

# Midterm Exam Solutions

## Word – Short Answer

1. 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.

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:

- 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

3. 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.

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

the colroful flower

Figure 1: 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 “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]
5. Where should you click to change the table in Figure 2, “Table: Before” to the one in Figure 3, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: 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. What is the purpose of the following partially-shown dialog box in Figure 4?

(Pages: 569 – 570) (7.14 points)

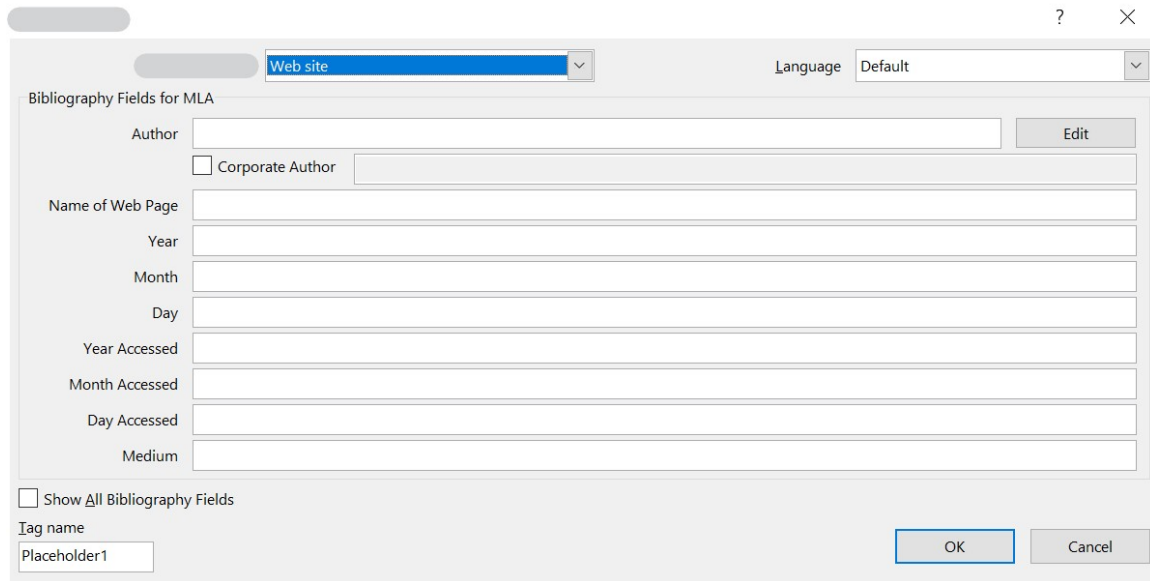


Figure 4: Dialog Box

**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.

7. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.) (Pages: 470 – 473) (7.14 points)

**Correct answer:** Insert tab → Header button → Blank option

### PowerPoint – Short Answer

8. How do you change the shapes on a PowerPoint slide shown in Figure 5, “Three Shapes” to the shape in Figure 6, “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.

9. What is the difference between this list:

- Apple
- Cherry
- Banana



Figure 5: Three Shapes

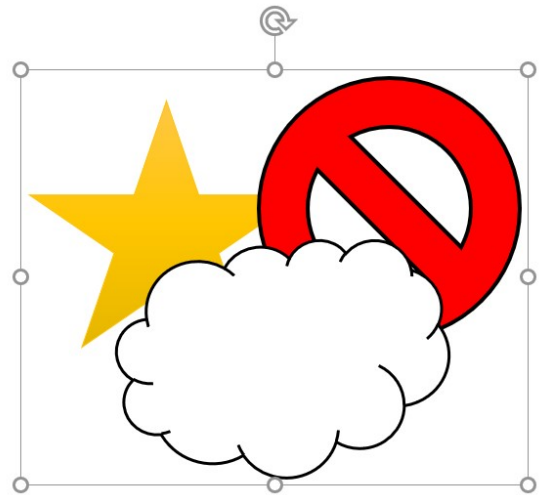


Figure 6: Three Shapes: Changed

- 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) (7.14 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.

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

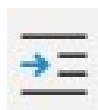


Figure 7: Button with Arrow

(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.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint:** Look at the screenshots given on the textbook pages listed below.

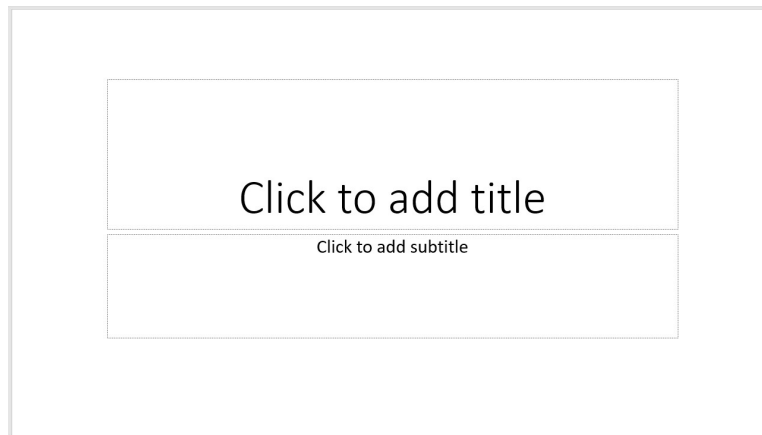


Figure 8: My Slide

(Pages: 900 – 903) (7.14 points)

**Correct answer:** This slide is of the type Title Slide.

12. 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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “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!

