

1. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

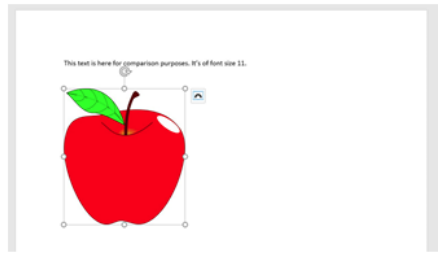


Figure 1: Apple: Before



Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

Resize dots at each side and corner to increase or decrease the size of the image.

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (7.14 points)

Bold

3. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 11 points of space above it, how much space is there between the two paragraphs?

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(Pages: 412 – 416) (7.14 points)

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4. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

Save,undo,redo.

-
5. 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)

right click on the hyperlink and select remove hyperlink

6. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

(Pages: 494 – 498) (7.14 points)

first move your mouse to the second row "info" then right click to see insert then select insert row below.

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

(Pages: 772 — 774) (7.14 points)

making sure the printed worksheet would be farther away from the edge of the paper

PowerPoint – Short Answer

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

8. (a) What is the object displayed in Figure 6?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

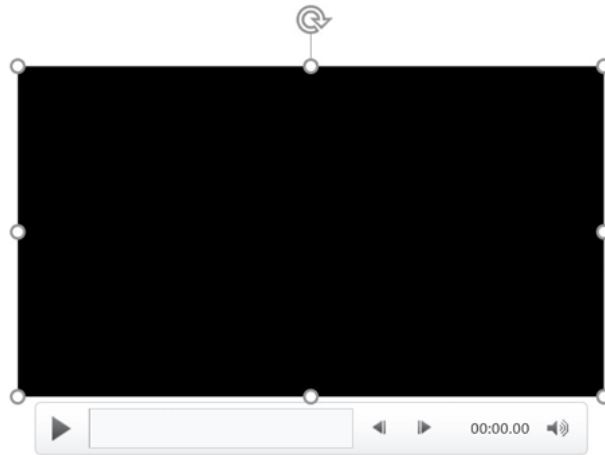


Figure 6: Object with Buttons

(Pages: 980 – 987) (7.14 points)

- A) the object displayed in figure 6 is a video
B) when you click on the left triangle button the video start to plays

-
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)

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landscape would be the one for orientation type of a PowerPoint slide, the page prints left to right along the long side of a page.

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

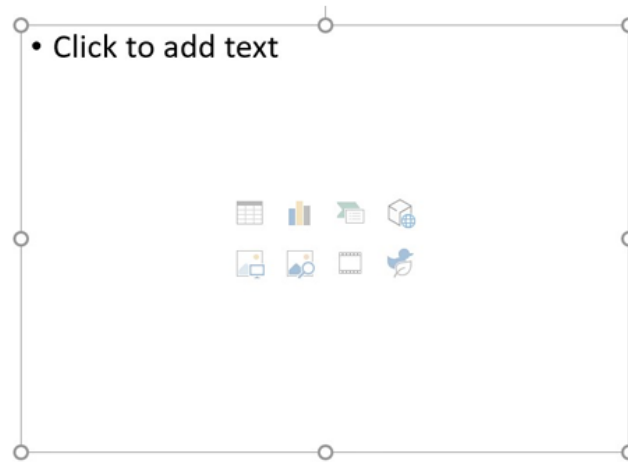


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

click the small table icon in the center(the icon on the top left), then enter the number of columns and rows for 3 rows and 2 columns.

11. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

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- 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)

Is to increase the list level of the line

12. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.



Figure 8: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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select picture, the bottom left icon, then find the location of the picture on your computer, then click on the picture or the image and click on insert.

13. (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)

a) is the title

b) click on the corner of the text then right and select cut or press backspace button on keyboard

14. 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 10, "My Slides". Where should you click to change the Slides tab to the one in Figure 11, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)

click on the second slide then drag that slide down below the third slide.



Figure 10: My Slides



Figure 11: My Slides: Changed

Extra Credit

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

Word

15. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

press the undo button (ctrl+z)

16. Where should you click to change the text layout in picture 12, “My Text Layout: Before” to the one in the picture 13, “My Text Layout: After” inside a Word document?



Figure 12: My Text Layout: Before



Figure 13: My Text Layout: After

(2.5 points)

on the layout tap you click on columns select more columns, on the number of columns enter 4 then click on ok.

PowerPoint

17. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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 14: What is This

(2.5 points)

go to insert , on the text section click the one on the top right (Date & Time), then select all the box in the Slide tap then click apply for only this page or apply to all if is for all page.

18. Where do you need to click to change the chart in Figure 15, "Chart: Before" to the chart in Figure 16, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

(2.5 points)

In the chart Tools: Format tab you click on Align, then click on align center.