

# Midterm Exam Solutions

## Word – Short Answer

1. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

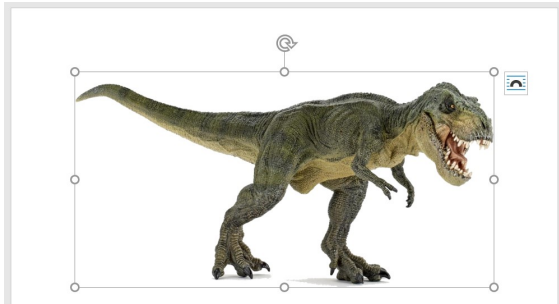


Figure 1: Dino: Before

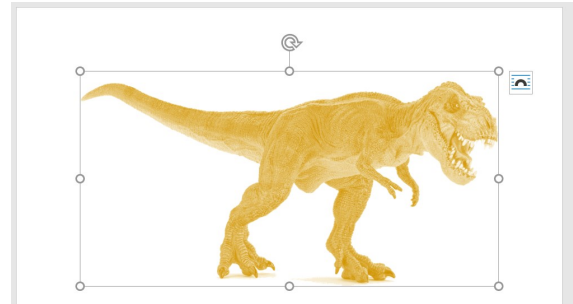


Figure 2: Dino: After

(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.

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

(Pages: 772 — 774) (7.14 points)

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

3. 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”.

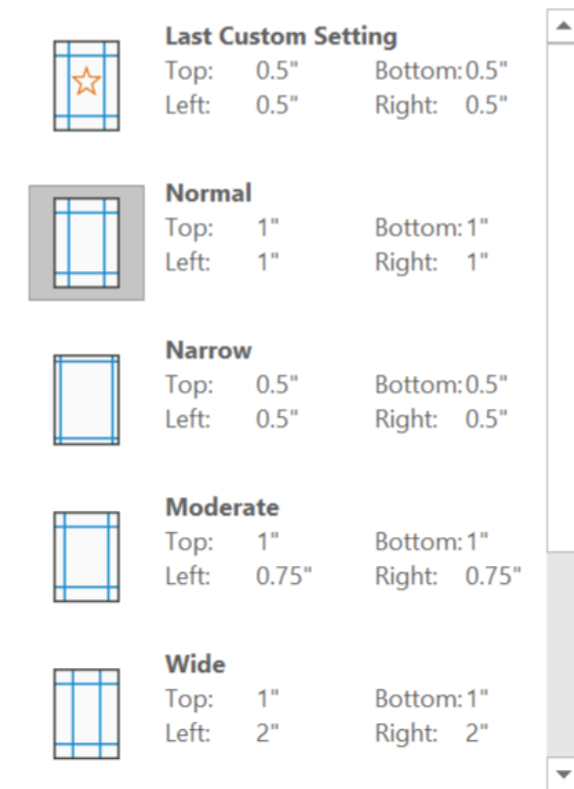


Figure 3: Five Buttons

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 table in Figure 4, “Table: Before” to the one in Figure 5, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

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.

6. You inserted an oval shape into your Word document shown in Figure 6, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 7, “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.”]

