

Midterm Exam Solutions

Word – Short Answer

1. If a paragraph has 9 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 9 points of space below the 1st paragraph and there are 10 points of space above the 2nd paragraph, there will be a total of 19 points of space between the two paragraphs.

2. 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

3. What is the purpose of the buttons displayed in Figure 1?

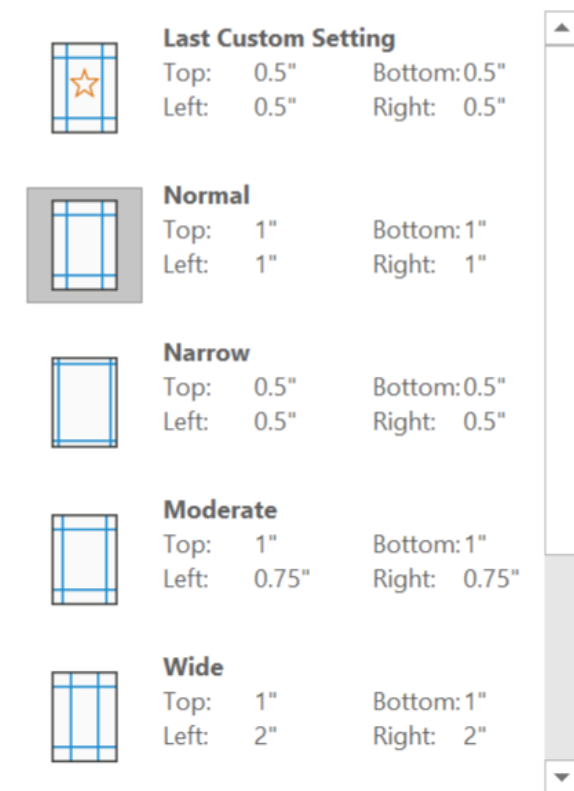


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

4. 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 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.
5. Where should you click to change the text layout in picture 2, “My Text Layout: Before” to the one in the picture 3, “My Text Layout: After” inside a Word document?

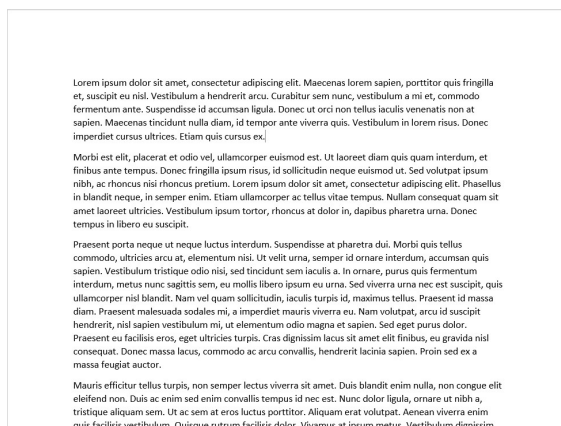


Figure 2: My Text Layout: Before



Figure 3: 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 1 columns, the “My Text Layout: After” image has 4 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 4 next to “Number of Columns”.

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

6. Where should you click to change the table in Figure 4, “Table: Before” to the one in Figure 5, “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.

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. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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

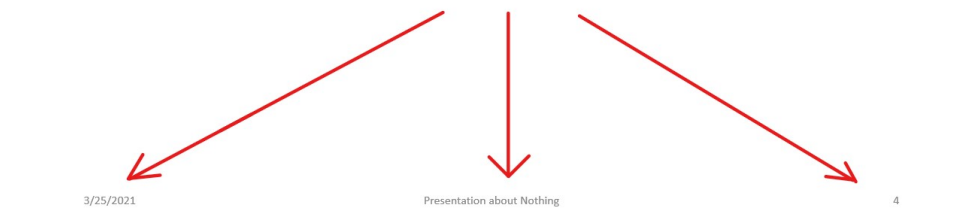


Figure 6: What is This

(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. 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.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

(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.

10. (a) What is the object displayed in Figure 9?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

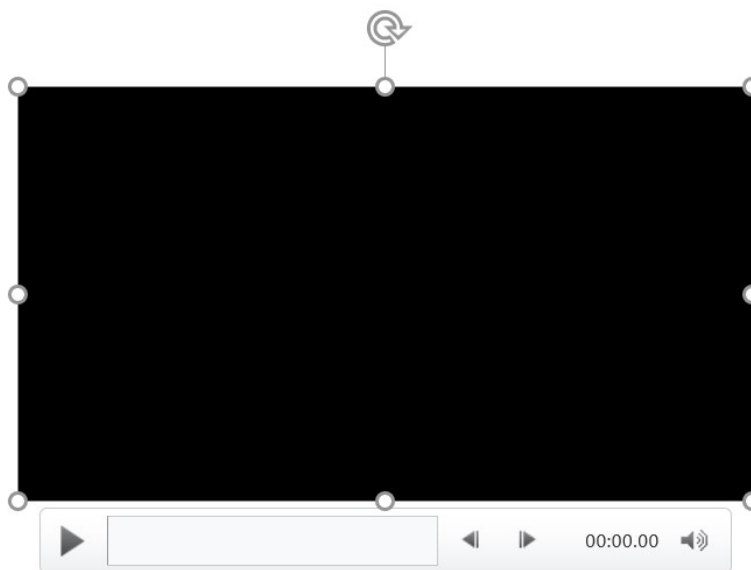


Figure 9: Object with Buttons

(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.
11. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

