)

    Correct answer: Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on "Align Center" → Click on the Align button again → click on "Align Middle".

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

    (Pages: 443 – 446) (7.14 points)

    Correct answer: When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

12. (a) What is the name of the PowerPoint object appearing in the Figure 12?
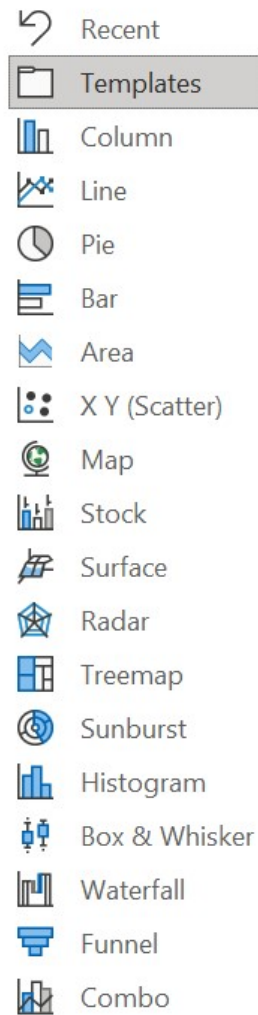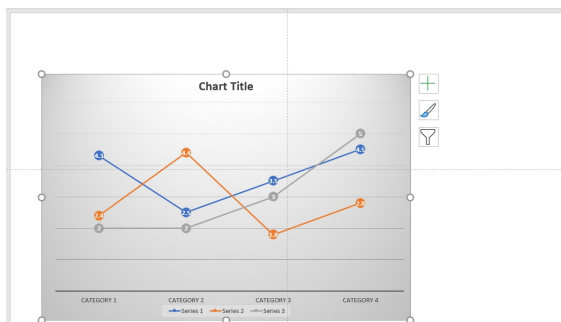
Figure 8: Long Menu

Figure 9: Chart: Before

Figure 10: Chart: After

Figure 11: Button with Arrow

Figure 12: Object/Box

(b) Where do you need to click to delete/remove this object?

(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.

13. Name **two** tabs in PowerPoint that Word does NOT have. **Hint**: Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

Correct answer: (Example:) Transitions, Animations

14. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".
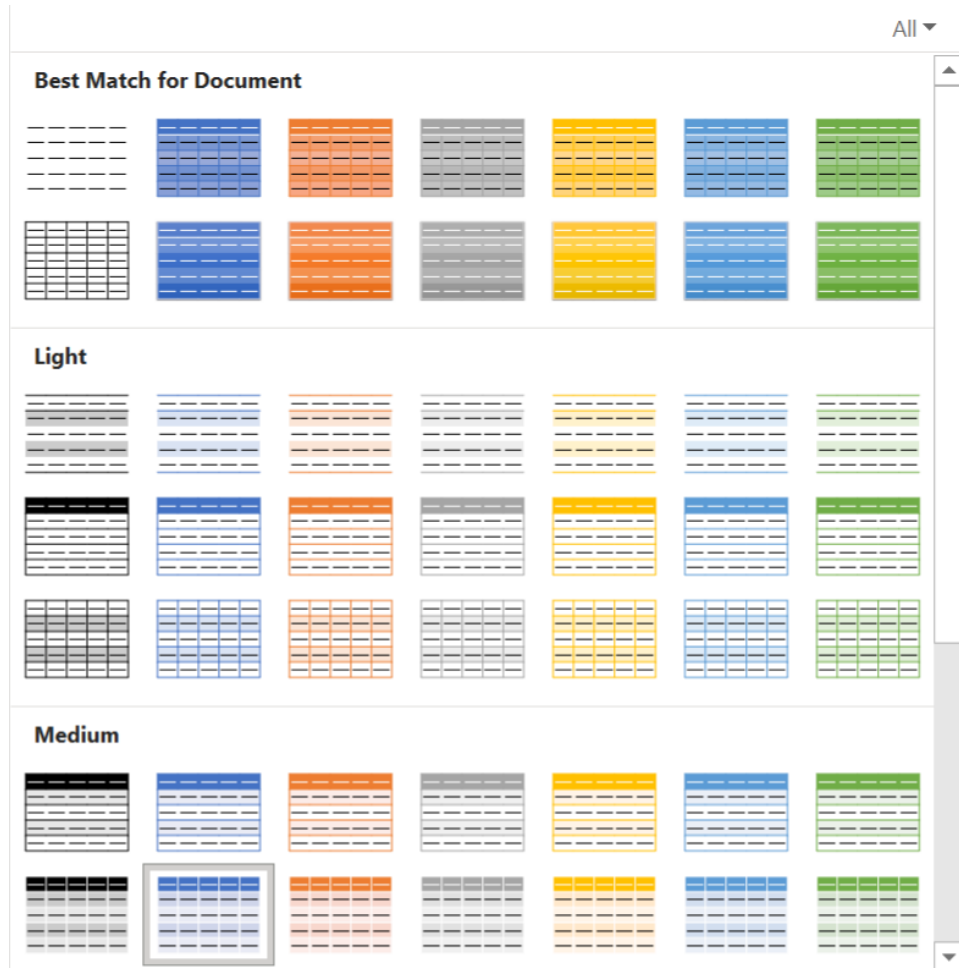
Figure 13: Many options

Extra Credit

Word

15. The following text appears in a Word document:
Yesterday, the President delivered a speech at the United Nations general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

    (Pages: 530 – 531) (2.5 points)

    Correct answer: The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :)) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

16. 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) (2.5 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".

