Midterm Exam Solutions

Word – Short Answer

1. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

   (Pages: 369, 372 – 378) (7.14 points)

   Correct answer: You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

2. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

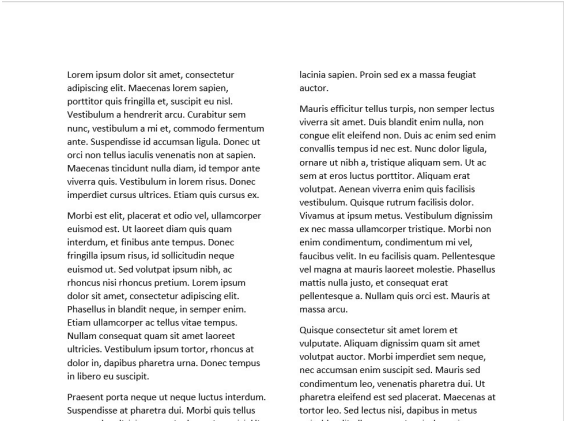

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Figure 1: My Text Layout: Before

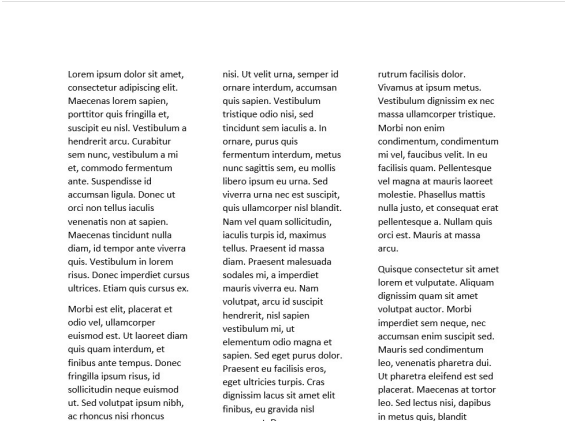

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Figure 2: My Text Layout: After

   (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 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".

3. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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."]

   (Pages: 519 – 521) (7.14 points)

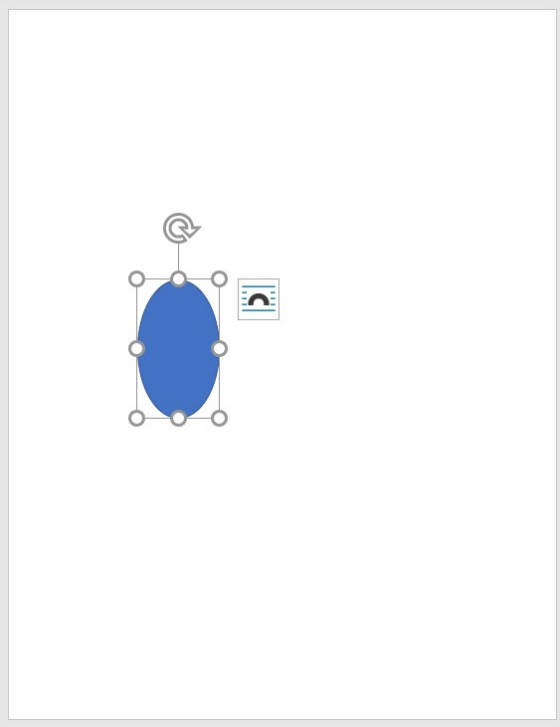

Figure 3: Added Oval Shape

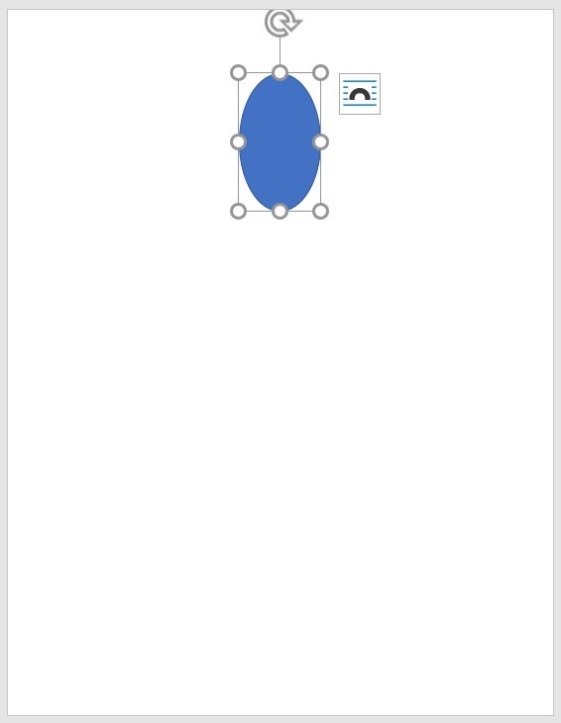

Figure 4: Moved Oval

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

4. 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:

   (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".

