

Midterm Exam Solutions

Word – Short Answer

1. 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) (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” → click “Remove Hyperlink” to remove the hyperlink!

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

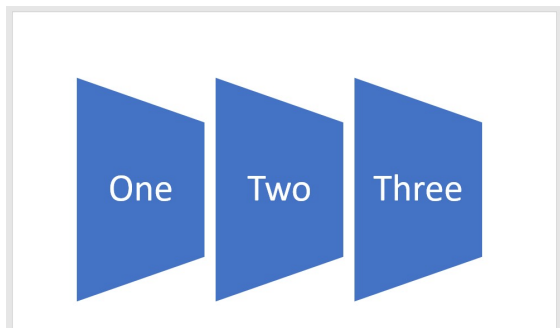


Figure 1: SmartArt: Before

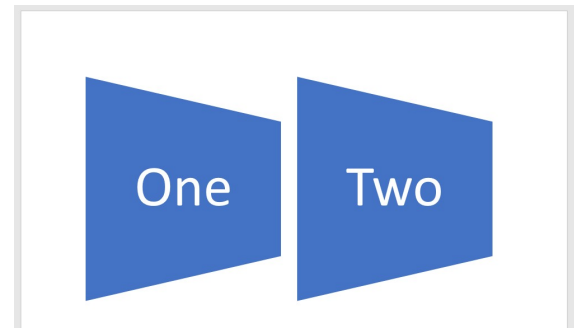


Figure 2: SmartArt: After

(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.

3. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

Correct answer: (For example:) Bold, Increase Font Size, and Paste

4. 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 → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

5. 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

6. Explain where you should click to:

- Save the Word document for the 1st time (mention just **one** way.)
- Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (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”.
- (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”.

7. 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.

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After



Figure 5: Three Shapes



Figure 6: Three Shapes: Changed

PowerPoint – Short Answer

8. How do you change the shapes on a PowerPoint slide shown in Figure 5, “Three Shapes” to the shape in Figure 6, “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 → Arrange button → Group option to group the shapes.

9. 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.

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?



Figure 7: 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.

11. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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 → 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.

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 9? Your answer must use the box shown in that Figure.

(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 → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

Just a Title

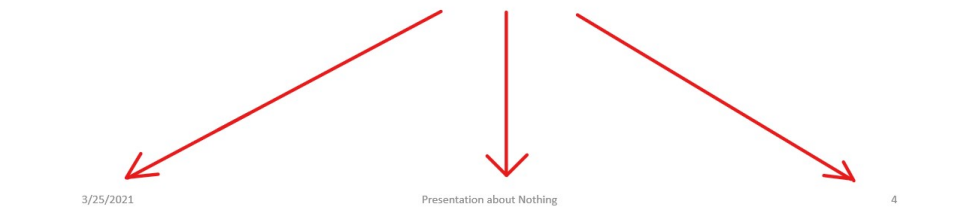


Figure 8: What is This

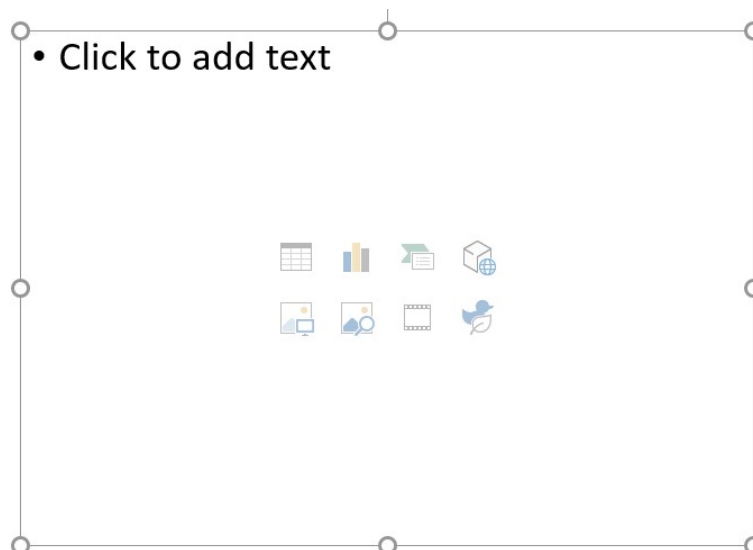


Figure 9: Insert Table Here

13. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

14. 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

Extra Credit

Word

15. Where should you click to change the text layout in picture 10, “My Text Layout: Before” to the one in the picture 11, “My Text Layout: After” inside a Word document?

