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 1 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".
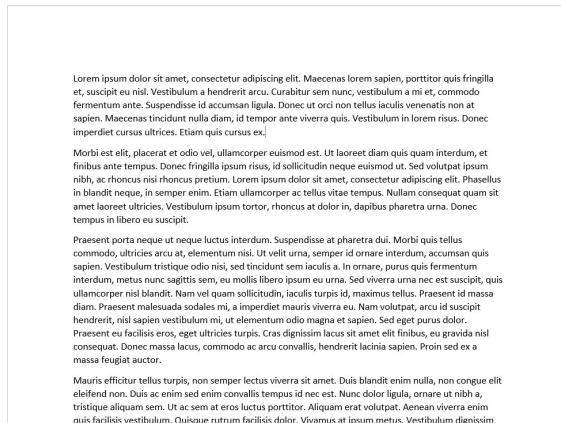
Figure 3: My Text Layout: Before
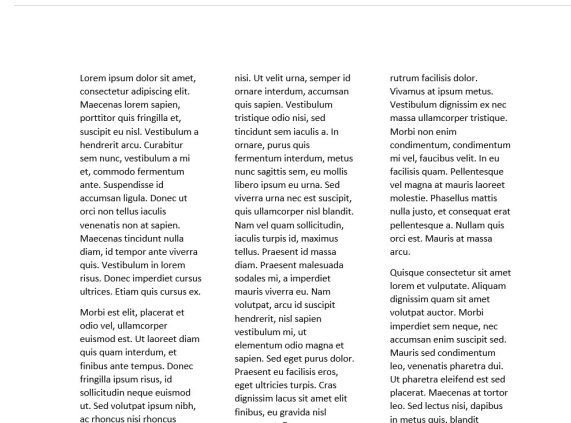
Figure 4: My Text Layout: After

3. What is change has been made to the picture in Figure 5, "Dino: Before", so that it became the picture in Figure 6, "Dino: After"?
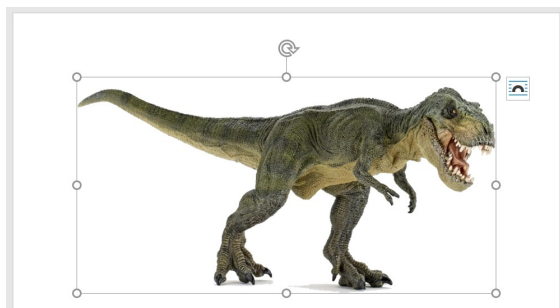
Figure 5: Dino: Before
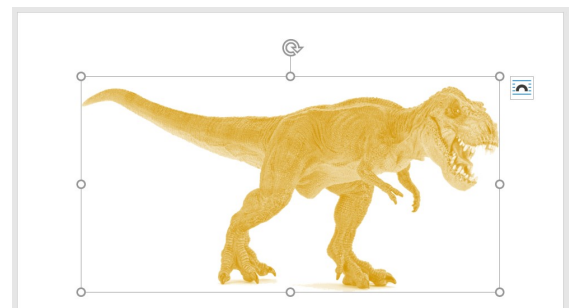
Figure 6: Dino: After

(Pages: 514 – 516) (7.14 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn'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.

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

(Pages: 63 – 64) (7.14 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.

5. 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) (7.14 points)

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

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

Figure 7: Phrase in Word

   (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say "I can simply delete it and re-type it.")

(Pages: 419 – 423) (7.14 points)

Correct answer:

   (a) The word "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double underline under that word.

   (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]

7. 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.
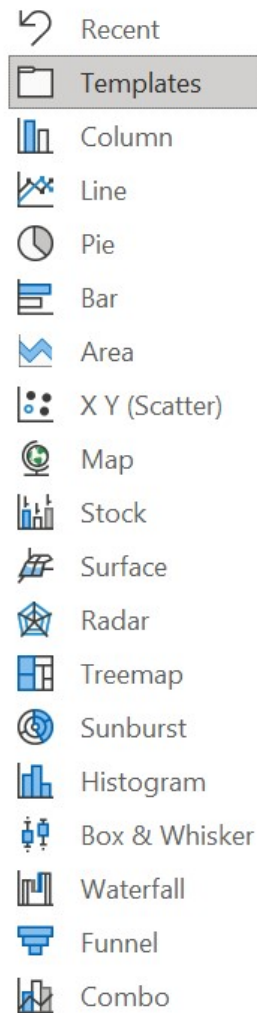
Figure 8: Long Menu

PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 8, 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 move the shapes in Figure 9, "My Shapes" so that they are positioned like those in Figure 10, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

Figure 9: My Shapes
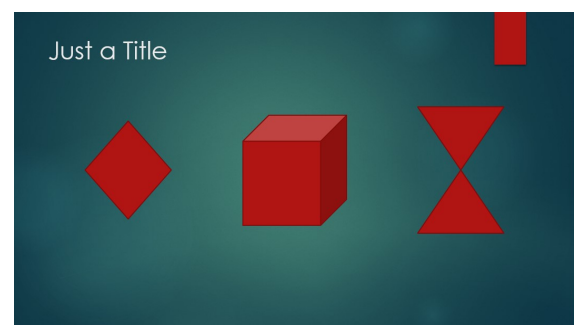
Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 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".

10. (a) What is the name of the PowerPoint object appearing in the Figure 11?

(b) Where do you need to click to delete/remove this object?

(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.

11. 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.

Click to add title

Figure 11: Object/Box

• Click to add text
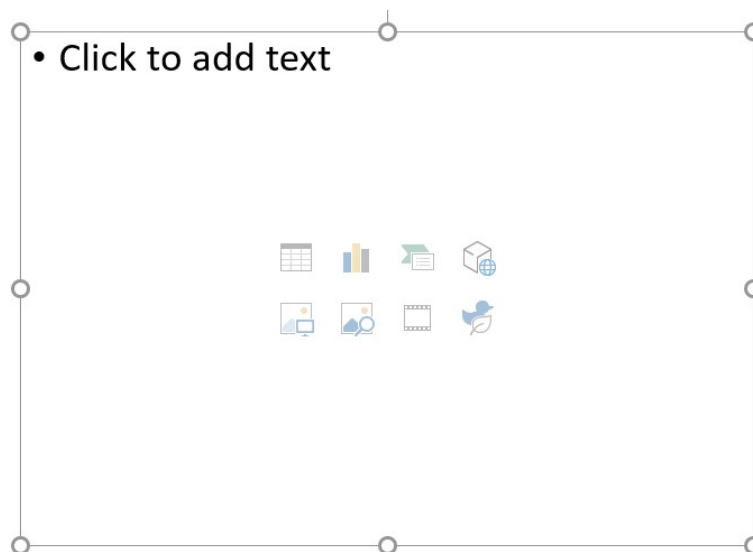
Figure 12: Insert Table Here

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 12? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

Correct answer: This object is a content placeholder. Click the "Insert Table" icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the "Number of rows" box and 2 in the "Number of columns" box → Click OK for the table to be added.

13. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?
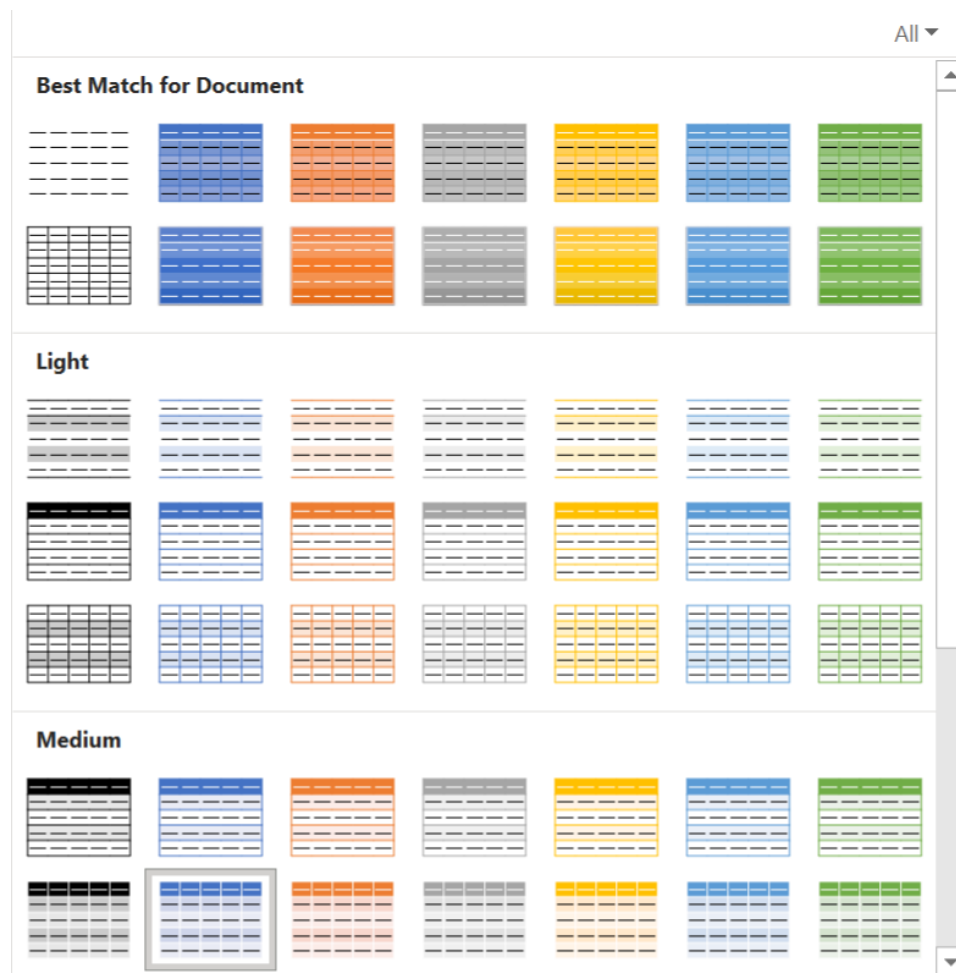
Figure 13: Many options

