Midterm Exam Solutions

Word – Short Answer

1. You inserted an oval shape into your Word document shown in Figure 1, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 2, "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."]
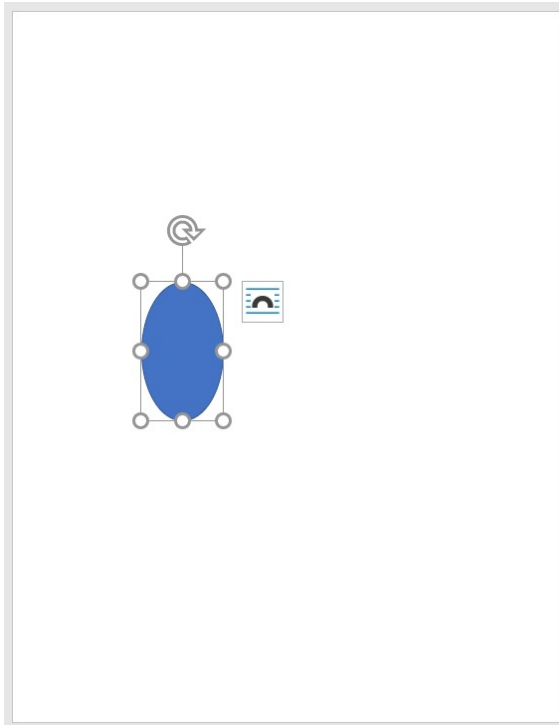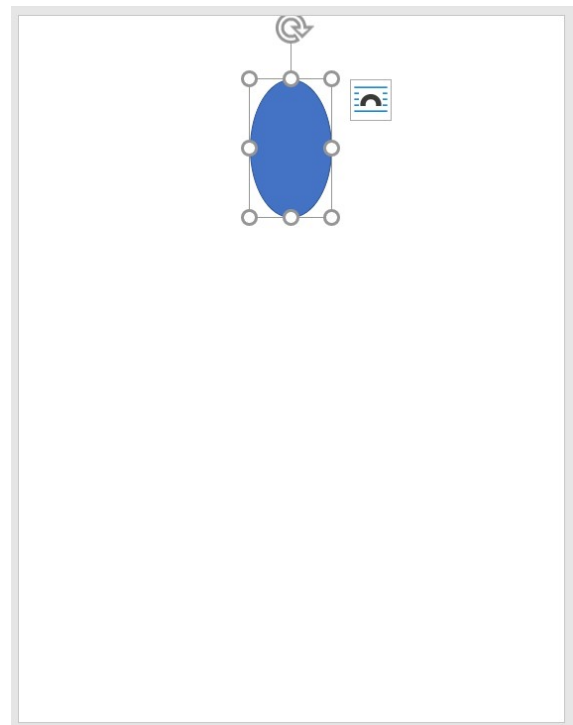

Figure 1: Added Oval Shape

Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click "Position in Top Center with Square Wrapping."

2. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

3. Suppose you are working on the SmartArt graphic in Word in Figure 3, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 4, "SmartArt: After"?
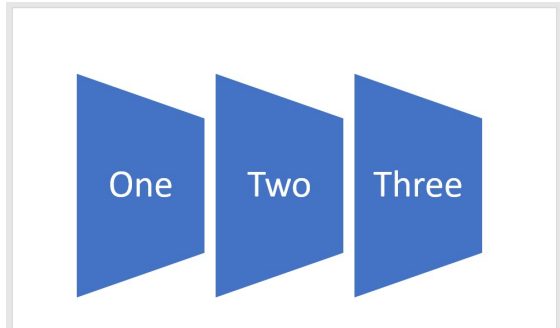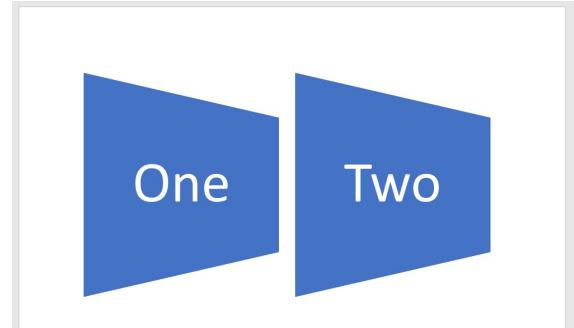

Figure 3: SmartArt: Before

Figure 4: 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.