PowerPoint

17. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

    (Pages: 930 – 934) (2.5 points)

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

18. The bulleted list in Figure 15, "My List" was converted into the object displayed in Figure 16, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 16, "My New List"?)
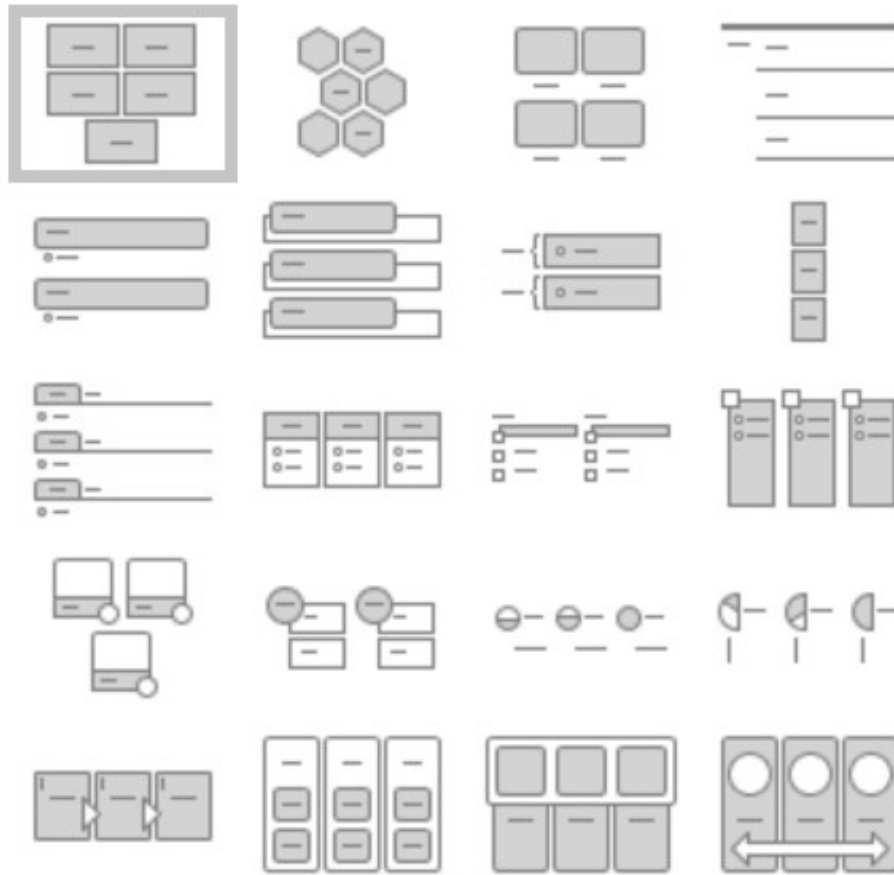
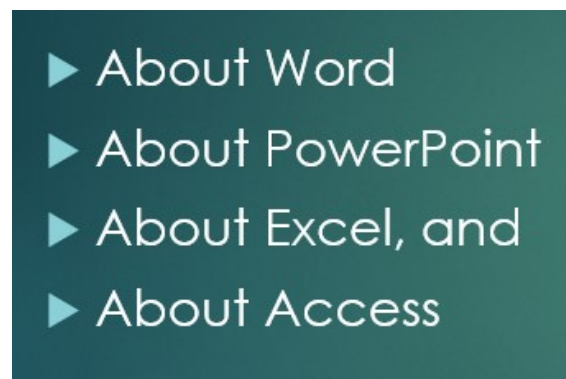   (Pages: 930 – 937) (2.5 points)
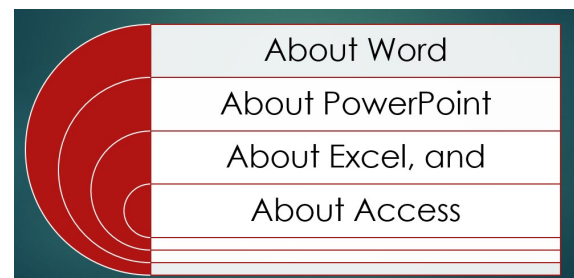
Figure 14: Many Options

Figure 15: My List

Figure 16: My New List

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.

– End of Midterm Exam Solutions –