(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. Where do you need to click to change the chart in Figure 14, "Chart: Before" to the chart in Figure 15, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

Figure 14: Chart: Before

Figure 15: Chart: After

(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".

Extra Credit

Word

15. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 16 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 13 points of space below the 1st paragraph and there are 16 points of space above the 2nd paragraph, there will be a total of 29 points of space between the two paragraphs.

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 16.
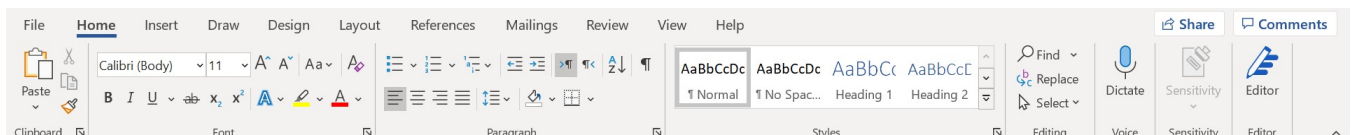

Figure 16: Window Area

(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 Ribbon.

  (b) (For example:) The Bold button makes the text look bold (thicker.)

PowerPoint

17. 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) (2.5 points)

  Correct answer: Landscape because the width of a slide is longer than its height.

18.   (a) What is the object displayed in Figure 17?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?
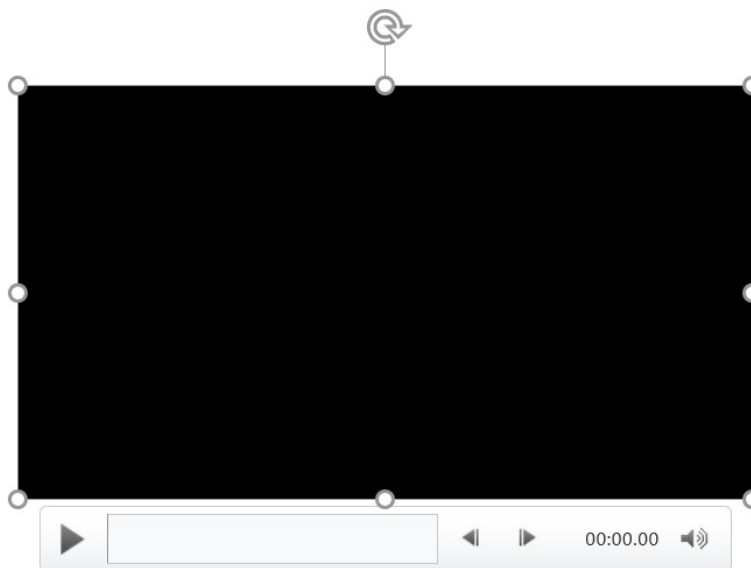
Figure 17: Object with Buttons

(Pages: 980 – 987) (2.5 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.

<div align="center">– End of Midterm Exam Solutions –</div>