(Pages: 443 – 446) (7.14 points)

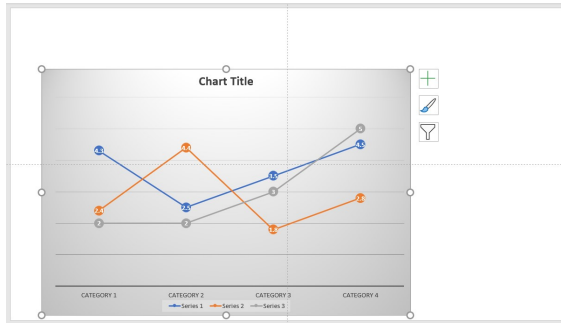


Figure 10: Chart: Before

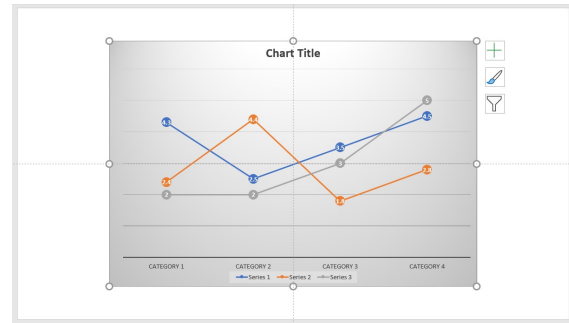


Figure 11: Chart: After



Figure 12: 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.

13. (a) What is the name of the PowerPoint object appearing in the Figure 13?
 (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 13: Object/Box

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (2.5 points)

Correct answer: Select the phrase → Click the Home Tab → Click the “Change Case” arrow (Aa) → Click on UPPERCASE

16. You inserted an oval shape into your Word document shown in Figure 14, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 15, “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) (2.5 points)

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

PowerPoint

17. If you click on any of the options shown in Figure 16, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (2.5 points)

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

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

(Pages: 885 – 889) (2.5 points)