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. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 13 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 13 points of space below the 1st paragraph and there are 13 points of space above the 2nd paragraph, there will be a total of 26 points of space between the two paragraphs.

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

   Good morning!

   to the following text:

   <u>Good morning!</u>

   (Pages: 390 – 391) (7.14 points)

   Correct answer: Select the phrase → Click the Home Tab → Click the Underline (<u>U</u>) button

PowerPoint – Short Answer

8. You are 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 5, "My Slides". Where should you click to change the Slides tab to the one in Figure 6, "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!

9. 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

10. If you were to click on an option from the menu in the Figure 7, 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.

11. What is the difference between this list:

    - Apple

Figure 5: My Slides

Figure 6: My Slides: Changed

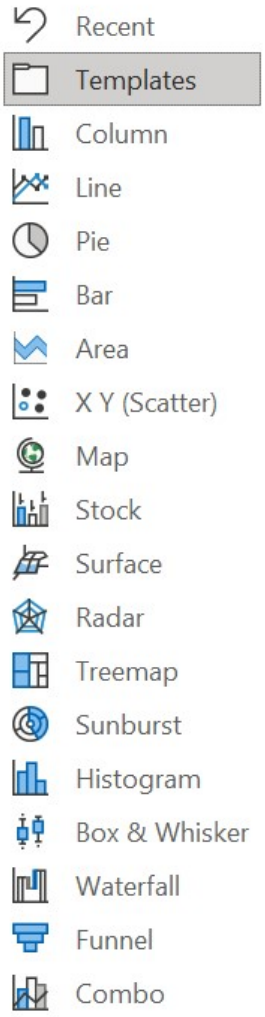

Figure 7: Long Menu

- 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.

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.

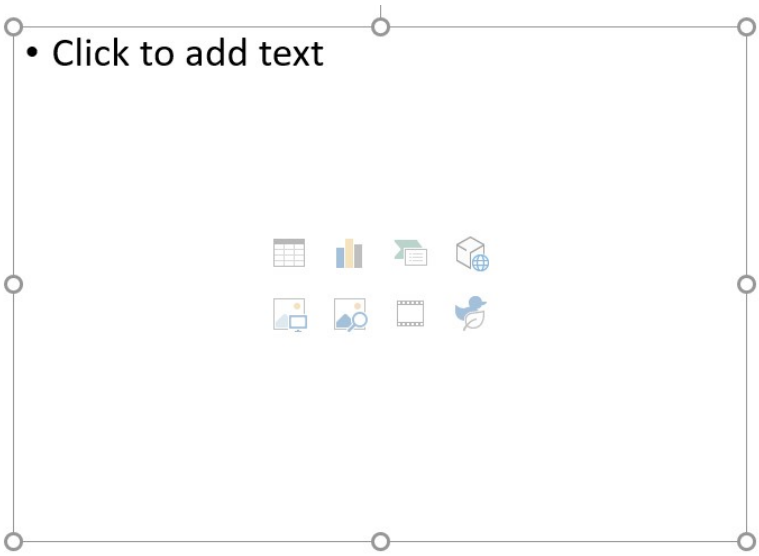

Figure 8: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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.

13. How do you change the shapes on a PowerPoint slide shown in Figure 9, "Three Shapes" to the shape in Figure 10, "Three Shapes: Changed"?

Figure 9: Three Shapes

Figure 10: 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.

14. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 – 1156) (7.14 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.

Extra Credit

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 11.

Figure 11: 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) (2.5 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.)

