

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. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

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

3. 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.

4. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “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.

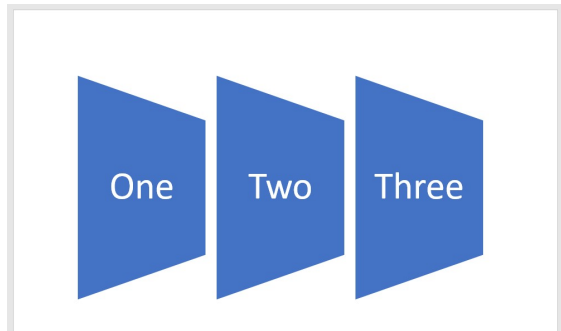


Figure 1: SmartArt: Before

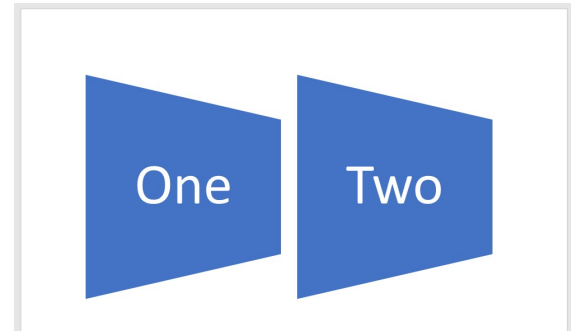


Figure 2: SmartArt: After

5. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

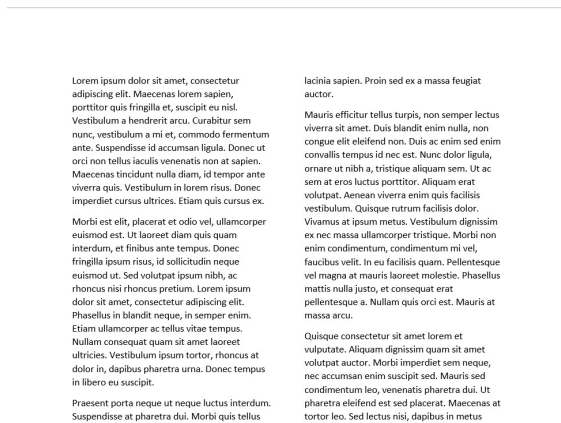


Figure 3: My Text Layout: Before

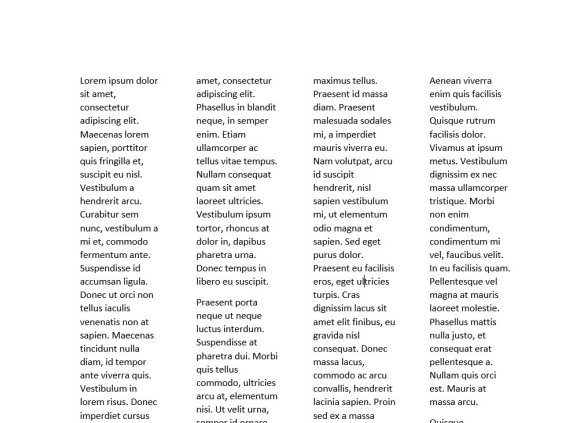


Figure 4: My Text Layout: After

(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 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”.

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)

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.

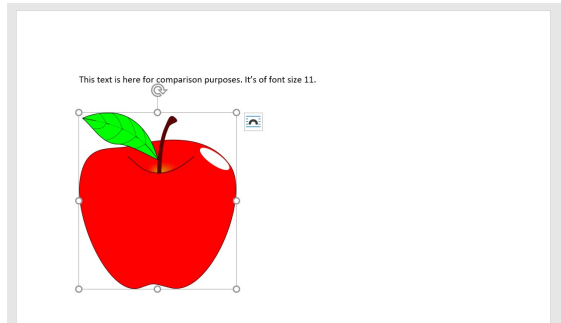


Figure 5: Apple: Before

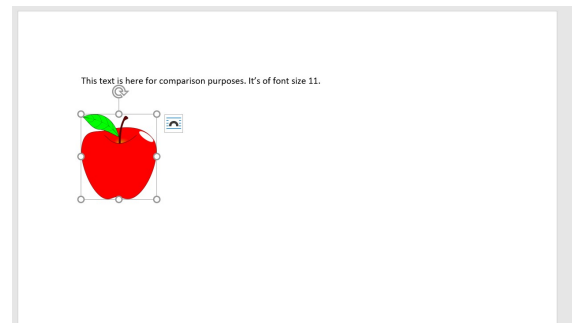


Figure 6: Apple: After

7. Where should you click to change the table in Figure 7, “Table: Before” to the one in Figure 8, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 7: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 8: 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.


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. (a) What is the name of the PowerPoint object appearing in the Figure 9?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 9: Object/Box

(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.
10. Which button do you need to click to add the text pointed by the red arrows in Figure 10? (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.

