# Midterm Exam Solutions

## Word – Short Answer

1. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 8 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 15 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 23 points of space between the two paragraphs.

2. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

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Figure 1: My Text Layout: Before

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Figure 2: 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 1 columns, the "My Text Layout: After" image has 4 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  $\rightarrow$  click on the Layout tab  $\rightarrow$  click the Column arrow  $\rightarrow$  click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

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. 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  $\rightarrow$  Click the Home Tab  $\rightarrow$  Click the Bold (**B**) button

5. 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.
- 6. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 - 459) (7.14 points)

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

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".

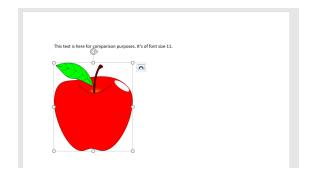




Figure 3: Apple: Before

Figure 4: Apple: After

(Pages: 514 - 516) (7.14 points)

Correct answer: Select the picture  $\rightarrow$  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 - Short Answer

- 8. 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.

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.

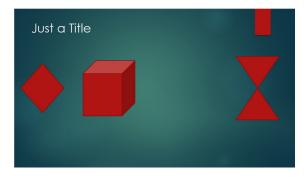


Figure 5: My Shapes

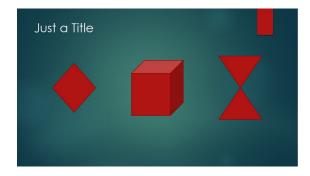


Figure 6: My Shapes: Moved

(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  $\rightarrow$  Click the Drawing Tools (Shape) Format Tab  $\rightarrow$  Click the Align button  $\rightarrow$  Click "Align to Slide"  $\rightarrow$  Click the Align button again  $\rightarrow$  Click "Distribute Horizontally".

- 10. (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.
- 11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?



Figure 8: 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.

12. 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.

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. 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.

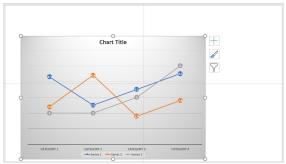


Figure 9: Chart: Before

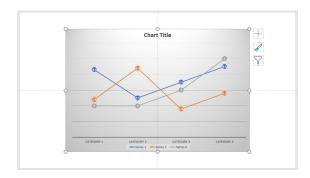


Figure 10: Chart: After

(Pages: 1126 - 1133) (7.14 points)

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

# Extra Credit

#### Word

15. What is the purpose of the buttons displayed in Figure 11?

(Pages: 772 - 774) (2.5 points)

**Correct answer:** The buttons set the margins of the Word document to a certain size.

- 16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 12.
  - (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 - 370) (2.5 points)

#### Correct answer:

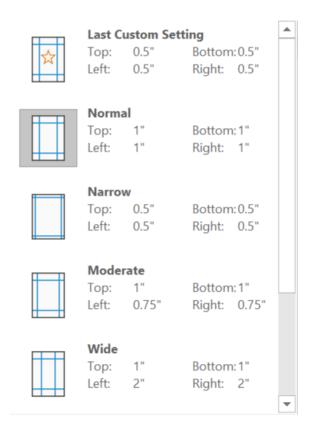


Figure 11: Five Buttons

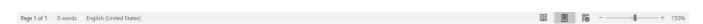


Figure 12: Window Area

- (a) This is the Status Bar.
- (b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)

### **PowerPoint**

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

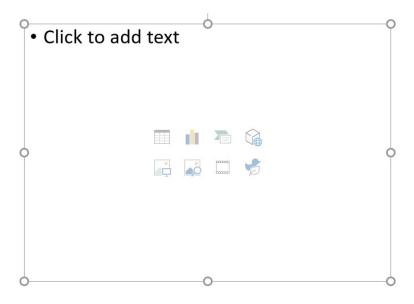


Figure 13: Insert Table Here

(Pages: 1055 - 1059) (2.5 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.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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.)

(Pages: 967 - 970) (2.5 points)

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

– End of Midterm Exam Solutions –

# Just a Title



Figure 14: What is This