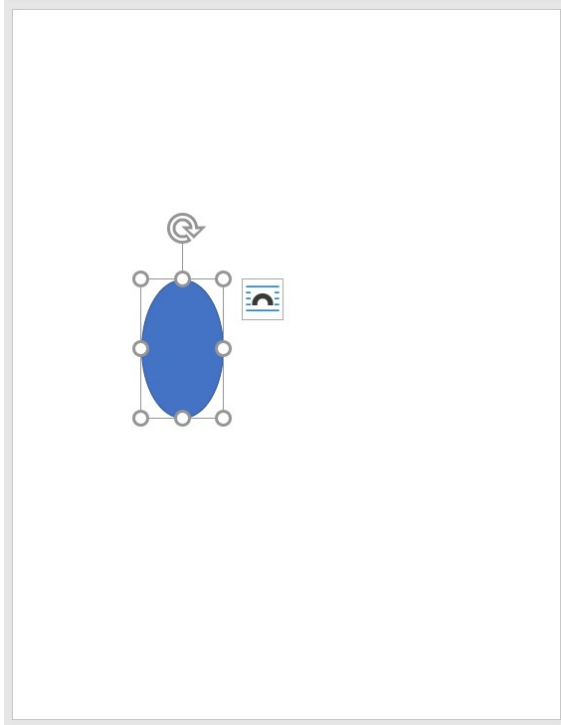


Figure 6: Added Oval Shape

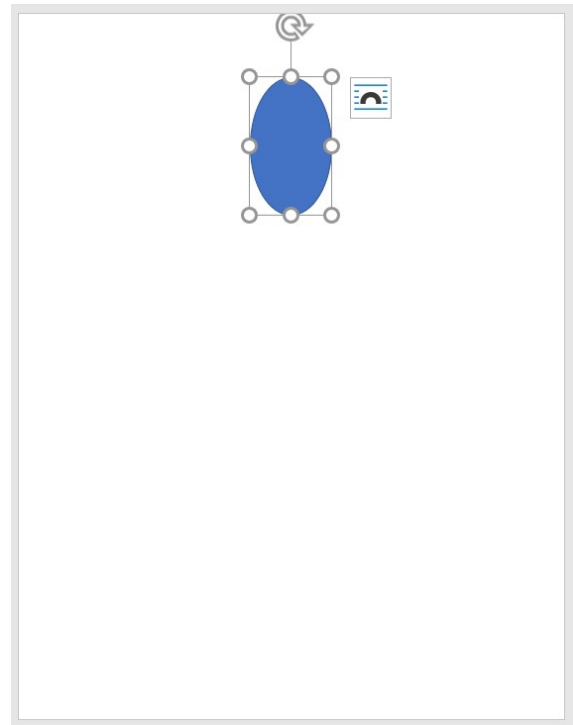


Figure 7: Moved Oval

(Pages: 519 – 521) (7.14 points)

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

7. Where should you click to change the watermark in the picture 8, “Watermark: Before” to the watermark in the picture 9, “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.

### PowerPoint – Short Answer

8. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

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Figure 8: Watermark: Before

Figure 9: Watermark: After

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



Click to add title

Figure 10: Object/Box

(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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

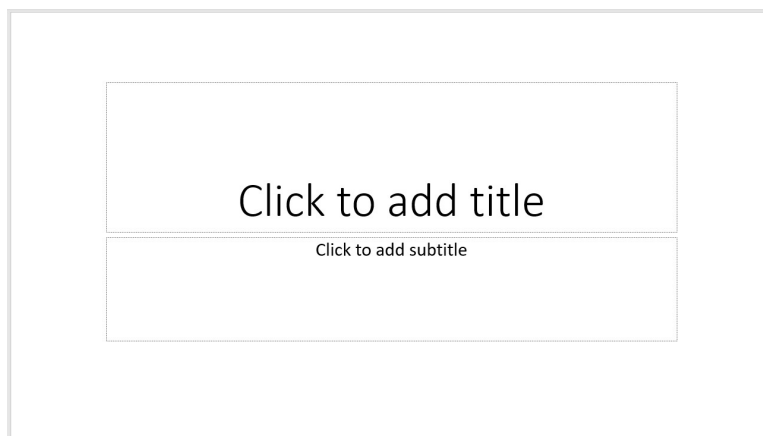


Figure 11: My Slide

(Pages: 900 – 903) (7.14 points)

**Correct answer:** This slide is of the type Title Slide.

12. Where do you need to click to change the chart in Figure 12, “Chart: Before” to the chart in Figure 13, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

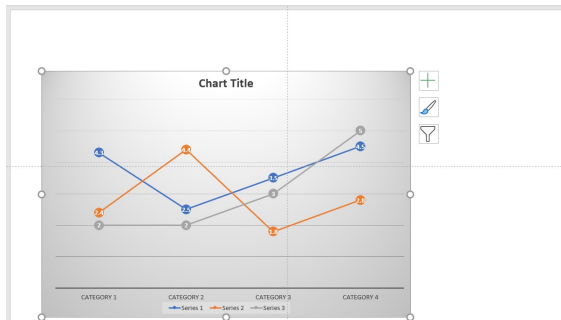


Figure 12: Chart: Before



Figure 13: 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”.

13. 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.

14. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(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.

## Extra Credit

### Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 15, “Apple: Before” to the picture shown in Figure 16, “Apple: After”.

(Pages: 514 – 516) (2.5 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.

