Midterm Exam Solutions

Word – Short Answer

1. 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 \rightarrow Margins button \rightarrow Click the "Narrow" option.

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 \rightarrow Header button \rightarrow Blank option

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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 Search Bar (also called "Tell Me Box.")
- (b) The Search Bar lets you search for buttons and options in Word.
- 4. Name **two** commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 - 403) (7.14 points)

Correct answer: Select the phrase \to Click the Home Tab \to Click the "Change Case" arrow (Aa) \to Click on UPPERCASE

6. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 - 441) (7.14 points)

Correct answer: Select the paragraphs \rightarrow Click the Home Tab \rightarrow Click the Bullets

button

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

(Pages: 365 - 366) (7.14 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 - Short Answer

8. You are editing a bulleted list. What happens when you click on the button in the image in Figure 2?



Figure 2: Button with Arrow

(Pages: 443 - 446) (7.14 points)

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.

9. Which button do you need to click to add the text pointed by the red arrows in Figure 3? (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.)

(Pages: 967 - 970) (7.14 points)

Just a Title



Figure 3: What is This

Correct answer: Click the Insert Tab \rightarrow Click the "Header & Footer" button \rightarrow Check the "Date and time" box \rightarrow Click on the Fixed radio button \rightarrow Check the "Slide Number" box \rightarrow Check the "Footer" box \rightarrow Type: "Presentation about Nothing" \rightarrow Click the "Apply to All" button to insert this footer.

10. 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.

11. How do you duplicate a slide? Mention one way.

(Pages: 63 - 64, 900 - 901) (7.14 points)

Correct answer: Select the slide you want to duplicate \to Home tab \to New Slide arrow \to Click 'Duplicate Selected Slides'.

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. If you click on any of the options shown in Figure 4, what object will change on the PowerPoint slide, and how?

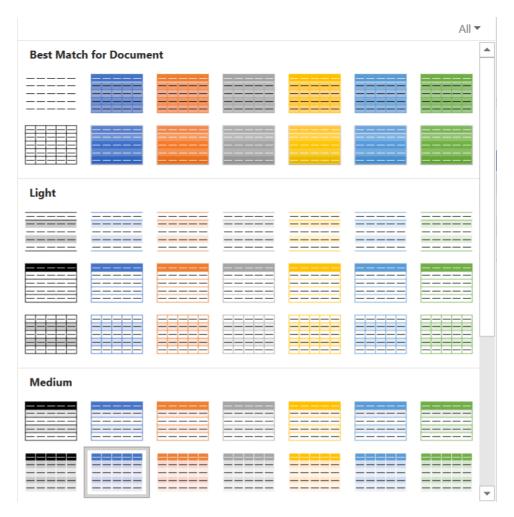


Figure 4: Many options

(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".

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. 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. If a paragraph has 16 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) (2.5 points)

Correct answer: Since there are 16 points of space below the 1st paragraph and there are 10 points of space above the 2nd paragraph, there will be a total of 26 points of space between the two paragraphs.

PowerPoint

17. If you were to click on an option from the menu in the Figure 5, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (2.5 points)

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

18. 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 6, "My Slides". Where should you click to change the Slides tab to the one in Figure 7, "My Slides: Changed"?



Figure 5: Long Menu



Figure 6: My Slides



Figure 7: My Slides: Changed

(Pages: 907 – 908) (2.5 points)

Correct answer: Click on Slide 2 in the Slides tab/area \rightarrow Drag it below the Slide 3 \rightarrow When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

– End of Midterm Exam Solutions –