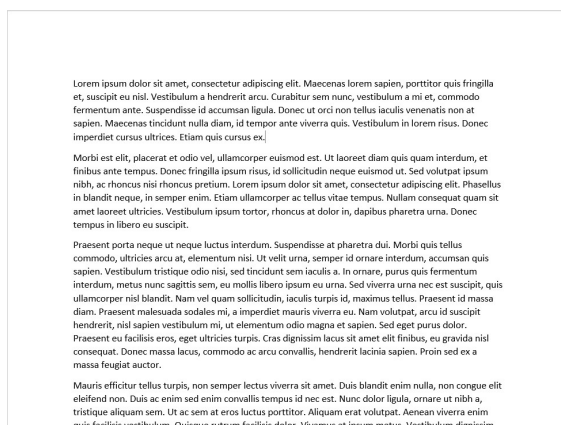


Figure 10: My Text Layout: Before

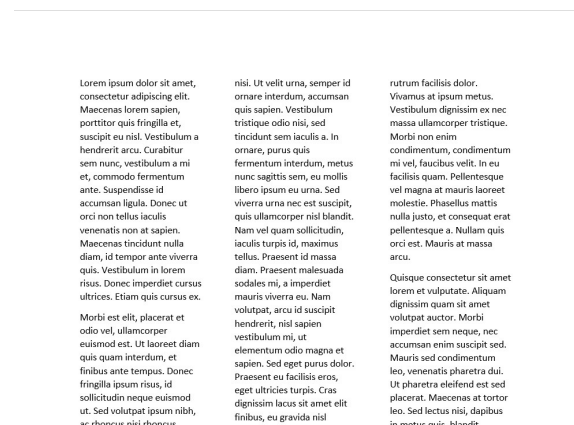


Figure 11: My Text Layout: After

(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 1 columns, the “My Text Layout: After” image has 3 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 → click on the Layout tab → click the Column arrow → click the “More Columns...” option, and then type the number 3 next to “Number of Columns”.

16. What is the purpose of the buttons displayed in Figure 12?

(Pages: 772 — 774) (2.5 points)

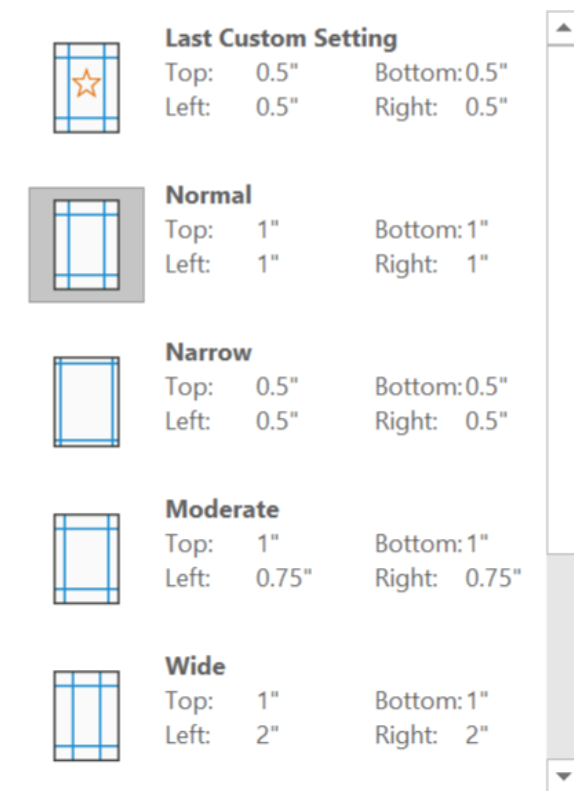


Figure 12: Five Buttons

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

PowerPoint

17. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

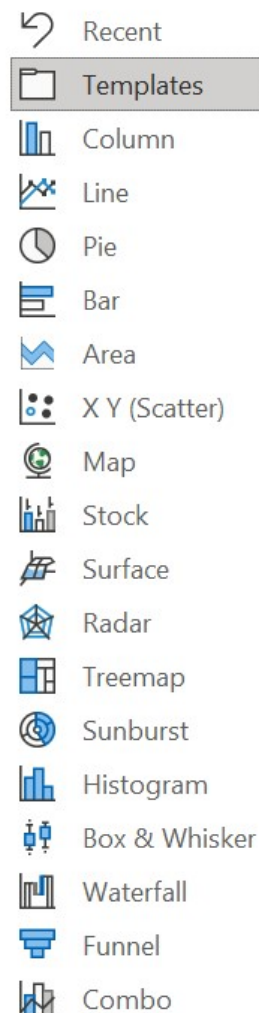
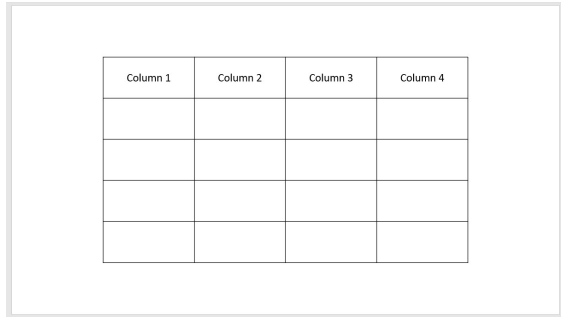


Figure 13: Long Menu

(Pages: 1116 – 1123) (2.5 points)

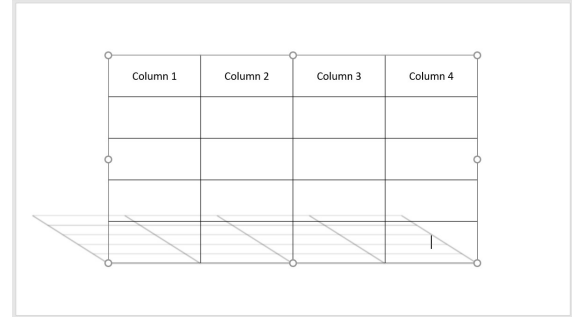
Correct answer: A chart of the option you specify will be added to the PowerPoint slide.

18. Where do you need to click to change the table in Figure 14, “Table: Before” to the table in Figure 15, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 14: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 15: Table: After

(Pages: 549 – 551) (2.5 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.

– End of Midterm Exam Solutions –