

# Midterm Exam Solutions

## Word – Short Answer

1. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

**Correct answer:** (For example:) Bold, Increase Font Size, and Paste

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. 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.

4. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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) (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.”

5. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “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. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

**Correct answer:** You could either (1) click on Quick Access Toolbar → ‘Save’ button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → ‘Save’ option (not ‘Save As’.) Either two of the options are good for the answer.

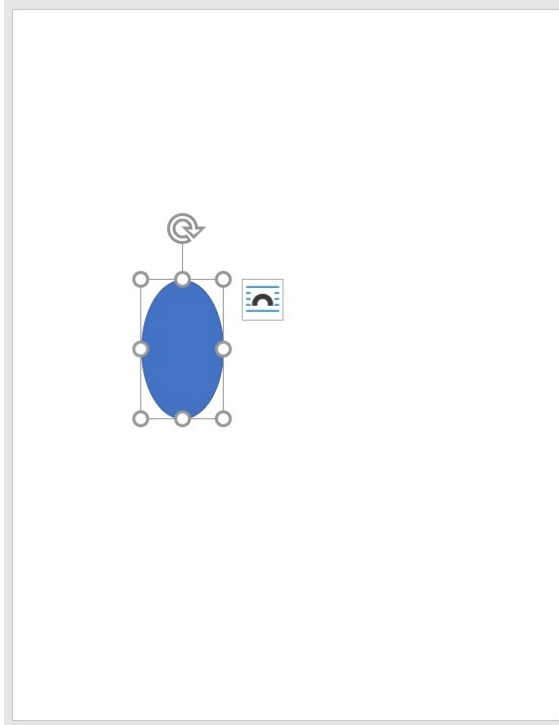


Figure 1: Added Oval Shape

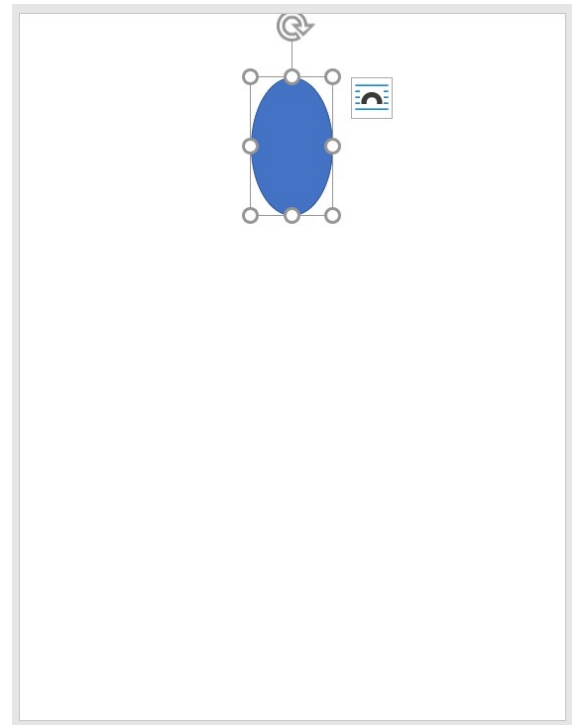


Figure 2: Moved Oval

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

7. 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”.

## PowerPoint – Short Answer

8. If you click on any one of the squares in the picture in Figure 5, what will change in the PowerPoint presentation? Explain in general.



Figure 5: Many Options

(Pages: 885 – 889) (7.14 points)

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

9. 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.

10. The bulleted list in Figure 6, “My List” was converted into the object displayed in Figure 7, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 7, “My New List”?)

