Midterm Exam Solutions

Word – Short Answer

1. 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.

2. 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.

3. Mention **two** ways to change the zoom of a Word document to 100%.

   (Pages: 370) (7.14 points)

   Correct answer: Any 2 of:

   (a) View Tab → Click the "100%" button.
   (b) Status Bar → Click the - or + buttons until 100% is displayed.
   (c) Drag the zoom slider until 100% is displayed.

4. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 19 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 16 points of space below the 1st paragraph and there are 19 points of space above the 2nd paragraph, there will be a total of 35 points of space between the two paragraphs.

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

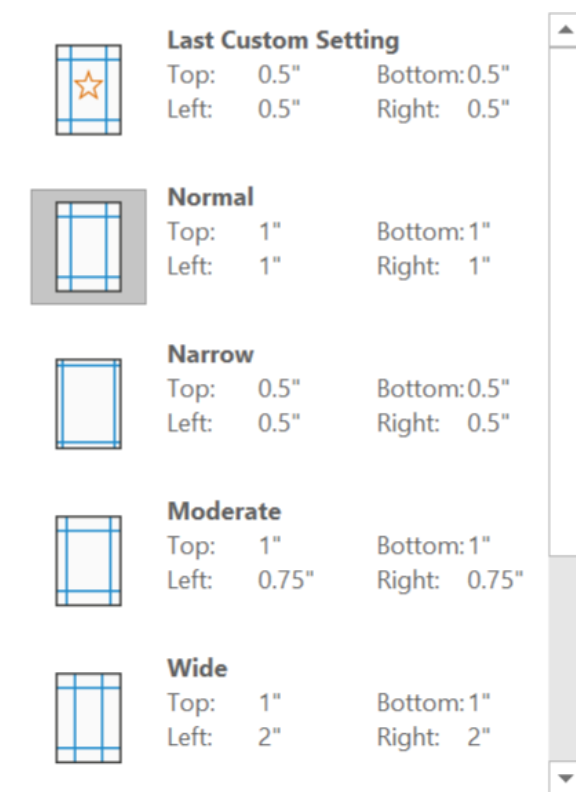6. What is the purpose of the buttons displayed in Figure 1?

Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

7. Where should you click to change the text layout in picture 2, "My Text Layout: Before" to the one in the picture 3, "My Text Layout: After" inside a Word document?

Figure 2: My Text Layout: Before

Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 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".

PowerPoint – Short Answer

8. Where do you need to click to change the chart in Figure 4, "Chart: Before" to the chart in Figure 5, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
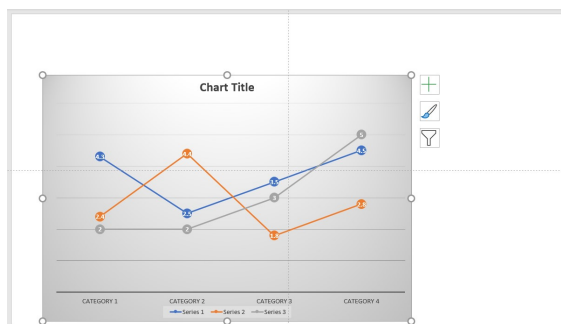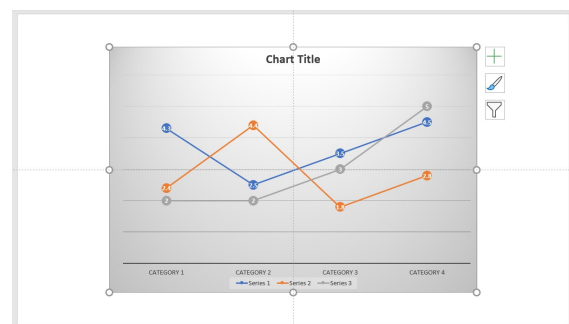

Figure 4: Chart: Before

Figure 5: 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".

