

# Midterm Exam Solutions

## Word – Short Answer

1. 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”.

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

The dialog box is titled "Bibliography Fields for MLA". It contains the following elements:

- A "Web site" dropdown menu.
- A "Language" dropdown menu set to "Default".
- Input fields for: Author, Corporate Author (checkbox), Name of Web Page, Year, Month, Day, Year Accessed, Month Accessed, Day Accessed, and Medium.
- An "Edit" button next to the Author field.
- A checkbox for "Show All Bibliography Fields".
- A "Tag name" field with the text "Placeholder1".
- "OK" and "Cancel" buttons at the bottom right.

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. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

**Correct answer:** (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

The girl eat this.

Figure 2: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

**Correct answer:**

- (a) The word “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double underline under that word.
- (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]
5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.



Figure 3: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

**Correct answer:**

- (a) This is the Search Bar (also called “Tell Me Box.”)
- (b) The Search Bar lets you search for buttons and options in Word.

6. 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.
7. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

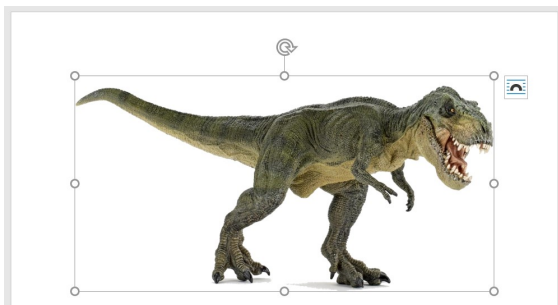


Figure 4: Dino: Before

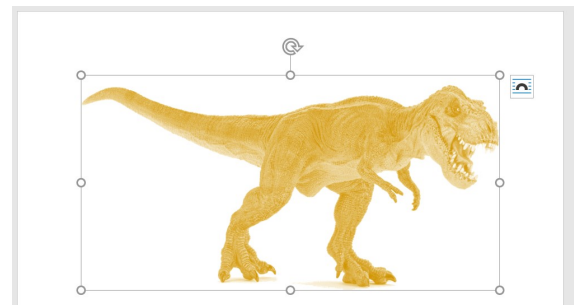


Figure 5: Dino: After

(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.

## PowerPoint – Short Answer

8. You are editing a bulleted list. What happens when you click on the button in the image in Figure 6?



Figure 6: Button with Arrow

(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.

9. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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

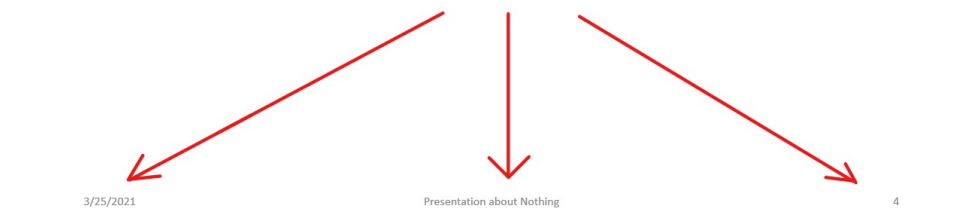


Figure 7: What is This

(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.

10. (a) What is the object displayed in Figure 8?  
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 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.
11. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “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)



Figure 8: Object with Buttons

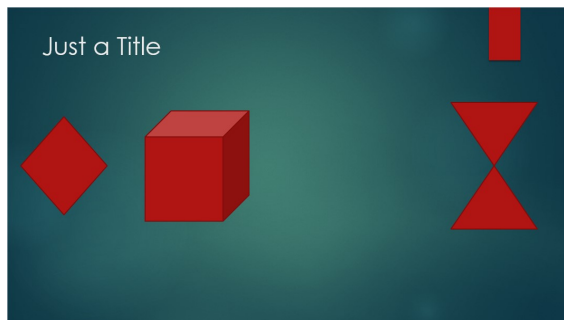


Figure 9: My Shapes

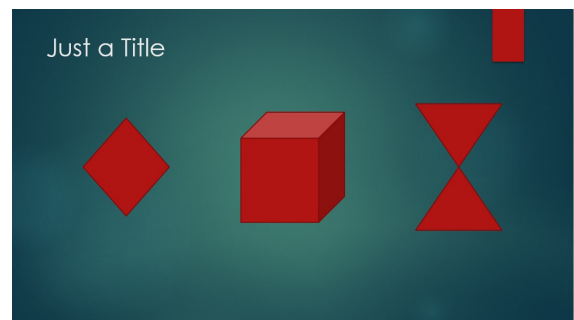
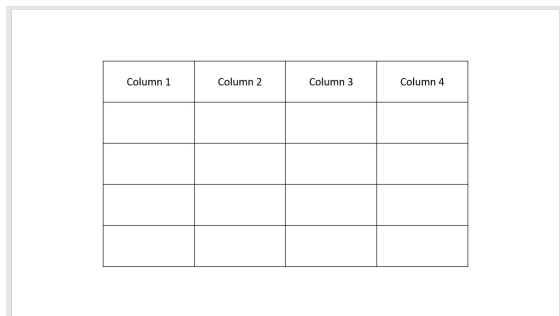


Figure 10: My Shapes: Moved

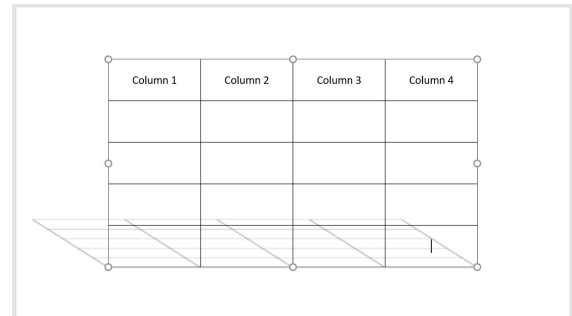
Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

12. 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.



Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

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

13. (a) What is the name of the PowerPoint object appearing in the Figure 13?  
 (b) Where do you need to click to delete/remove this object?



Click to add title

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

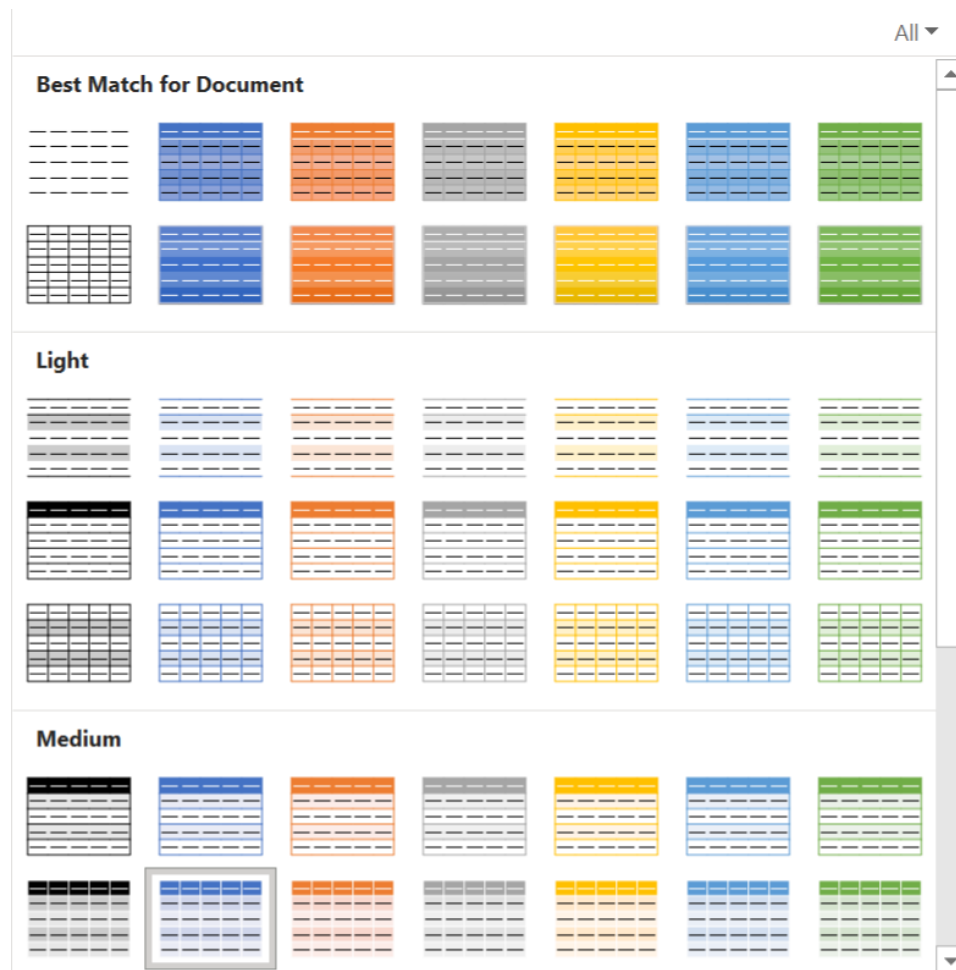


Figure 14: Many options

(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”.

## Extra Credit

### Word

15. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (2.5 points)

**Correct answer:** The Rulers can help you creating first-line indentation in a research paper.

16. 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) (2.5 points)

**Correct answer:** Insert tab → Header button → Blank option

## PowerPoint

17. 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.

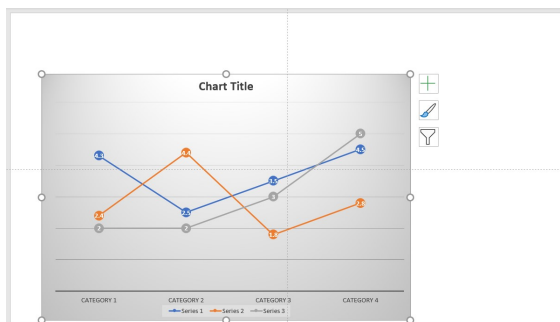


Figure 15: Chart: Before

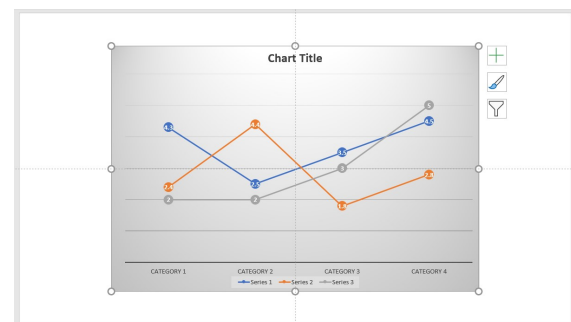


Figure 16: Chart: After

(Pages: 1126 – 1133) (2.5 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”.

18. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (2.5 points)

**Correct answer:** The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

– End of Midterm Exam Solutions –