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

5. 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.

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

   (Pages: 369 – 370) (7.14 points)

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

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"?
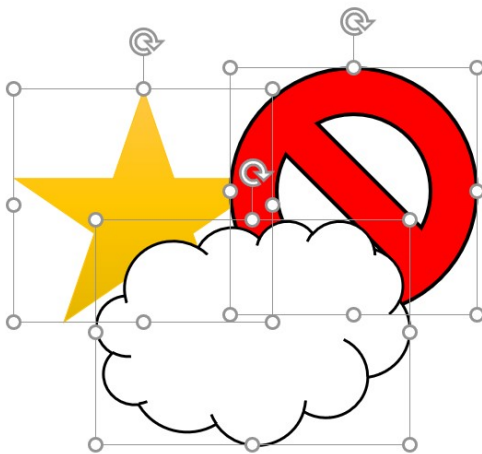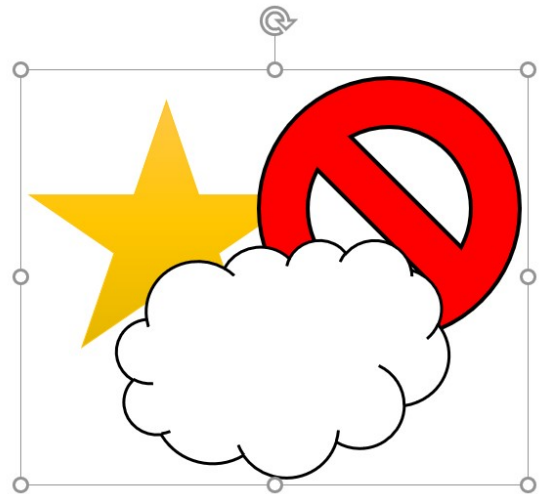

Figure 5: Three Shapes　　　　　　　　Figure 6: Three Shapes: Changed

   (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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint**: Look at the screenshots given on the textbook pages listed below.

   (Pages: 900 – 903) (7.14 points)

   Correct answer: This slide is of the type Comparison.

10. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

    (Pages: 930 – 934) (7.14 points)

    Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.
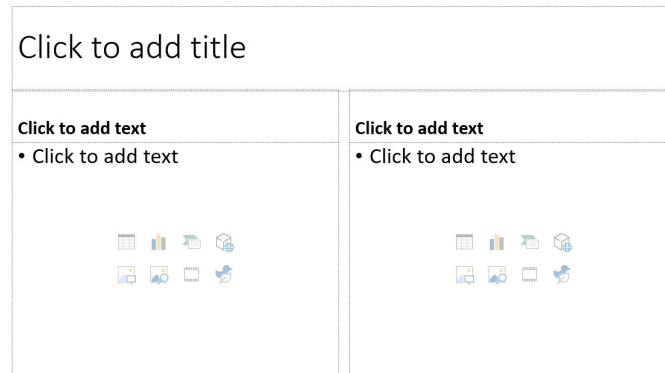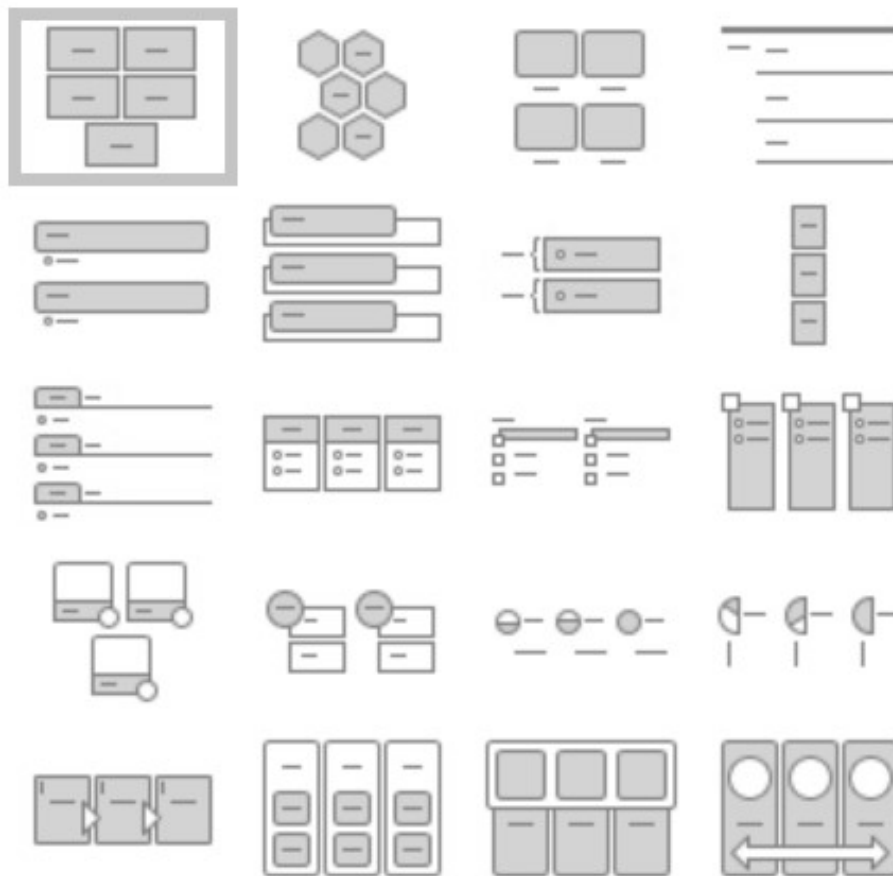
Figure 7: My Slide

Figure 8: Many Options

11. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
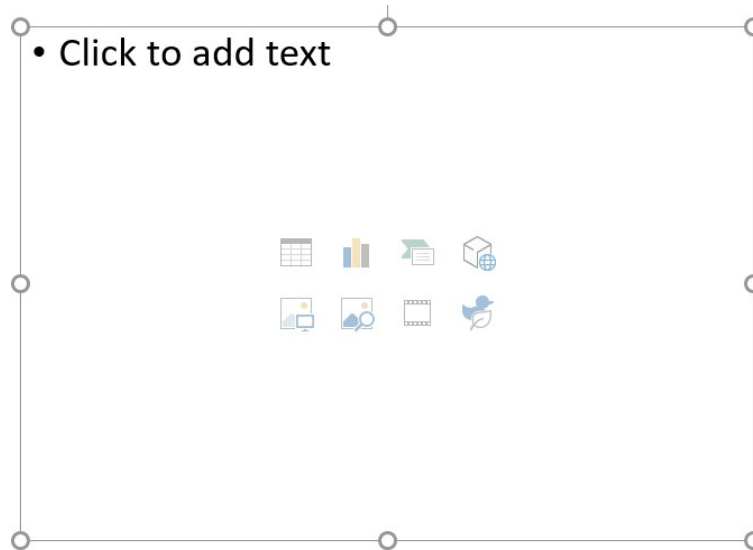

Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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

12. Where do you need to click to change the chart in Figure 10, "Chart: Before" to the chart in Figure 11, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
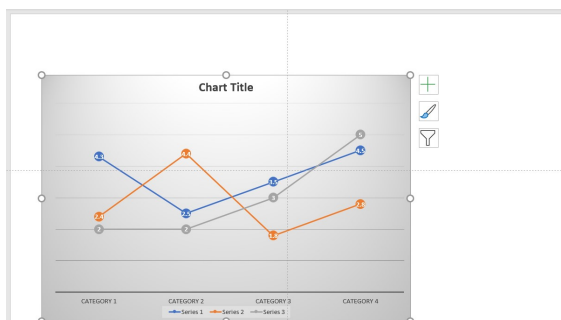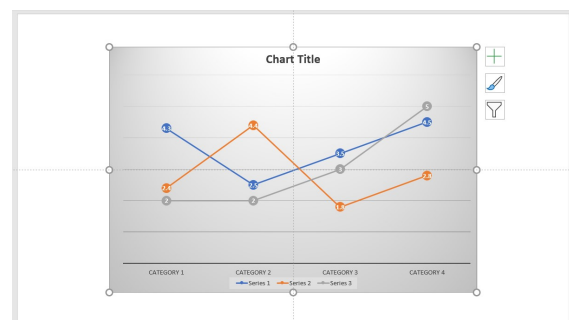