9. How do you change the shapes on a PowerPoint slide shown in Figure 6, "Three Shapes" to the shape in Figure 7, "Three Shapes: Changed"?
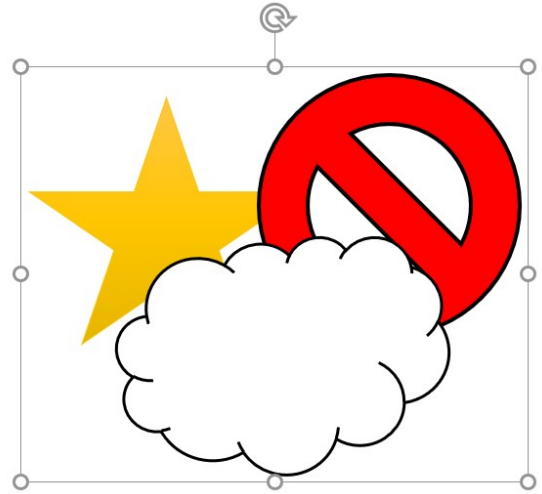
Figure 6: Three Shapes   Figure 7: Three Shapes: Changed

(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.

10. (a) What is the object displayed in Figure 8?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)

Correct answer:

(a) This is a video added to the PowerPoint slide.

(b) When we click on the triangle button, the video starts playing.

11. Which button do you need to click to add the text pointed by the red arrows in Figure 9? (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.

Figure 8: Object with Buttons

Just a Title

3/25/2021   Presentation about Nothing   4

Figure 9: What is This

Figure 10: Insert Table Here

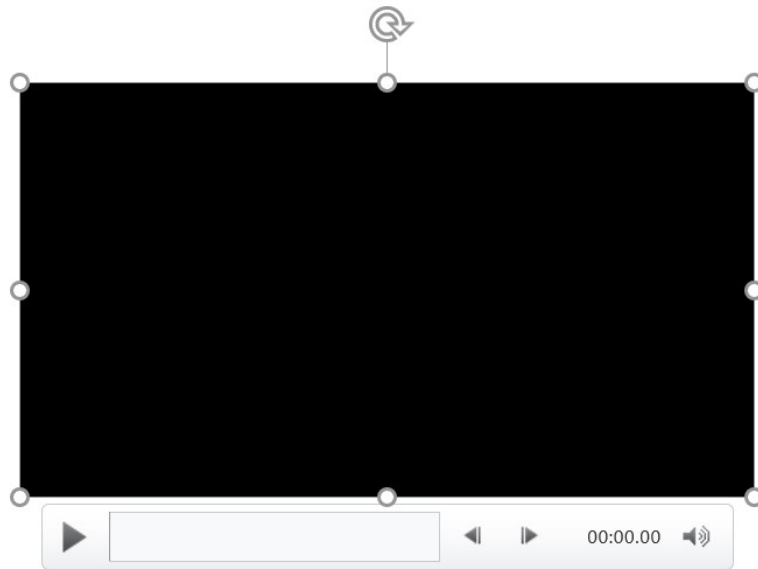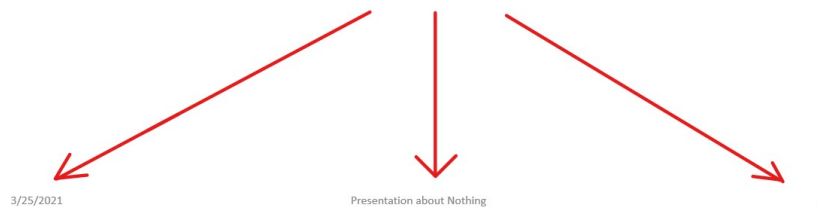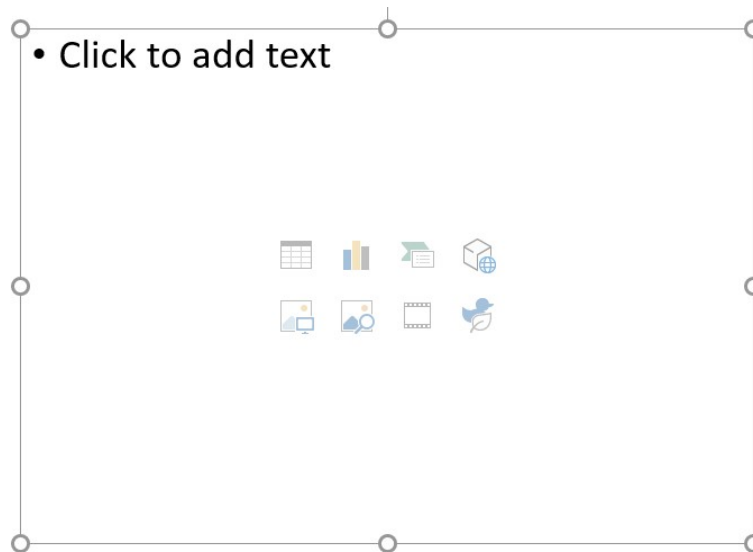12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

(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.

