

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. 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.
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 → click the Watermark arrow → click the “Custom Watermark...” option → next to the option Layout, click on “Horizontal” instead of “Diagonal” → 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)

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Figure 1: Watermark: Before

Figure 2: Watermark: After

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

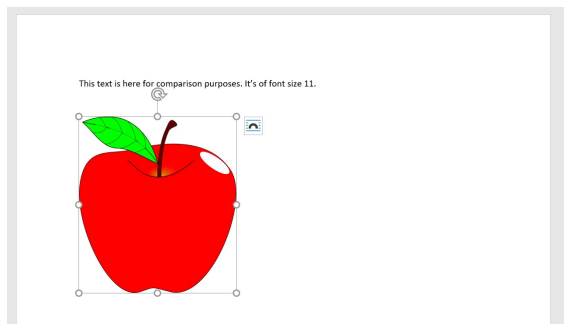


Figure 5: Apple: Before

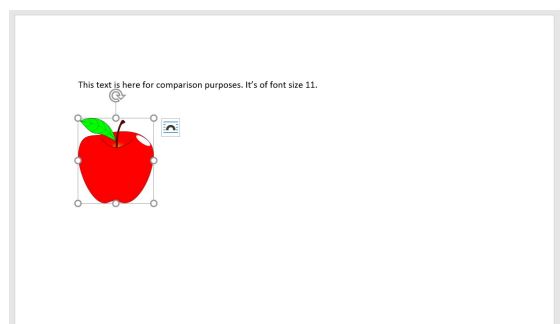


Figure 6: Apple: After

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.

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 to 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 → 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.

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 → Click the Drawing Tools (Shape) Format Tab.

Just a Title

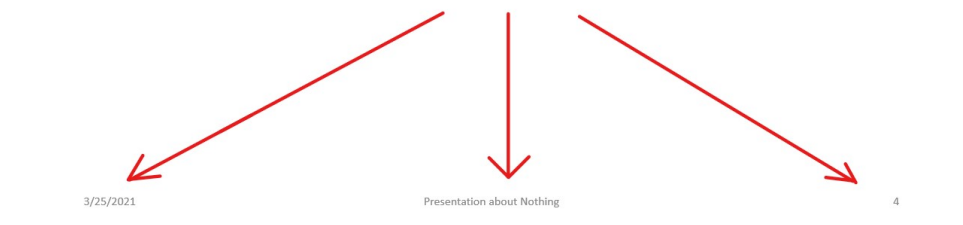


Figure 7: What is This

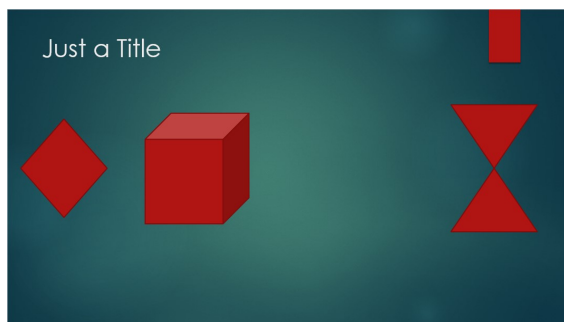


Figure 8: My Shapes

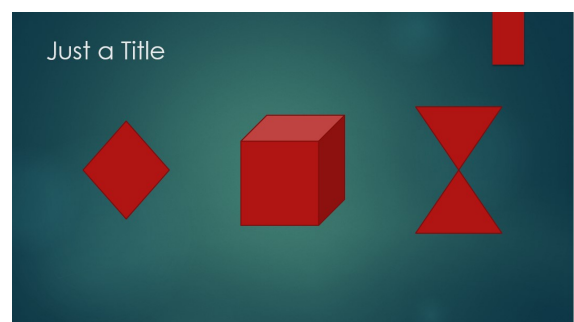


Figure 9: My Shapes: Moved

Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → 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?

