# Midterm



## Midterm Exam Solutions

## Word – Short Answer

1. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

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Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 - 560) (7.14 points)

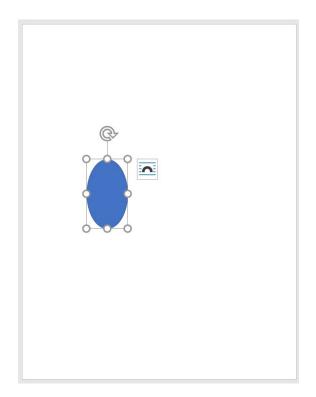
Correct answer: Click the Design tab  $\rightarrow$  click the Watermark arrow  $\rightarrow$  click the "Custom Watermark..." option  $\rightarrow$  next to the option Layout, click on "Horizontal" instead of "Diagonal"  $\rightarrow$  click on Apply, and close the dialog box.

2. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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  $\rightarrow$  Click the Drawing Tools (Shape) Format  $\rightarrow$  Click the Position button  $\rightarrow$  Click "Position in Top Center with Square Wrapping."

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



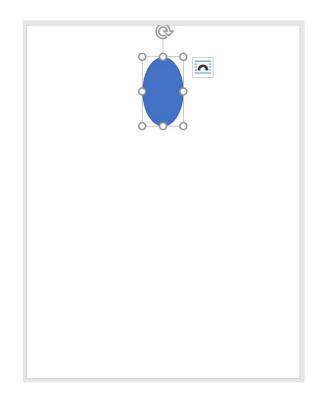


Figure 3: Added Oval Shape

Figure 4: Moved Oval

My name is Jane.

I love cats.

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  $\to$  Click the Home Tab  $\to$  Click the Numbering button

4. 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  $\rightarrow$  'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File  $\rightarrow$  'Save' option (not 'Save As'.) Either two of the options are good for the answer.

5. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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) (7.14 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"  $\rightarrow$  click "Remove Hyperlink" to remove the hyperlink!

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 table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?

(Pages: 494 - 498) (7.14 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

### PowerPoint – Short Answer

8. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)

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  $\rightarrow$  Arrange button  $\rightarrow$  Group option to group the shapes.

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Column 1	Column 2		
Info	Info		
Info	Info		

Figure 5: Table: Before

Column 1	Column 2			
Info	Info			
Info	Info			

Figure 6: Table: After

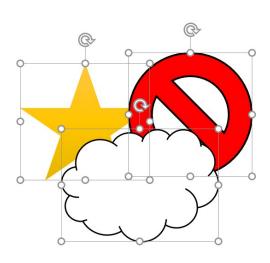


Figure 7: Three Shapes



Figure 8: Three Shapes: Changed

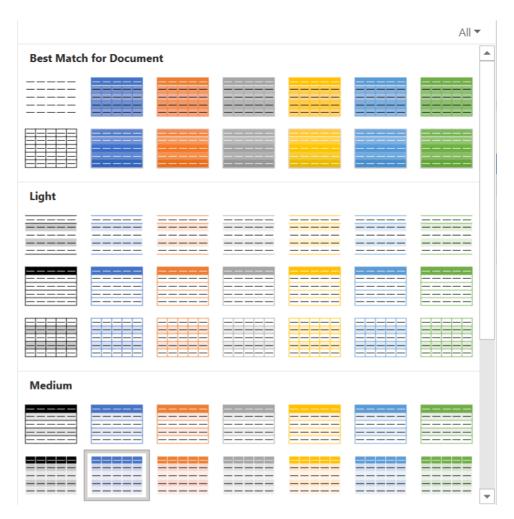


Figure 9: Many options

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

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

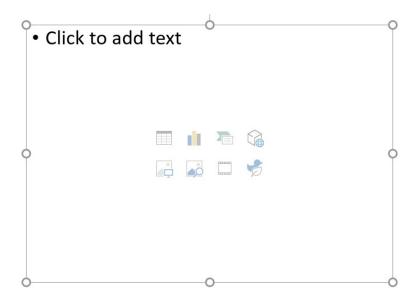


Figure 10: Insert Table Here

(Pages: 1055 - 1059) (7.14 points)

**Correct answer:** This object is a content placeholder. Click the "Insert Table" icon inside this content placeholder to open the Insert Table dialog box  $\rightarrow$  Type 3 in the "Number of rows" box and 2 in the "Number of columns" box  $\rightarrow$  Click OK for the table to be added.

