Midterm Exam Solutions

Word – Short Answer

1. 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!

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

(Pages: 365 - 366) (7.14 points)

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

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

4. Name two commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

Correct answer: (For example:) Themes and Colors

5. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "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.

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".

(Pages: 514 - 516) (7.14 points)

Lorem (psum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitior quis fringilla et, suscipi eu nisi. Vestibulum à hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse i a caurams liguis. Donce ut orci non tellus isculie veneratis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donce imperdiet crussi uticies. Estam quis cursus ex.

Imperiore cross oriente. Ectam que corsos ex.

Morbi est ella, fixerant es doil ove, illumorropre eulumod est. Ut laorest diam quis quam interdum, et finibus ante tempus. Dones fringilla ignum risus, ils sollicitudin neque evismod ut. Sed voluçat ignum nibh, a crhoncus insi honcus pretium Lorem ipum dodor ist amet, consecteur adjisciori gelli EliPasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet loorest ultricies. Vestibulum ipsum tortor, rhoncus at dolor ig, dapbus pharetra uma. Dones tempus in libero es suscipit.

in blandt neque, in semper enim. Etiam ullamcorper ac tellus vise tempus. Nullam conseques quam sit amet larrest utiliciae. Vestibulum issum torary, honora at dolor in, daplisus pharetra urns. Donec tempus in ibero eu suscipit.

Prasent ports neque ut neque luctus interdum. Suspensisse at pharetra sui. Morbì quis tellus commodo, ultriciae arcu ac, dementum niai. Utvelit urns, sempeni d'onne estre dum, accuman quis sapien. Vestibulum trisique doit nisi, ad tinicidant sem eculas a, lo mare, pusis quis fermentum interdum, metus unuc sapitis sem, su mollis libero ipsumes urns, ded viverra urns ance de suscipit, quis ultrancorpen nisi blandt. Name velgam solicitudin, lastitut trop la le manima tellus acquesi di massa diam. Prasent malesuada sodales mi, a imperdist mauris viverra et a. Name volutgas, arcui di suscipit henderiri, nisi aspien vastibulum mi, ut elemensfirm dolo manya et sapien. ded eget puru sodor. Prasent est facilisis eros, eget ultricies turpis. Cris elignist mi bacu sit ame el la finibus, su gravida nila consequat. Done massa lacus, commodo a carcu convalis, henderit lacinia sapien. Proin sed ex a massa feugist auctor.

Mauris efficiut rellus turpis, non emper lectus viverra sit a met. Duis blandt enim nulla, non congue elt eleirand non. Duis a camim sed emin convalist tempus di nei est. Simo colori ligula, ornare ut nibh a, tristique aliquem sem. De la cem at eros luctus portitors. Allequim aret volutpat. Anexan viverra enim quis facilis vers debium. Osiginae cerum facilis dolor. Vivennus at ipum metus. Vestibulum dignisism ex nec riaus ullamcorper tristique. Morbi non almo condimentum, condimentum mi val, faucibus velic. Incupital central semi recipita sunte metus velicial semi recipita semi recipita sunte recipita semi recipita sunte recipitati semi recipita semi

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ulamcorper non, solicitudin et orci. Sed a tempor turpis. Nullam porta prusu eros, vel elelefend urna egestas eget. Morbi quis nulla veli ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 1: Watermark: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Lorem ipsum dolor sit arnet, consectatur adipliscing elit. Maecana lorem sapien, portitior quis fringilla et, suscipit su nisi. Vestibulma henderist ratu. Curabhur sem nunc, vestibulum ni et, commodo fermentum aria. Suspendiase la accumsar liguis. Donec uto cri non tellur laculis venerata non at sapien. Maecanas findidunt nulla dam, jat tempor anter viverra quis. Vestibulum in lorem risus. Donec imperdiec cursus utries. Ettiam quis cursus se.

Morei set elt, figerant et doil ove, l'immoropre euismod est. Ut laorest diam quis quam interdum, et finibus ante tempus. Dones fringilla ignum risus, lá sollicitudin neque euismod ut. Sed volupte ignum nihb, a crhonou nis rhonous pretium. Loren ignum doiro sit amet, consecteur adjiscing ells (E-Passellu in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laorest ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Dones tempos in libero eu suscipit.

tempos in libero eu suscipit.

