

Midterm Exam Solutions

Word – Short Answer

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

Page 1 of 1 0 words English (United States) [Icons] 150%

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 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.)
2. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “Apple: After”.

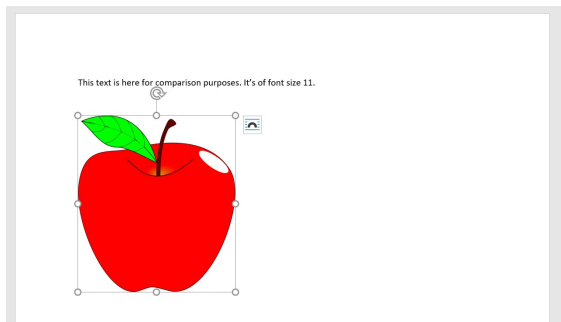


Figure 2: Apple: Before

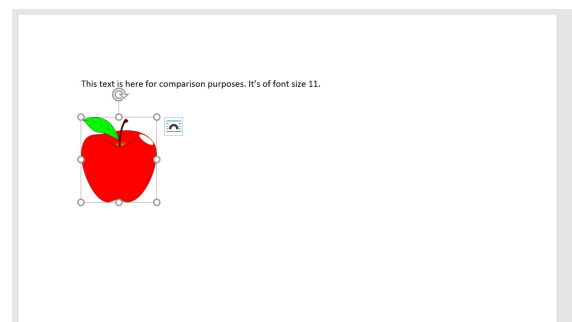


Figure 3: Apple: After

(Pages: 514 – 516) (7.14 points)

Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture’s corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

3. What is the purpose of the following partially-shown dialog box in Figure 4?

(Pages: 569 – 570) (7.14 points)

Correct answer: The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

The image shows a 'Bibliography Fields for MLA' dialog box. It includes a 'Web site' dropdown, a 'Language' dropdown set to 'Default', and several text input fields for bibliographic information: Author, Name of Web Page, Year, Month, Day, Year Accessed, Month Accessed, Day Accessed, and Medium. There is also a checkbox for 'Corporate Author' and an 'Edit' button. At the bottom, there is a checkbox for 'Show All Bibliography Fields', a 'Tag name' field with a placeholder 'Placeholder1', and 'OK' and 'Cancel' buttons.

Figure 4: Dialog Box

4. 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.

5. Where should you click to change the watermark in the picture 5, “Watermark: Before” to the watermark in the picture 6, “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.

6. 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.

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

(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:

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Figure 5: Watermark: Before

Figure 6: Watermark: After

the colorful flower

Figure 7: Phrase in Word

- (a) The word “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]

PowerPoint – Short Answer

8. 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.

9. 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 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “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!



Figure 8: My Slides



Figure 9: My Slides: Changed



Figure 10: My Shapes

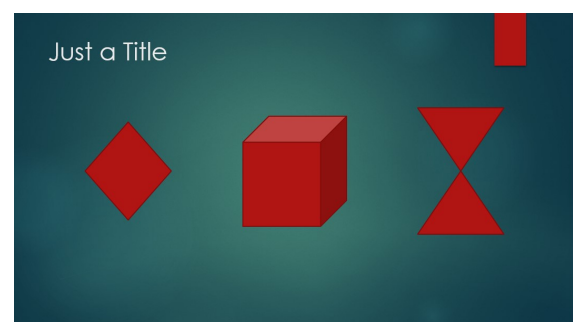


Figure 11: My Shapes: Moved

10. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(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”.