Figure 10: Chart: Before

Figure 11: Chart: After

(Pages: 1126 – 1133) (7.14 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".

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

Figure 12: 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.

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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 13, "Apple: Before" to the picture shown in Figure 14, "Apple: After".
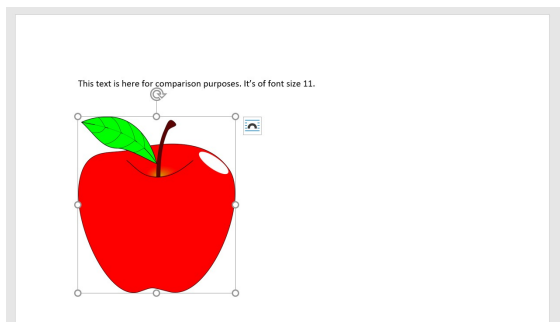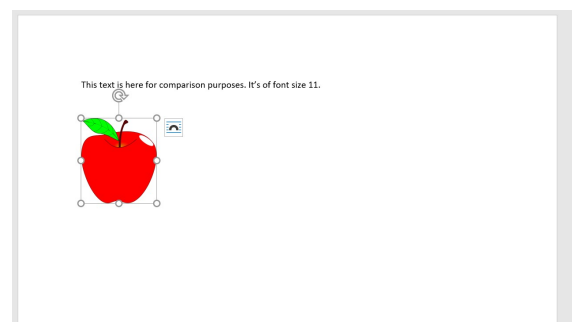

Figure 13: Apple: Before

Figure 14: Apple: After

(Pages: 514 – 516) (2.5 points)

Correct answer: Select the picture → 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.

16. 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) (2.5 points)

    Correct answer: Select the paragraphs → Click the Home Tab → Click the Bullets button

PowerPoint

17. The bulleted list in Figure 15, "My List" was converted into the object displayed in Figure 16, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 16, "My New List"?)
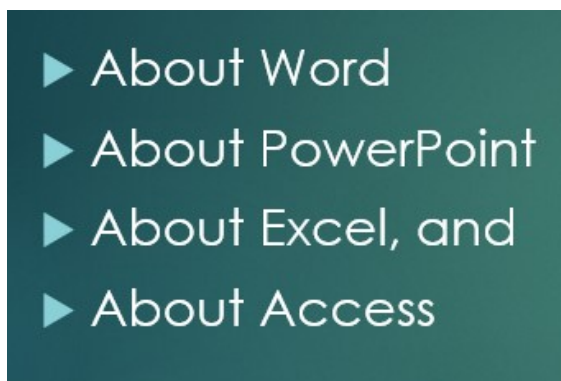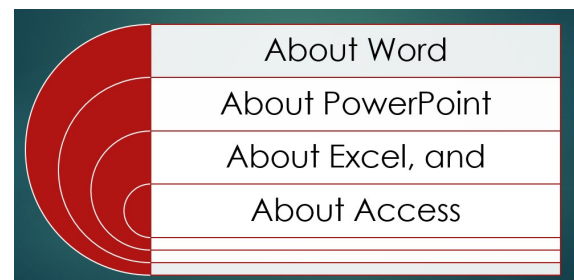

Figure 15: My List

Figure 16: My New List

    (Pages: 930 – 937) (2.5 points)

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

18. How can you enter a hyperlink into an existing text?

    (Pages: 524 – 529) (2.5 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) $\rightarrow$ Click OK.

– End of Midterm Exam Solutions –