Midterm Exam Solutions

Word – Short Answer

1. 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.

2. 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"?
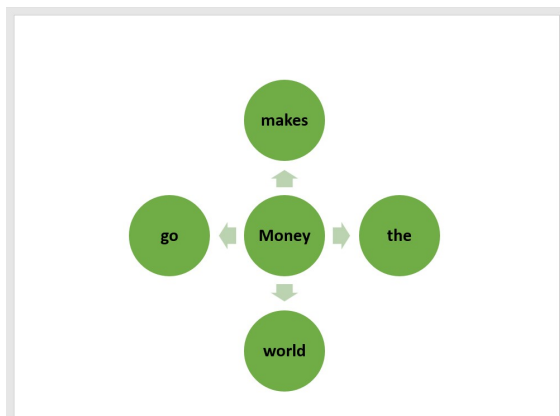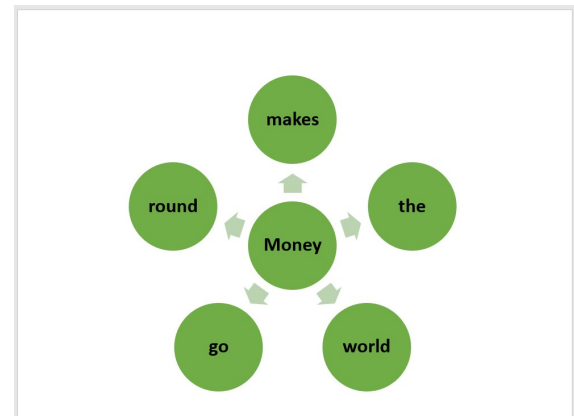

Figure 1: SmartArt: Before

Figure 2: SmartArt: After

   (Pages: 930 – 937) (7.14 points)

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

Figure 3: Watermark: Before

Figure 4: Watermark: After

3. Where should you click to change the watermark in the picture 3, "Watermark: Before" to the watermark in the picture 4, "Watermark: After"?

   (Pages: 556 – 560) (7.14 points)

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

4. 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.

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

   (Pages: 772 — 774) (7.14 points)

   Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

6. Where should you click to change the table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?

   (Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

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.

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 7.

Page 1 of 1   0 words   English (United States)   −   +   150%
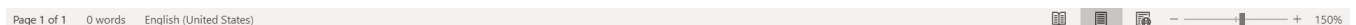
Figure 7: Window Area

(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.)

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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
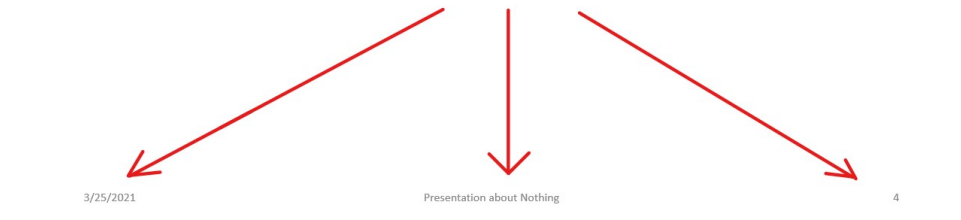
Figure 8: What is This

(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.

9. 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.

10. How can you insert a picture inside the object shown in Figure 9? 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 → 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.

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

(Pages: 443 – 446) (7.14 points)
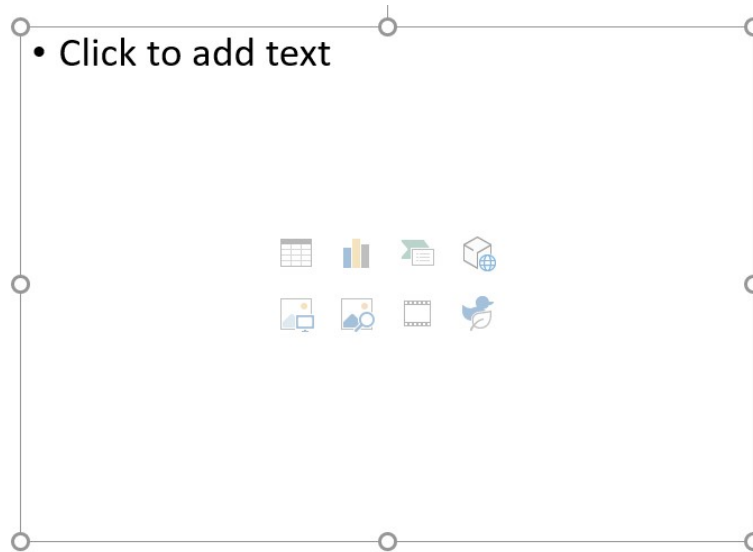
Figure 9: Insert Picture Here

Figure 10: Button with Arrow

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?

Figure 11: Object with Buttons

(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. (a) What is the name of the PowerPoint object appearing in the Figure 12?

    (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.

14. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Click to add title

Figure 12: Object/Box

Figure 13: 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".
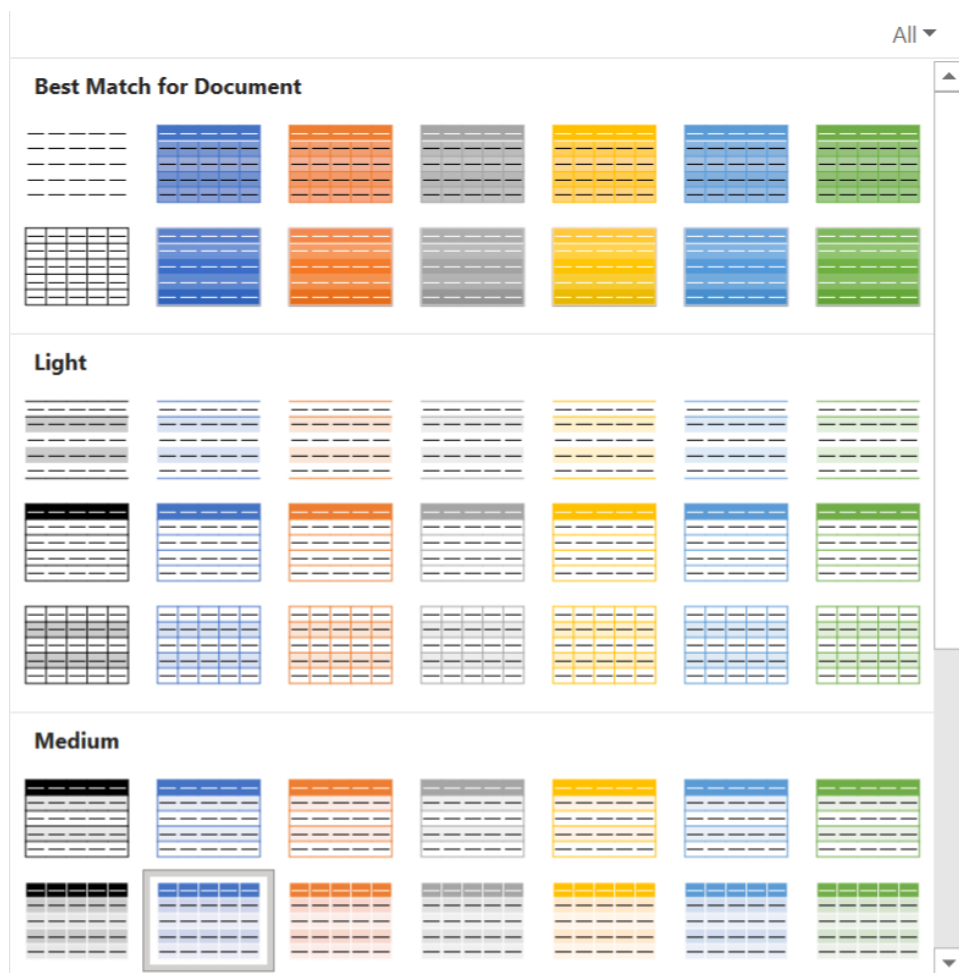
Extra Credit

Word

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

    (Pages: 370) (2.5 points)

    Correct answer: Any 2 of:

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

16. Explain **one** way to open the Word Application on a Windows 10 computer.

    (Pages: 365 – 366) (2.5 points)

    Correct answer: Click the Start button $\rightarrow$ scroll through the list of apps until the Word app name appears $\rightarrow$ Click the Word app name to open the app.

PowerPoint

17. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.
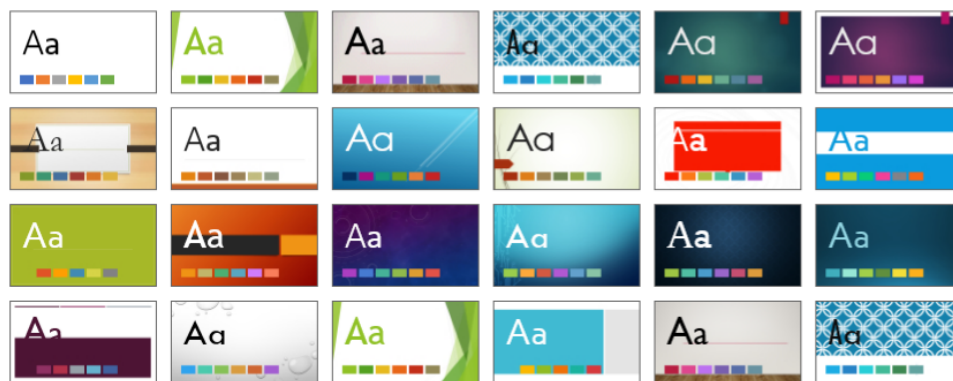

Figure 14: Many Options

    (Pages: 885 – 889) (2.5 points)

    Correct answer: Clicking on one of these squares will change the theme of the presentation.

18. 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.

– End of Midterm Exam Solutions –