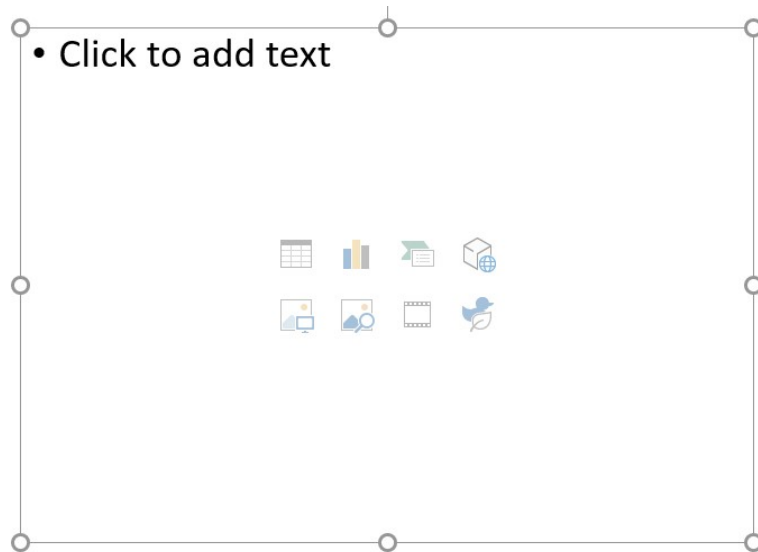


Figure 14: Insert Picture Here

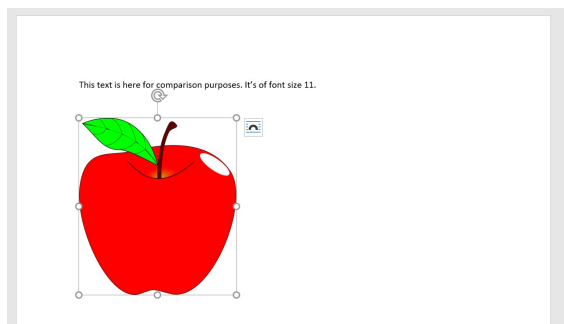


Figure 15: Apple: Before

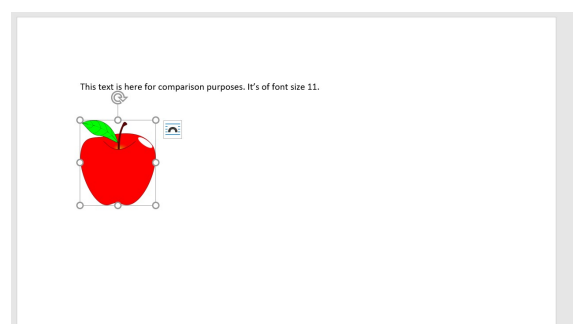


Figure 16: Apple: After



16. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 18 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 7 points of space below the 1st paragraph and there are 18 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

## PowerPoint

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

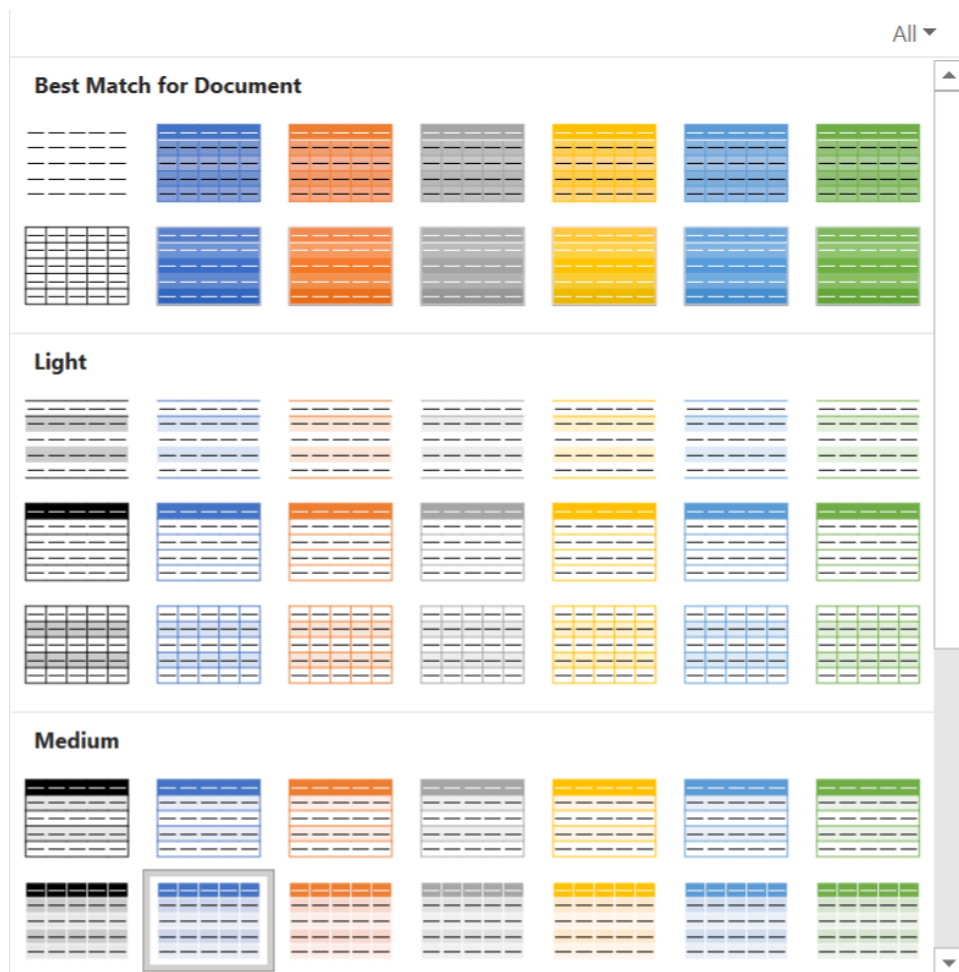


Figure 17: Many options

(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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 18?



Figure 18: Button with Arrow

(Pages: 443 – 446) (2.5 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.

– End of Midterm Exam Solutions –