Midterm Exam Solutions

Word – Short Answer

1. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 7 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 19 points of space below the 1st paragraph and there are 7 points of space above the 2nd paragraph, there will be a total of 26 points of space between the two paragraphs.

2. Here is a paragraph in a Word document:

   I walked on the street When I entered the store.

   Explain where a Word user should click to change the paragraph above into the paragraph:

   When I entered the store I walked on the street.

   Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

   (Pages: 384 – 387) (7.14 points)

   Correct answer: (An example of an answer:) Select the words "I walked on the street" and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

3. 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.

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

   Good morning!

   to the following text:

   Good morning!

   (Pages: 396 – 399) (7.14 points)

   Correct answer: Select the phrase → Click the Home Tab → Click the Font arrow → Scroll down until you find the font name → Click on the new font name

5. 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.

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.
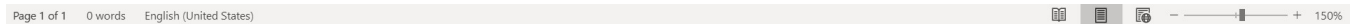
Page 1 of 1   0 words   English (United States)   –   +   150%

Figure 1: Window Area

   (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

   (Pages: 368 – 370) (7.14 points)

   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.)

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

The girl <u>eat</u> this.

Figure 2: Phrase in Word

   (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say "I can simply delete it and re-type it.")

   (Pages: 419 – 423) (7.14 points)

   Correct answer:

   (a) The word "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double underline under that word.
   (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]

PowerPoint – Short Answer

8. 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.

9. Where do you need to click to change the chart in Figure 3, "Chart: Before" to the chart in Figure 4, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
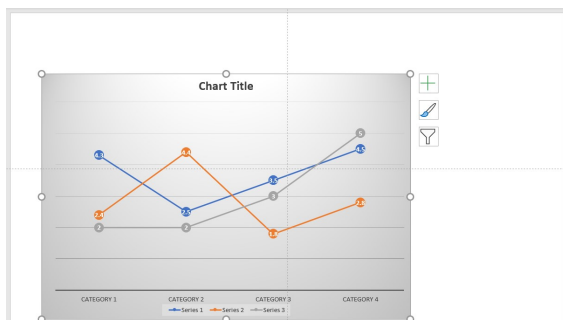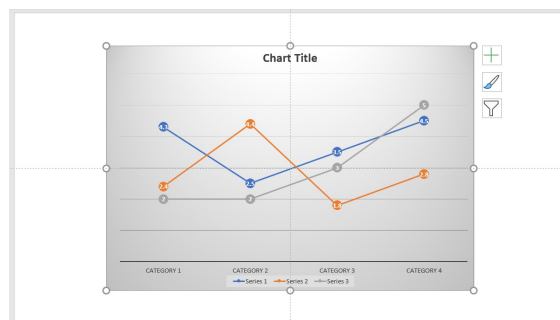

Figure 3: Chart: Before

Figure 4: 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".

10. (a) What is the name of the PowerPoint object appearing in the Figure 5?

    (b) Where do you need to click to delete/remove this object?

    (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. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

    (Pages: 885 – 889) (7.14 points)

    Correct answer: Clicking on one of these squares will change the theme of the presentation.
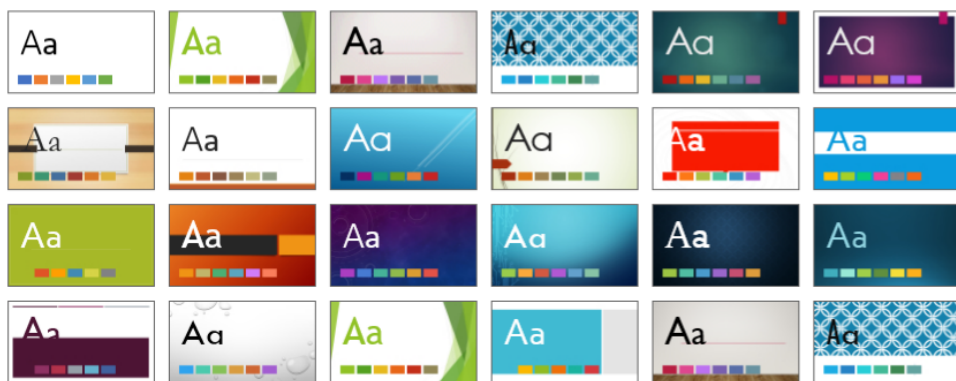
Figure 5: Object/Box

Figure 6: Many Options

12. 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.)
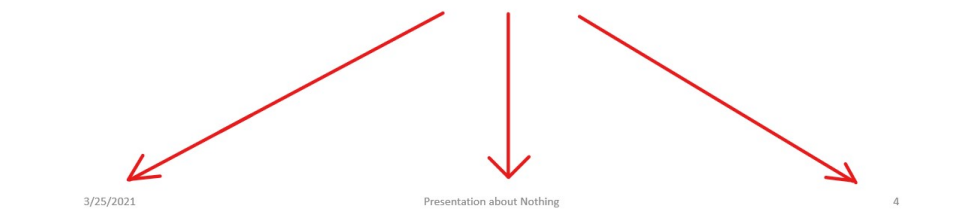

Figure 7: What is This

(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.

13. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(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 $\rightarrow$ Scroll through the list of files on the Desktop to find that picture $\rightarrow$ double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

14. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

Correct answer: The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.
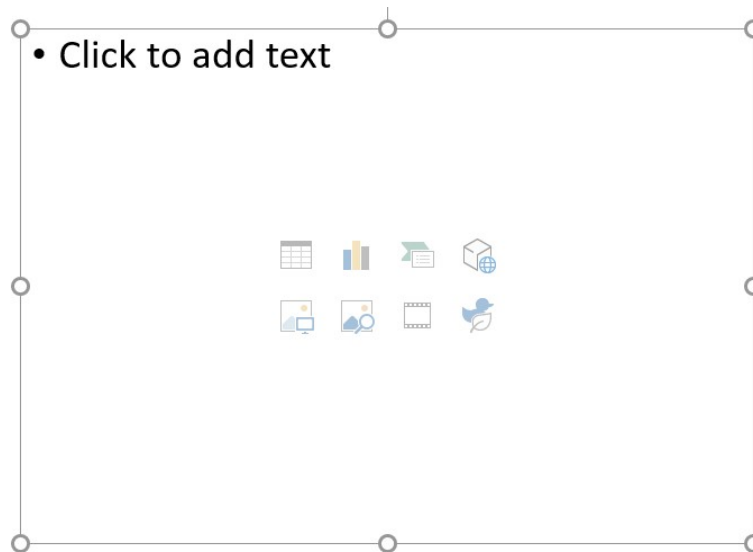
Figure 8: Insert Picture Here

Extra Credit

Word

15. Where should you click to change the table in Figure 9, "Table: Before" to the one in Figure 10, "Table: After"?

    (Pages: 494 – 498) (2.5 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.

16. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

    (Pages: 772 — 774) (2.5 points)

    Correct answer: Layout Tab $\to$ Margins button $\to$ Click the "Narrow" option.

PowerPoint

17. 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) (2.5 points)

    Correct answer: (Example:) Transitions, Animations

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?
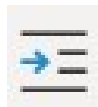
Figure 9: Table: Before

Figure 10: Table: After

Figure 11: Button with Arrow

(Pages: 443 – 446) (2.5 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.

– End of Midterm Exam Solutions –