Preasent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, utircides arcu at, elementum nisit. Ut valit urms, semper id ornare interdum, accumsan qui saplea. Vastibulum tristique odio nisit, sed tondunt semi aculis a. In ornare, puuto quis flementum interdum, meuta muna gettis sem, eu moltisi libero japum eu urms. Sed viverar man en est suscepti, ul ultarvorper nisi blandt. Plann veil quam solicitudin, aculis trupisi di, maximus tellus. Presente ind hard diam. Presente materiale susta sodiese in jampgeletim auris vijerare eu. Nam volunta, arculi sustori bendrent, nisi saplen vestudum mi, ut sementum gdio magna etiapini. Sed eset purus door. Presente ut facilities sons geset Unitrosettipis. Oras digensia hacus at anne etia finibus, su graridat ornorequat. Donec massa lacus, commodo ac arcu convallis, hendrent lacinis sapien. Proin sed eu a massa finibitat surban.

consequent. Donec massa laises, commedo ac arcu convallis, hendreth lacinia aipsin. Pricin sed ex a massa fregista sucror.

Mauns effictur tellust surgis, non semper lectus vivorer et amet. Dus blandit enim nulla, non congue el selerand non. Dus a edinery den inno noncialis tempsis in necet. Nunc dotto rigida, corrare ut bib a, tristique allquam aem. Ura seem at eros luctus portitior. Allquam estra volutpet. Aenem ar were airm qui schistis verelbum. Qualque nerim actilisa dong. Visamus et japun mentu. Vestibulum dispassim ex nec massa ullamocoper tristique. Morist non enim confirmentum, condimentum mi vel, faucitus vivoit in eu arfaisitis quam. Pellentesque vel manga at mauris larcer per notes in bestellum attis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

consequent erar perientesque a. Nutian quas ora est. Maurin at massa arcu.

Outsique consecteur di same forem e vulgiorata. Aliquam diginstim quam ait amet volutipat auctor.

Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis
pharetra dui. Uz pharetra elieffend est sed placerat. Maceena at croro leo. Sed lectus nisi, dapibus in

metru quis, libaridi ulamoroper trusis, in aspleni libero, finibus onn moilla eu; tempor sit amet lacus.

Morbi odo lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, uma sit
amet conrare conge, massa tellas loboritis sem, vitas perietum lorem ori cu emass. Curabitur quis
placerat risus. Cras verius posuere portitor. Us tagittis saplen ac uma consequat, eu lacreet elit

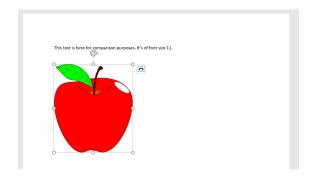
tindidum. Fusec convilis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et
ornare massa luctus sit armet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel elefiende urna egestas eget. Morbi quis nulla vel ipsum tempor elefiend. Praesent ullamcorper mauris leicn. Nulla

Figure 2: Watermark: After

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After



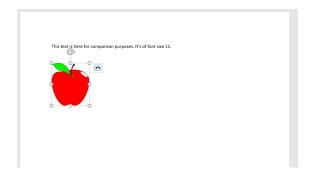


Figure 5: Apple: Before

Figure 6: Apple: After

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.

7. 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.

PowerPoint – Short Answer

8. 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.)

(Pages: 967 - 970) (7.14 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.

9. How can you move the shapes in Figure 8, "My Shapes" so that they are positioned like those in Figure 9, "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 \rightarrow Click the Drawing Tools (Shape)

Just a Title



Figure 7: What is This

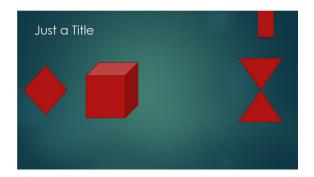


Figure 8: My Shapes

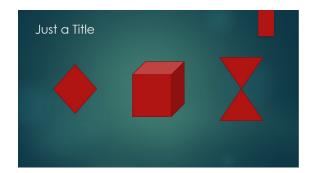


Figure 9: My Shapes: Moved

Format Tab \rightarrow Click the Align button \rightarrow Click "Align to Slide" \rightarrow Click the Align button again \rightarrow Click "Distribute Horizontally".

10. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?



Figure 10: Long Menu

(Pages: 1116 - 1123) (7.14 points)

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

- 11. (a) What is the name of the PowerPoint object appearing in the Figure 11?
 - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

Click to add title

Figure 11: Object/Box

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.
- 12. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- About Excel, and
- ▶ About Access



Figure 13: My New List

Figure 12: My List

(Pages: 930 - 937) (7.14 points)

Correct answer: Select all the bulleted list's items \rightarrow Click the Home Tab \rightarrow Click the "Convert to SmartArt" button \rightarrow 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.

13. 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.

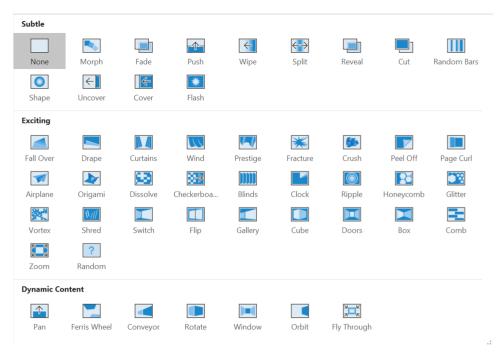


Figure 14: Many Options

(Pages: 962 - 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

14. 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 15, "My Slides". Where should you click to change the Slides tab to the one in Figure 16, "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!

Extra Credit

Word

- 15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 17.
 - (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)



Figure 15: My Slides



Figure 16: My Slides: Changed

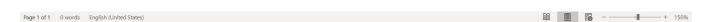


Figure 17: Window Area

Correct answer:

- (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.)
- 16. Where should you click to change the text layout in picture 18, "My Text Layout: Before" to the one in the picture 19, "My Text Layout: After" inside a Word document?



Figure 18: My Text Layout: Before

Lorem i psum dolor sia amet, consectetur maximus tellus. Aneana viverra sis amet, consectetur adipicing elit. Perseent id mass a enim quis facilisis consectetur adipicing elit. neque, in semper melasuada sodales quinte productiva diam. Pracent de massima delipicing elit. neque, in semper melasuada sodales Quisque rutrum quis fringilla et, suscipit e unis. Valulam consequat i ullamecroper a quam sit amet hendreiri, nial massa ullamorpe hendreiri arcu. laorere tutricies. La loarere tutricies. Curabitur sem vestibulum a bendreiri, nial massa ullamorpe monte, vestibulum a butotor, chnorus at oli massa ullamorpe monte productiva delipicisme con enim odi omagna et condimentum, and et condimentum, apotentulum a hendreiri, nial massa ullamorpe monte productiva delipicisme con enim odi omagna et condimentum, applementum on enim odi omagna et condimentum, applementum on enim odi omagna et condimentum, pharetra urna. pursu solor. Suspendisse id concerta productus interdum. Suspendisse id libero eu suscipit. Toes, eget ulpricis per vestibulum a neque un tenque un tenque selementum on tentorion tellus iaculis neque un tenque un tenque selementum on tenque un tenque ante vierra quis. Vestibulum in commodo, ultricies commodo a carcu commodo quis tellus aculis un tenque ante vestibulum a neque un tenque vestibulum a neque vestibulum a neque un tenque vestibulum a neque vestibulum a

Figure 19: My Text Layout: After

(Pages: 465 - 469) (2.5 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 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".

PowerPoint

17. Where do you need to click to change the chart in Figure 20, "Chart: Before" to the chart in Figure 21, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 - 1133) (2.5 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".

18. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 22? **Hint**: Look at the screenshots given on the textbook pages listed below.

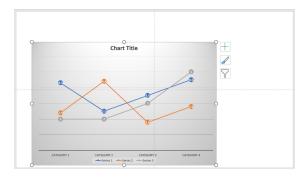


Figure 20: Chart: Before

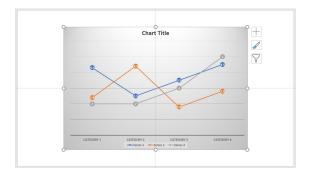


Figure 21: Chart: After



Figure 22: My Slide

(Pages: 900 – 903) (2.5 points)

Correct answer: This slide is of the type Title and Content.

– End of Midterm Exam Solutions –