Midterm Exam Solutions

Word – Short Answer

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

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

(Pages: 557) (7.14 points)

Correct answer: (For example:) Themes and Colors

3. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

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Figure 1: Watermark: Before

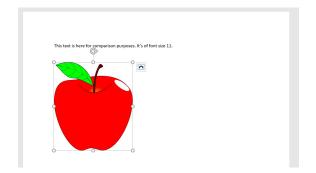
(Pages: 556 - 560) (7.14 points)

Correct answer: Click the Design tab \rightarrow click the Watermark arrow \rightarrow click the "Custom Watermark..." option \rightarrow next to the option Layout, click on "Horizontal" instead of "Diagonal" \rightarrow click on Apply, and close the dialog box.

1

Figure 2: Watermark: After

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".



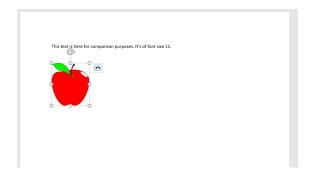


Figure 3: Apple: Before

Figure 4: Apple: After

(Pages: 514 - 516) (7.14 points)

Correct answer: Select the picture \rightarrow 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.

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 \rightarrow Click the Home Tab \rightarrow Click the Bullets button

6. 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:

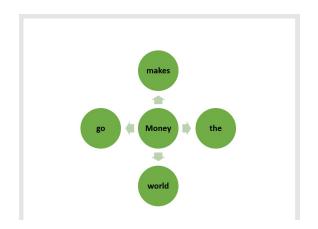
When I entered the store I walked on the street.

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.

7. Suppose you are working on the SmartArt graphic in Word in Figure 5, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 6, "SmartArt: After"?



round the Money go world

Figure 5: SmartArt: Before

Figure 6: SmartArt: After

(Pages: 930 - 937) (7.14 points)

Correct answer: Select the SmartArt graphic \rightarrow Click on the circle with the word "go" \rightarrow Click the SmartArt Tools: Design tab \rightarrow Click on "Add Shape" button \rightarrow Type "round" inside the new shape.

PowerPoint – Short Answer

8. How can you insert a picture inside the object shown in Figure 7? 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.

9. The bulleted list in Figure 8, "My List" was converted into the object displayed in Figure 9, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 9, "My New List"?)

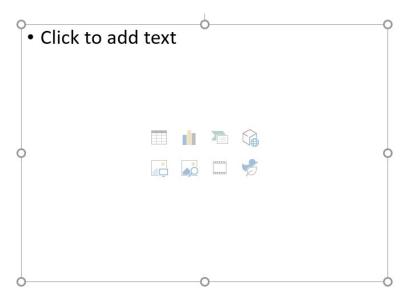


Figure 7: Insert Picture Here

- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

Figure 8: My List

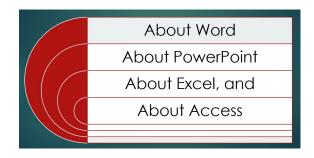


Figure 9: My New List

(Pages: 930 - 937) (7.14 points)

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

10. How do you duplicate a slide? Mention **one** way.

(Pages: 63 - 64, 900 - 901) (7.14 points)

Correct answer: Select the slide you want to duplicate \rightarrow Home tab \rightarrow New Slide arrow \rightarrow Click 'Duplicate Selected Slides'.

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



Figure 10: 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.

- 12. (a) What is the object displayed in Figure 11?
 - (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.
- 13. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart \to click on the Chart Tools: Format tab \to Click on the Align button \to click on "Align Center" \to Click on the Align button again \to click on "Align Middle".



Figure 11: Object with Buttons

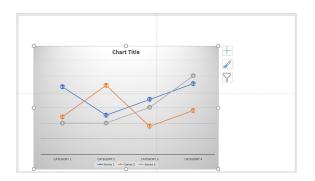


Figure 12: Chart: Before

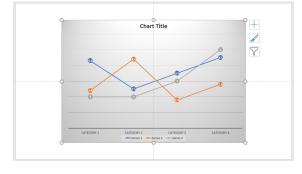


Figure 13: Chart: After



Figure 14: Three Shapes



Figure 15: Three Shapes: Changed

14. How do you change the shapes on a PowerPoint slide shown in Figure 14, "Three Shapes" to the shape in Figure 15, "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 \rightarrow Arrange button \rightarrow Group option to group the shapes.

Extra Credit

Word

15. What is the purpose of the following partially-shown dialog box in Figure 16?

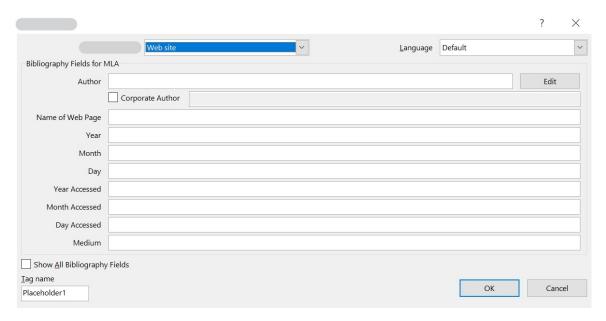


Figure 16: Dialog Box

(Pages: 569 - 570) (2.5 points)

Correct answer: The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

16. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 - 382) (2.5 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.

PowerPoint

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

(Pages: 1155 - 1156) (2.5 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.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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.)

Just a Title



Figure 17: What is This

(Pages: 967 - 970) (2.5 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.

– End of Midterm Exam Solutions –