11. Where do you need to click to change the table in Figure 11, "Table: Before" to the table in Figure 12, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

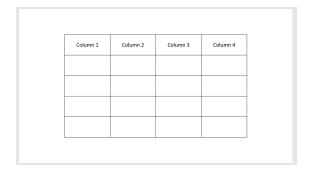


Figure 11: Table: Before

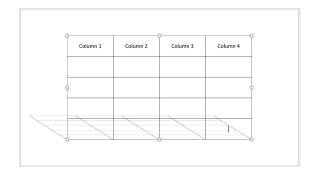


Figure 12: Table: After

(Pages: 549 - 551) (7.14 points)

**Correct answer:** Select the table  $\to$  click on the Table Tools: Design tab  $\to$  Click on the Effects button  $\to$  Move the mouse over the "Shadow" option  $\to$  Click on the "Perspective: Upper Left" shadow option to add it.

12. 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 13, "My Slides". Where should you click to change the Slides tab to the one in Figure 14, "My Slides: Changed"?

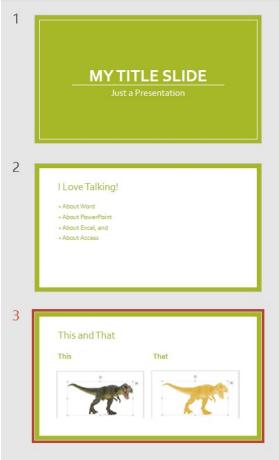


Figure 13: My Slides



Figure 14: My Slides: Changed

(Pages: 907 - 908) (7.14 points)

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

13. 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  $\rightarrow$  Insert  $tab \rightarrow Link button (the Insert Hyperlink dialog box will open) <math>\rightarrow Click OK$ .

14. Where do you need to click to change the chart in Figure 15, "Chart: Before" to the chart in Figure 16, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

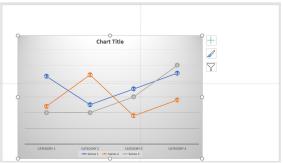


Chart Title

Figure 15: Chart: Before

Figure 16: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

## Extra Credit

#### Word

15. What is the purpose of the following partially-shown dialog box in Figure 17?

(Pages: 569 - 570) (2.5 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.

16. Name two commands/buttons on the Status Bar.

(Pages: 369 - 370) (2.5 points)

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

## **PowerPoint**

- (a) What is the object displayed in Figure 18?
  - (b) What happens to the object when you click on the triangle button at the bottomleft of the object?

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Figure 17: Dialog Box

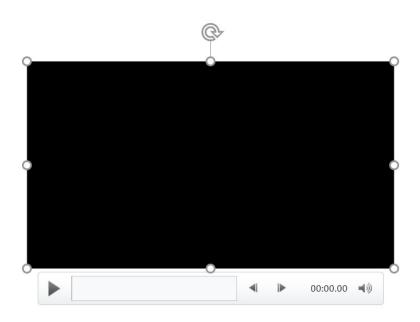


Figure 18: Object with Buttons

(Pages: 980 - 987) (2.5 points)

#### Correct answer:

- (a) This is a video added to the PowerPoint slide.
- (b) When we click on the triangle button, the video starts playing.
- 18. How can you insert a picture inside the object shown in Figure 19? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

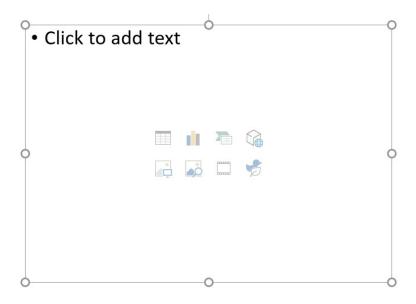


Figure 19: Insert Picture Here

(Pages: 921 - 924) (2.5 points)

**Correct answer:** This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box  $\rightarrow$  Scroll through the list of files on the Desktop to find that picture  $\rightarrow$  double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

- End of Midterm Exam Solutions -