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

(Pages: 63 – 64) (2.5 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

PowerPoint

17. How can you move the shapes in Figure 12, "My Shapes" so that they are positioned like those in Figure 13, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

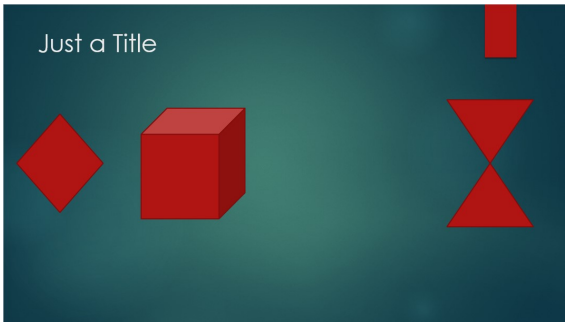

Figure 12: My Shapes

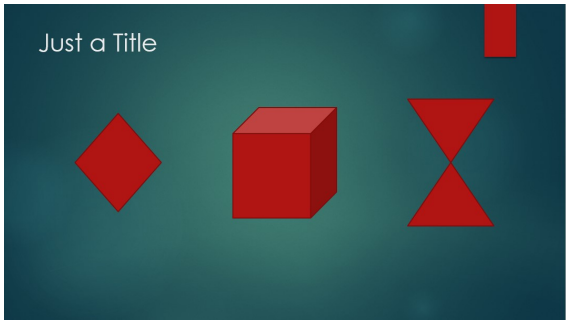

Figure 13: My Shapes: Moved

(Pages: 939 – 943) (2.5 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".

18. 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.

(Pages: 930 – 934) (2.5 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

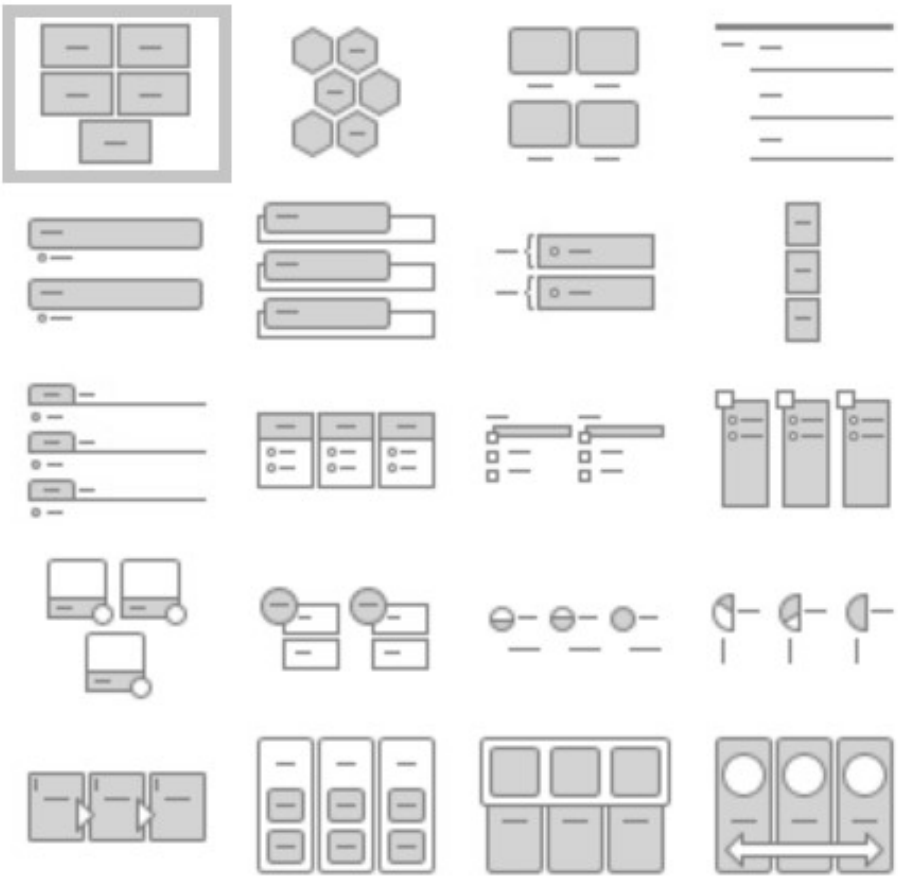

Figure 14: Many Options

– End of Midterm Exam Solutions –