11. (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:

Just a Title

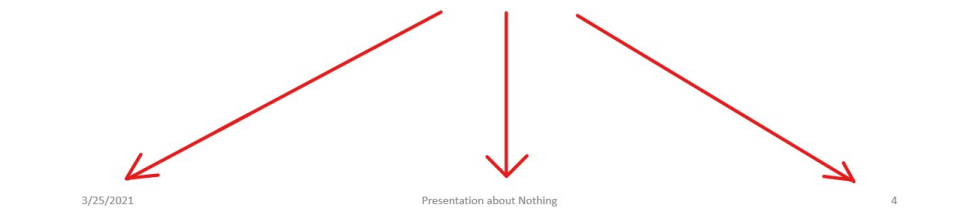


Figure 10: What is This

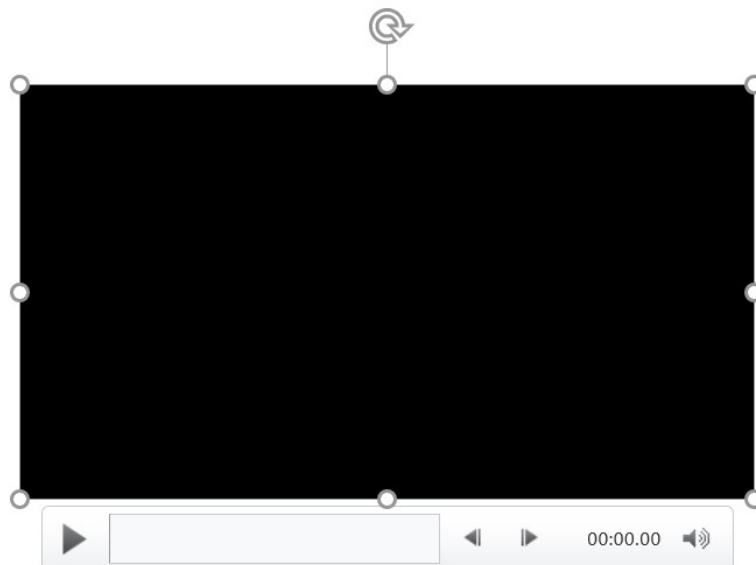


Figure 11: Object with Buttons

- (a) This is a video added to the PowerPoint slide.
 - (b) When we click on the triangle button, the video starts playing.
12. 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.

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

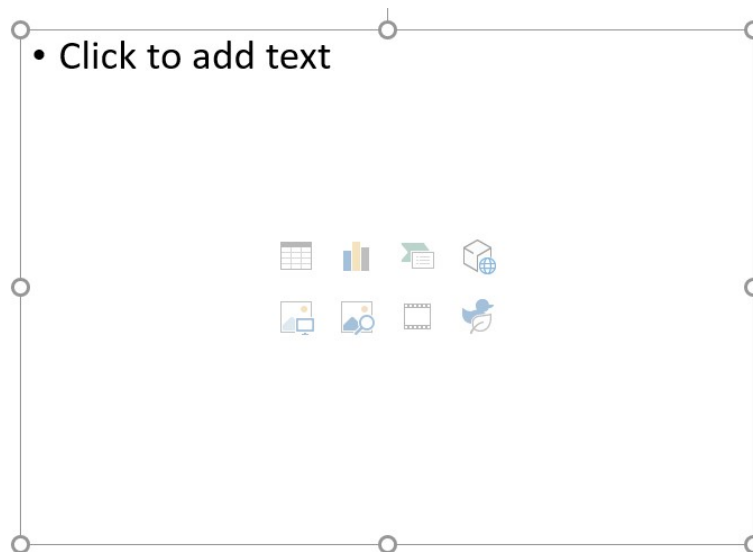


Figure 13: Insert Picture Here

(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.

14. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

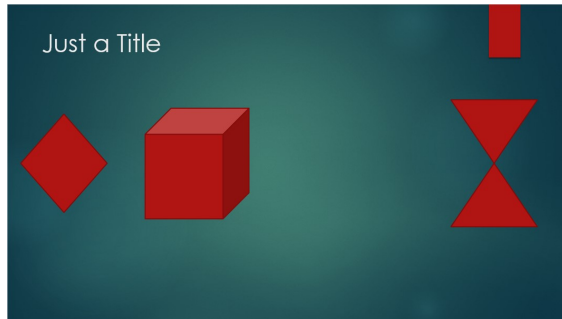


Figure 14: My Shapes

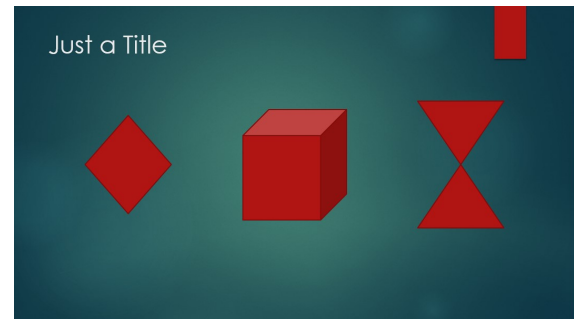


Figure 15: My Shapes: Moved

(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 → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

Extra Credit

Word

15. What change has been made to the picture in Figure 16, “Dino: Before”, so that it became the picture in Figure 17, “Dino: After”?