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

– End of Midterm Exam Solutions –

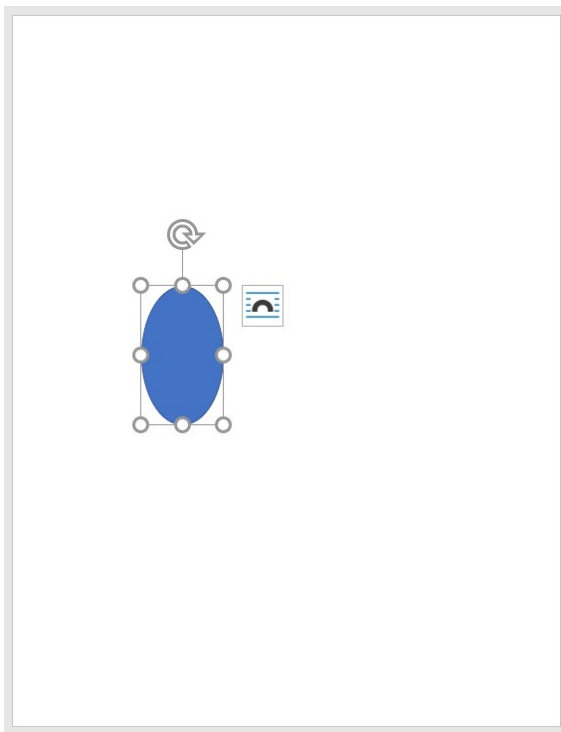


Figure 14: Added Oval Shape

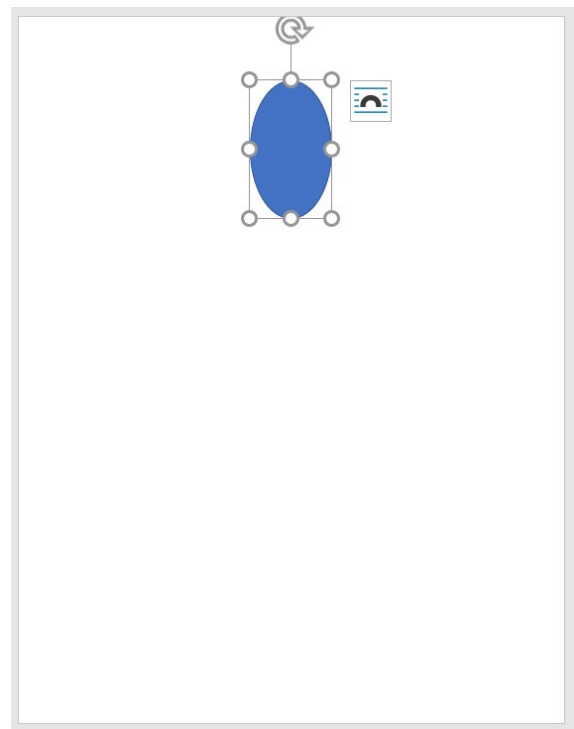


Figure 15: Moved Oval

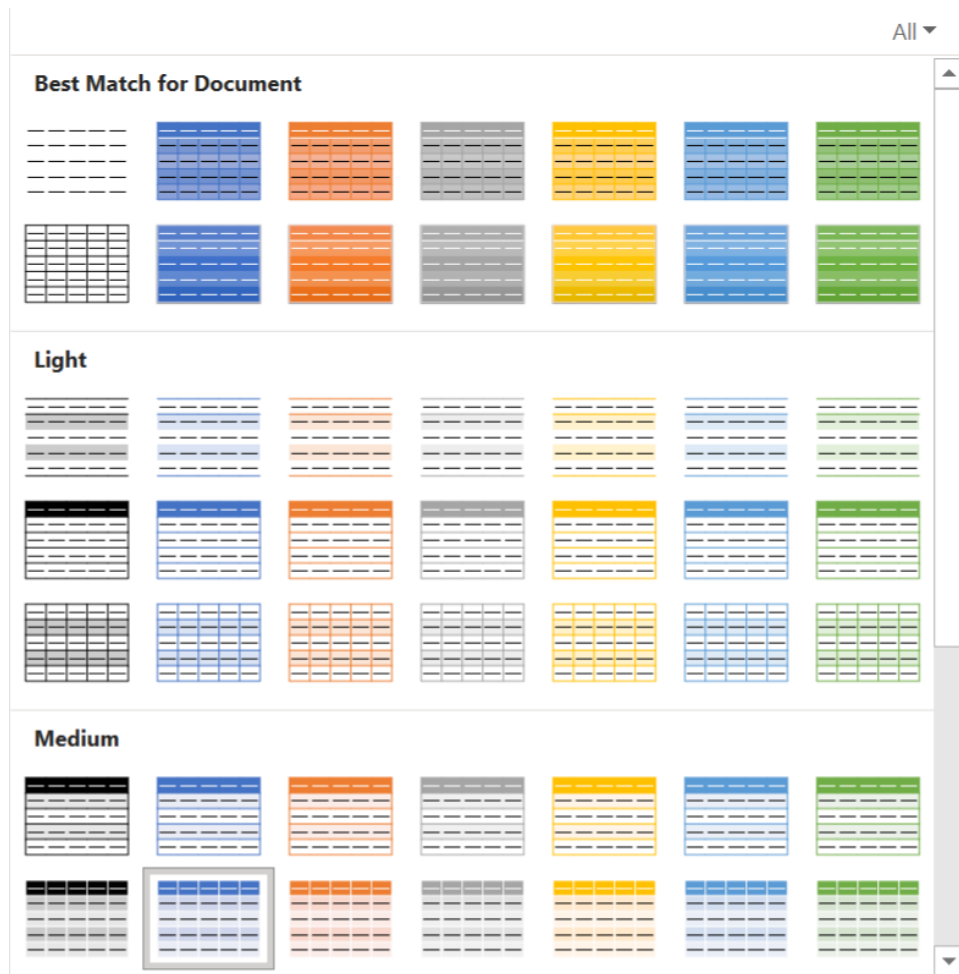


Figure 16: Many options

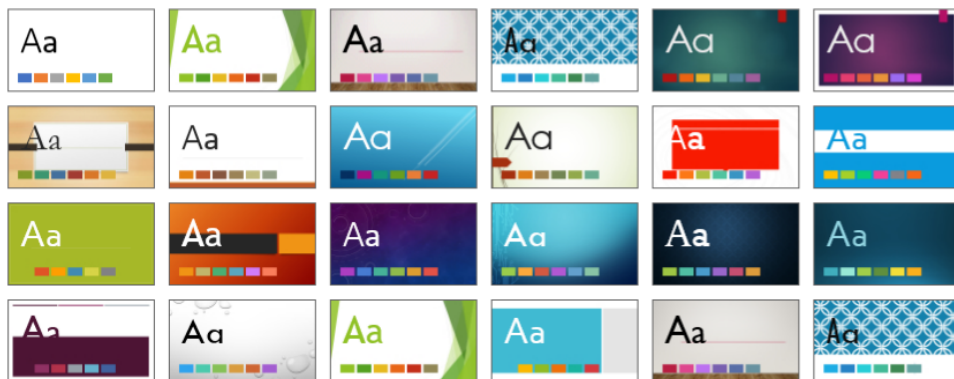


Figure 17: Many Options