13. Where do you need to click to change the table in Figure 11, “Table: Before” to the table in Figure 12, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

**Correct answer:** Select the table → click on the Table Tools: Design tab → Click on the Effects button → Move the mouse over the “Shadow” option → Click on the “Perspective: Upper Left” shadow option to add it.

14. 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



Figure 9: My Slides



Figure 10: My Slides: Changed

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

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.

## Extra Credit

### Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 13, “Apple: Before” to the picture shown in Figure 14, “Apple: After”.

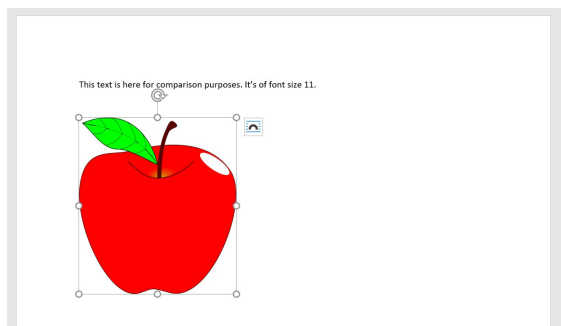


Figure 13: Apple: Before

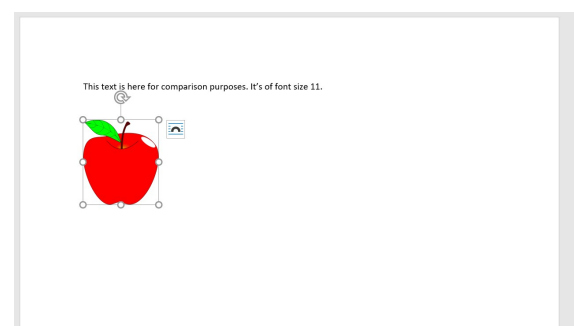


Figure 14: Apple: After

(Pages: 514 – 516) (2.5 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.

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

Good morning!

to the following text:

**Good morning!**

(Pages: 390 – 391) (2.5 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Bold (B) button

### PowerPoint

17. If you click on any of the options shown in Figure 15, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (2.5 points)

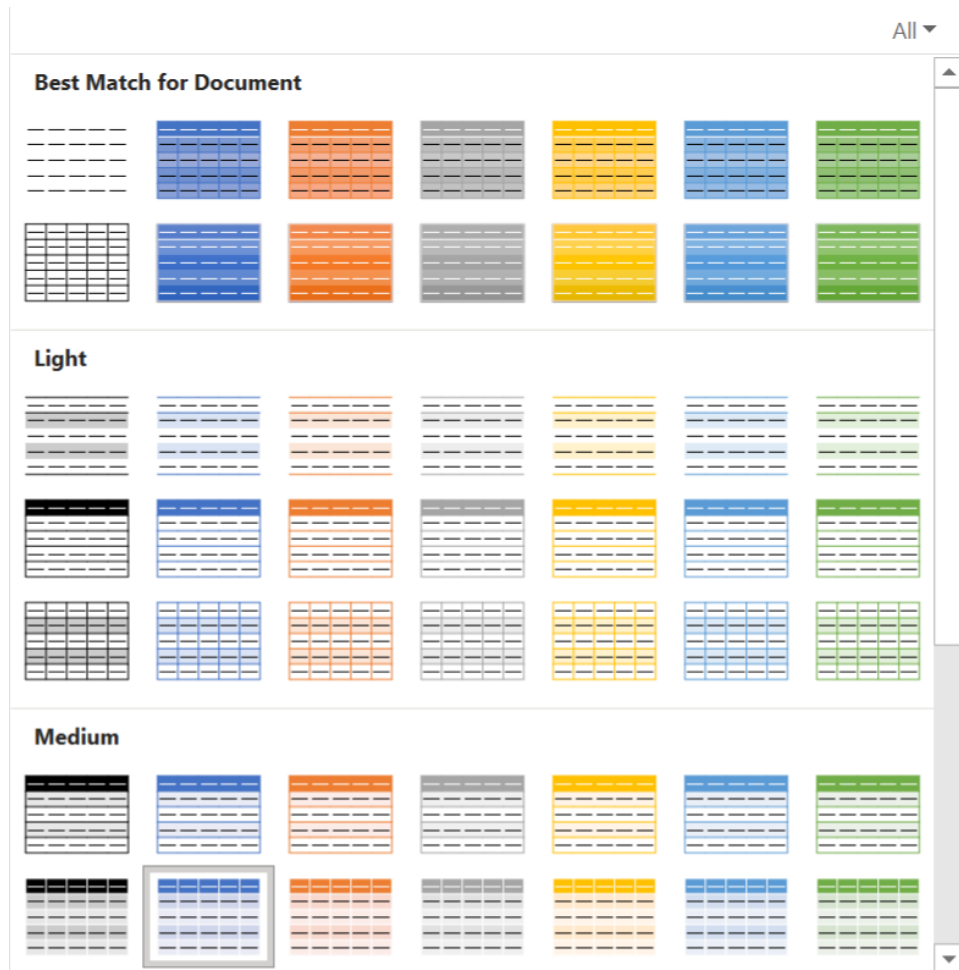


Figure 15: Many options



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

18. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (2.5 points)

**Correct answer:** Select the text from which you want to make a hyperlink → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

– End of Midterm Exam Solutions –