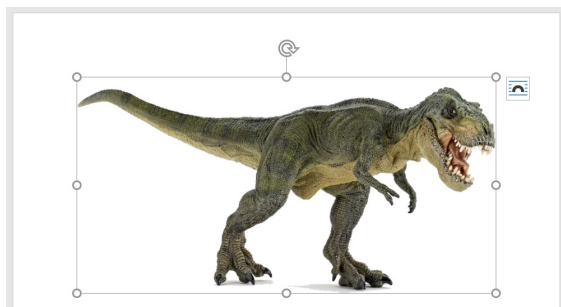


Figure 16: Dino: Before

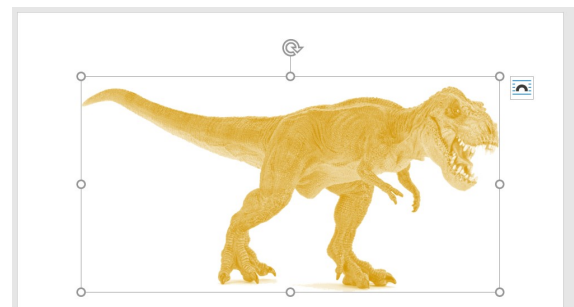


Figure 17: Dino: After

(Pages: 514 – 516) (2.5 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

16. You inserted an oval shape into your Word document shown in Figure 18, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 19, “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.”]

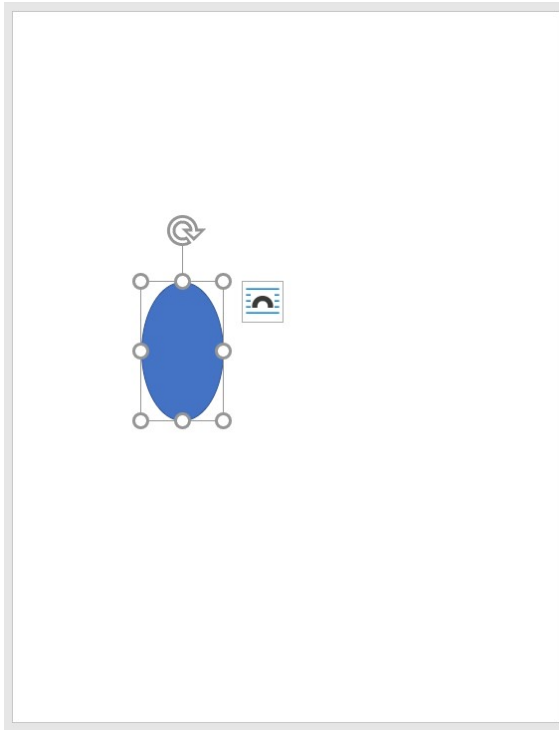


Figure 18: Added Oval Shape

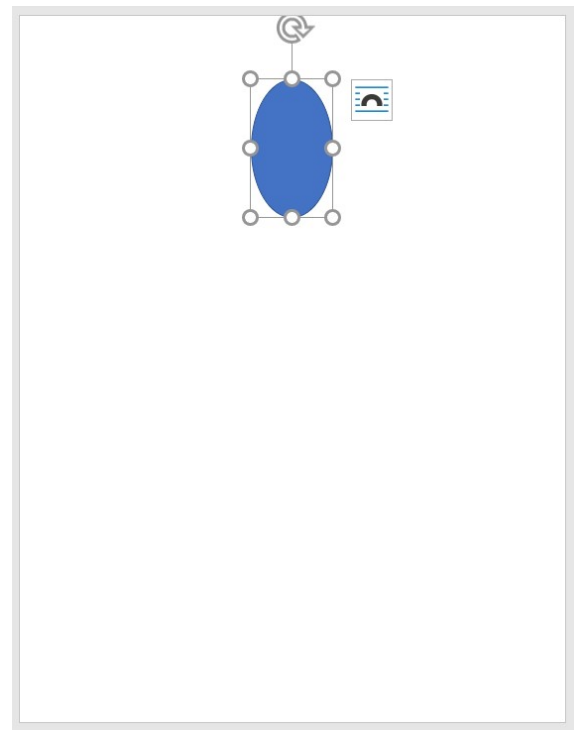


Figure 19: Moved Oval

(Pages: 519 – 521) (2.5 points)

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

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. 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 20, “My Slides”. Where should you click to change the Slides tab to the one in Figure 21, “My Slides: Changed”?



Figure 20: My Slides



Figure 21: My Slides: Changed

(Pages: 907 – 908) (2.5 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!

– End of Midterm Exam Solutions –