13. 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.

14. If you click on any of the options shown in Figure 11, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".

Extra Credit

Word

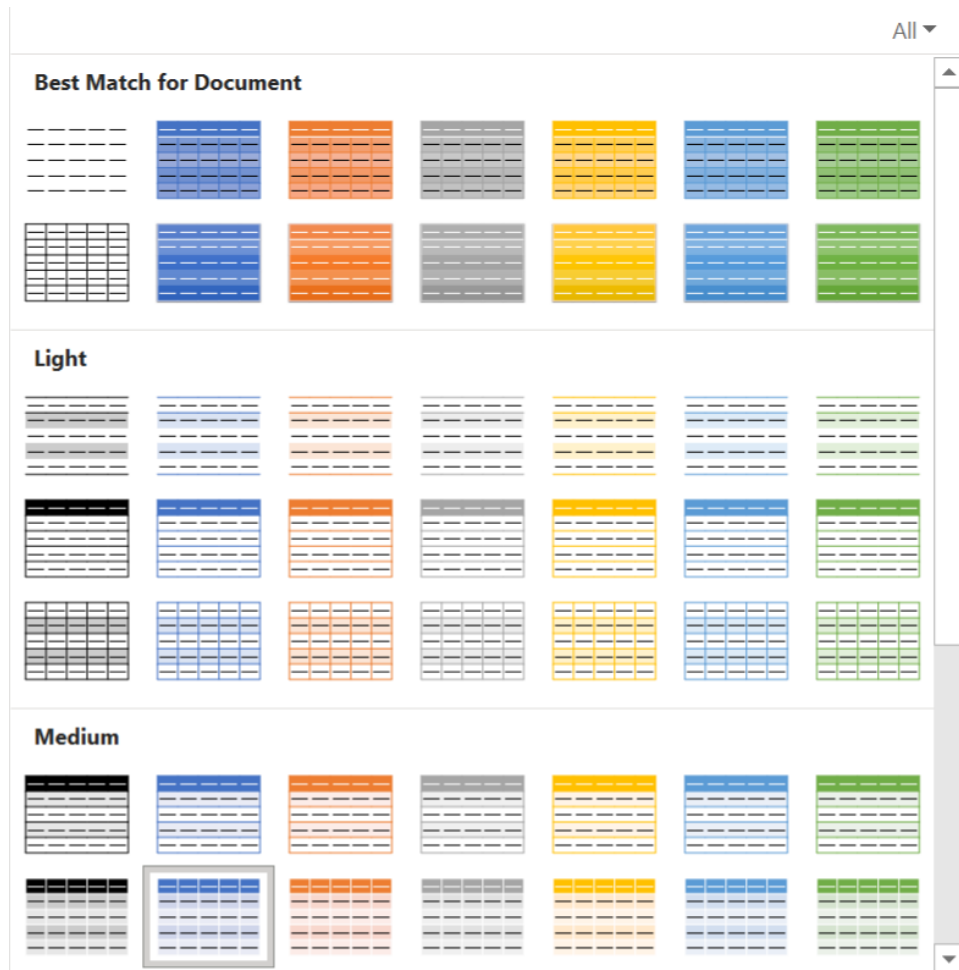15. Name **two** commands/buttons on the Design tab of Word.

Figure 11: Many options

(Pages: 557) (2.5 points)

Correct answer: (For example:) Themes and Colors

16. 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) (2.5 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.

PowerPoint

17. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
  - Apple
  - Cherry
- Veggies
  - Banana
  - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (2.5 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

18. 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) (2.5 points)

Correct answer: Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –