Midterm Exam Solutions

Word − Short Answer

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

Figure 1: Watermark: Before   Figure 2: 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.

2. 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?

(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 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".

Figure 3: My Text Layout: Before

Figure 4: My Text Layout: After

3. What is the purpose of the buttons displayed in Figure 5?

   (Pages: 772 — 774) (7.14 points)

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

4. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 10 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 7 points of space below the 1st paragraph and there are 10 points of space above the 2nd paragraph, there will be a total of 17 points of space between the two paragraphs.

5. 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.

6. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)

   (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

   (Pages: 372 – 378, 544) (7.14 points)

   Correct answer:
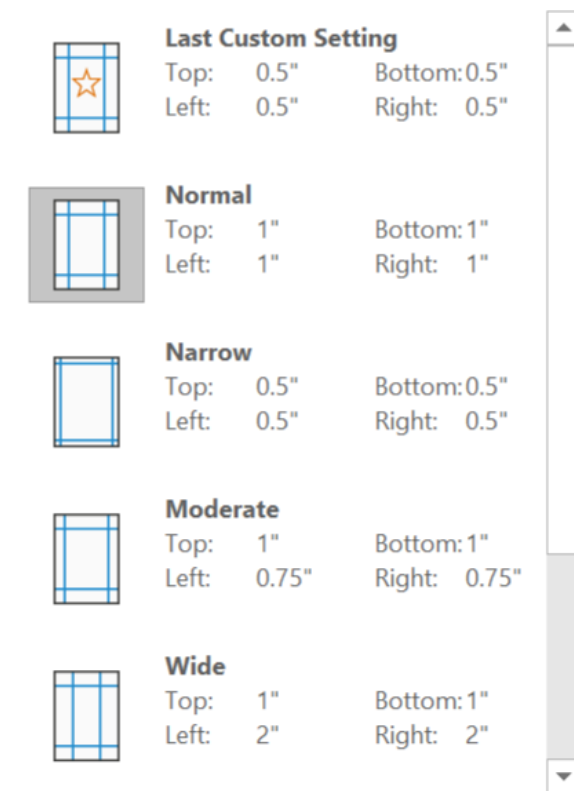
Figure 5: Five Buttons

(a) (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on "Save".

(b) (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it's saved → Click on the name of the document → Click on "Open".

7. 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.

PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

Correct answer: A <u>chart</u> of the option you specify will be added to the PowerPoint slide.

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

(Pages: 524 – 529) (7.14 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.

10. Where do you need to click to change the table in Figure 7, "Table: Before" to the table in Figure 8, "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.
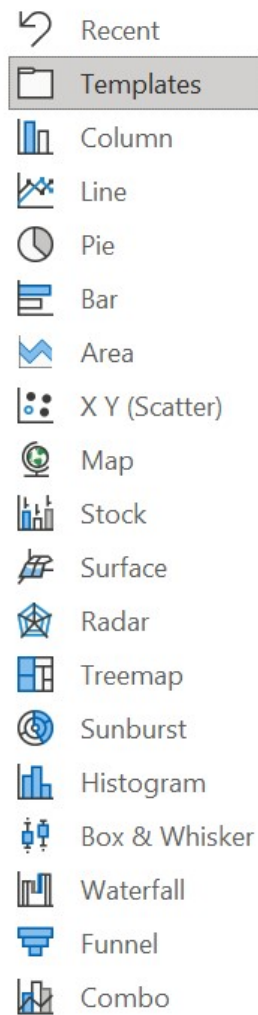
Figure 6: Long Menu

Figure 7: Table: Before

Figure 8: Table: After

11. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?
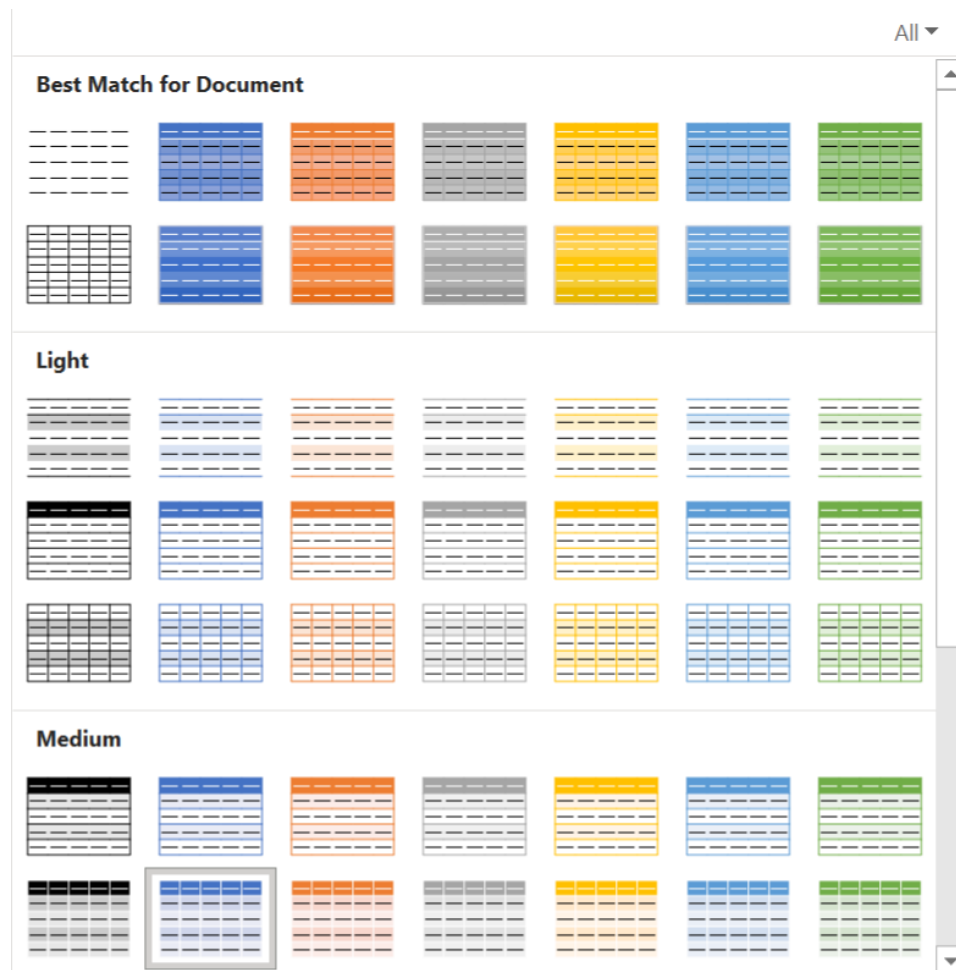
Figure 9: Many options

(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".

12. Name **two** tabs in PowerPoint that Word does NOT have. **Hint**: Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

Correct answer: (Example:) Transitions, Animations

13. 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) (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.

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 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. What is change has been made to the picture in Figure 10, "Dino: Before", so that it became the picture in Figure 11, "Dino: After"?

Figure 10: Dino: Before

Figure 11: 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 d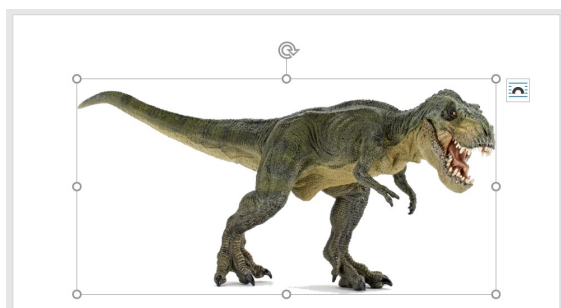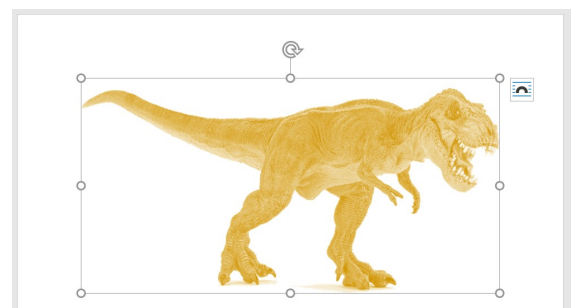idn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

16. 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) (2.5 points)

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

PowerPoint

17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
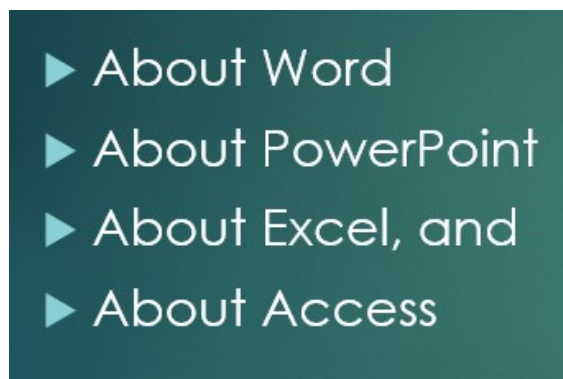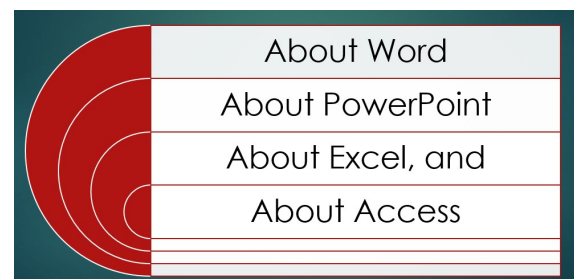

Figure 12: My List

Figure 13: My New List

(Pages: 930 – 937) (2.5 points)

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

18. 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"?
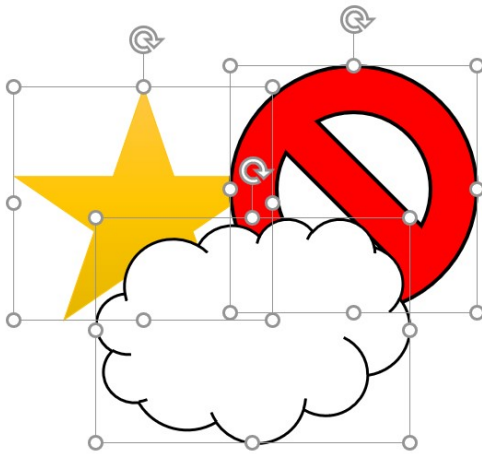

Figure 14: Three Shapes

Figure 15: Three Shapes: Changed

(Pages: 945 – 949) (2.5 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.

– End of Midterm Exam Solutions –