11. If you click on any of the options shown in Figure 12, what object will change on the PowerPoint slide, and how?

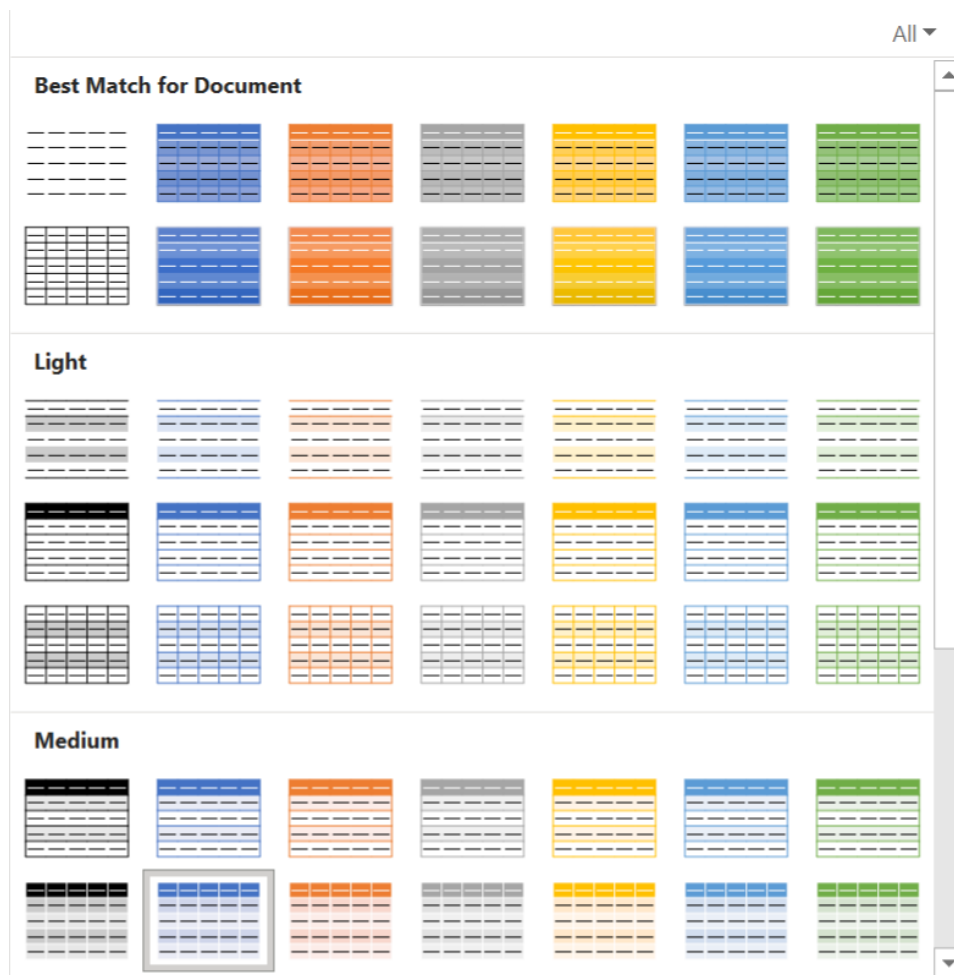



Figure 12: Many options

(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”.

12. (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.
13. If you were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

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

14. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

(Pages: 930 – 937) (7.14 points)

Correct answer: Select all the bulleted list’s items → Click the Home Tab → Click the “Convert to SmartArt” button → Select the appropriate SmartArt graphic to which you want the list to be converted. The specific graphic in the “My New List” Figure is called “Targeted List,” but you did not have to mention that.

Extra Credit

Word

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

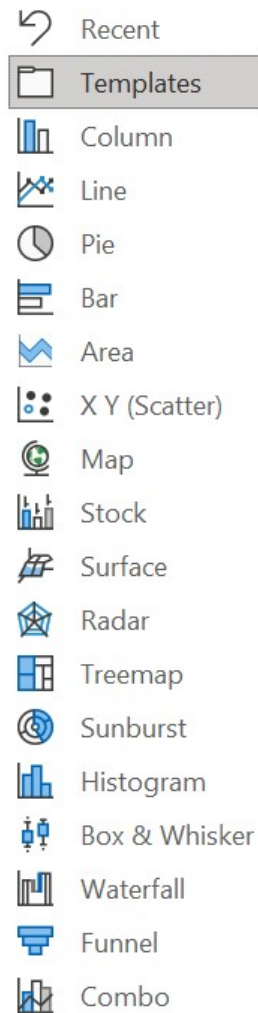


Figure 14: Long Menu

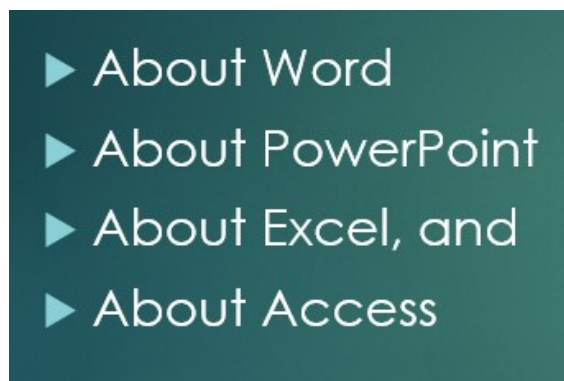


Figure 15: My List

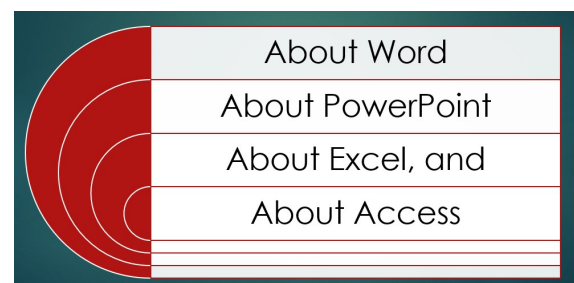


Figure 16: My New List

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) (2.5 points)

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

16. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 17 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 8 points of space below the 1st paragraph and there are 17 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

PowerPoint

17. How can you insert a picture inside the object shown in Figure 17? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (2.5 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.

18. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (2.5 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.

– End of Midterm Exam Solutions –

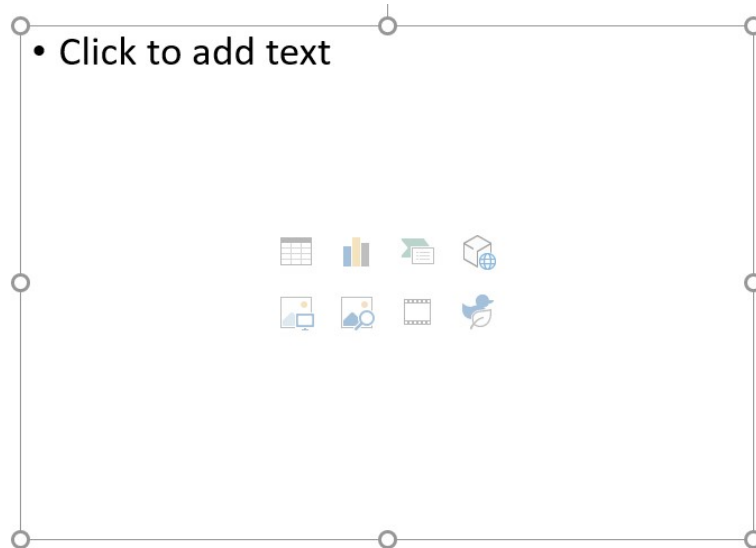


Figure 17: Insert Picture Here