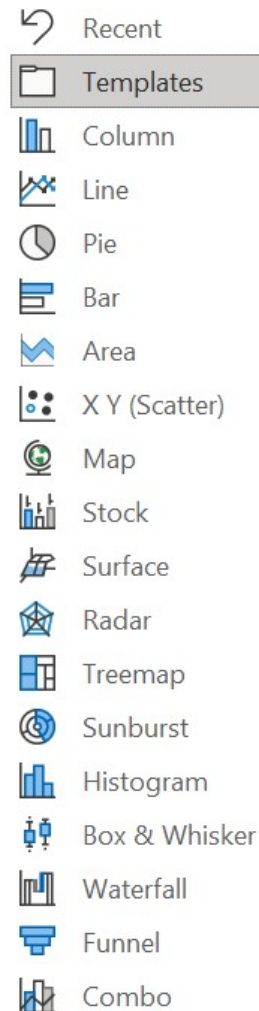



Figure 10: Long Menu

(Pages: 1116 – 1123) (7.14 points)

Correct answer: A chart 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”?)

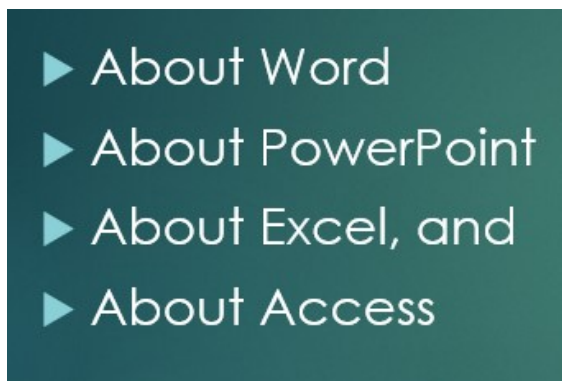


Figure 12: My List

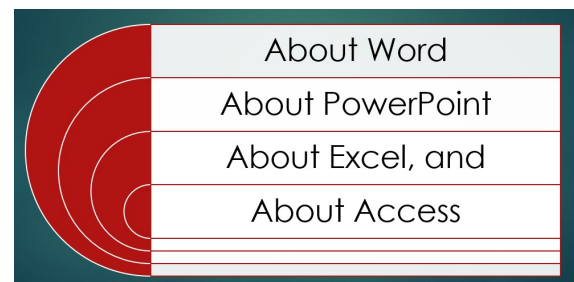


Figure 13: My New List

(Pages: 930 – 937) (7.14 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.

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.

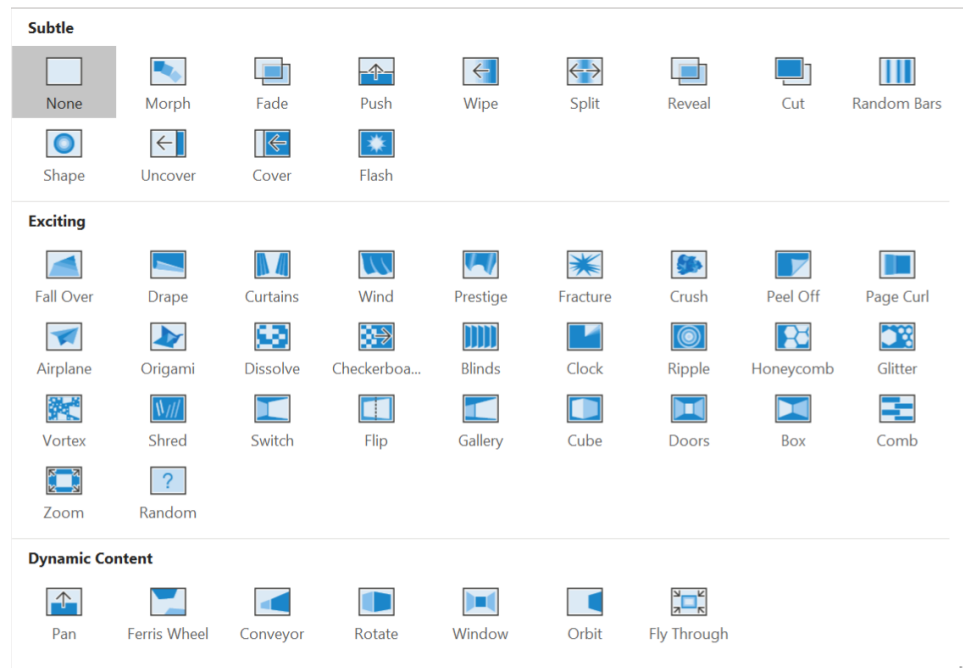


Figure 14: Many Options

(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 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 → Drag it below the Slide 3 → 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

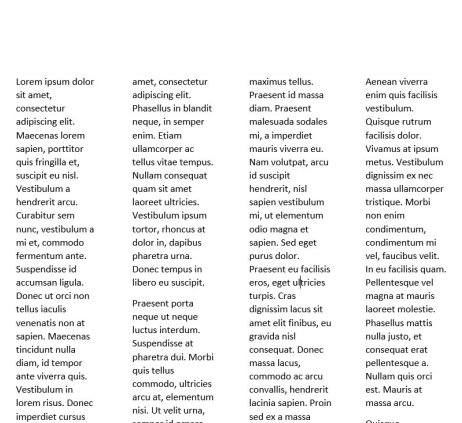


Figure 19: My Text Layout: After

(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 → click on the Layout tab → click the Column arrow → 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 → 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. 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.

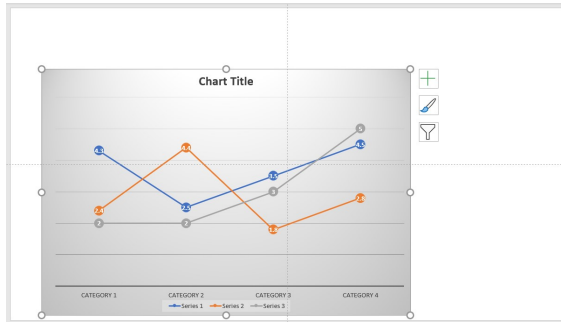


Figure 20: Chart: Before

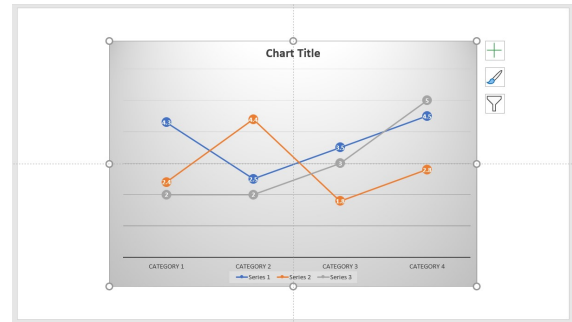


Figure 21: Chart: After

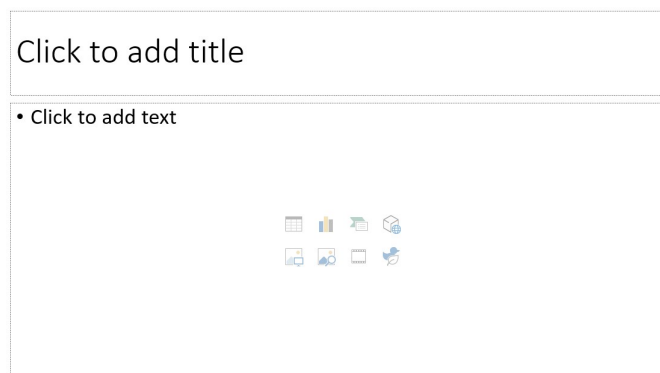


Figure 22: My Slide

(Pages: 900 – 903) (2.5 points)

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

– End of Midterm Exam Solutions –