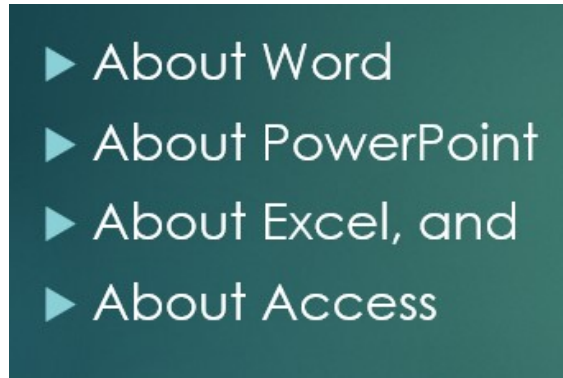


Figure 6: My List

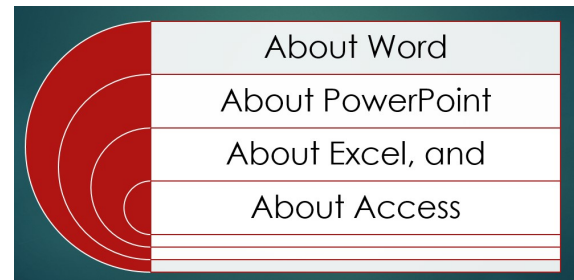


Figure 7: My New List

(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.

11. 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

12. (a) What is the object displayed in Figure 8?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(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.
13. 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.

(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)



Figure 8: Object with Buttons

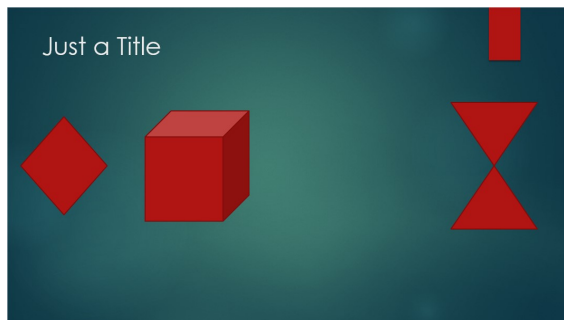


Figure 9: My Shapes

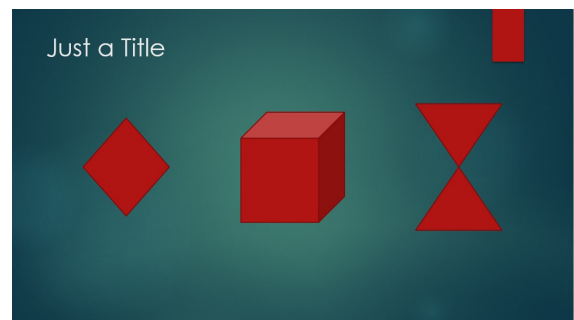


Figure 10: My Shapes: Moved

Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

14. Which button do you need to click to add the text pointed to by the red arrows in Figure 11? (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

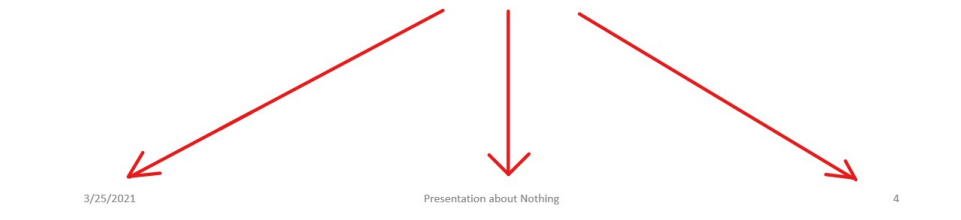


Figure 11: What is This

(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.

## Extra Credit

### Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 12, “Apple: Before” to the picture shown in Figure 13, “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.

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

My name is Jane.

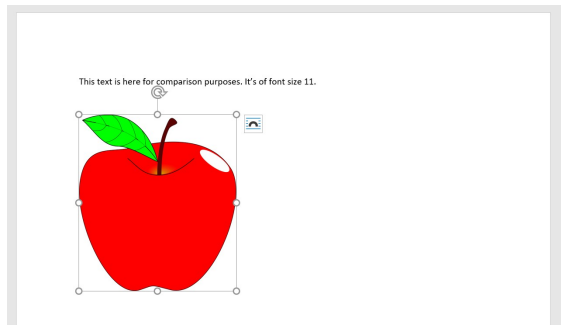


Figure 12: Apple: Before

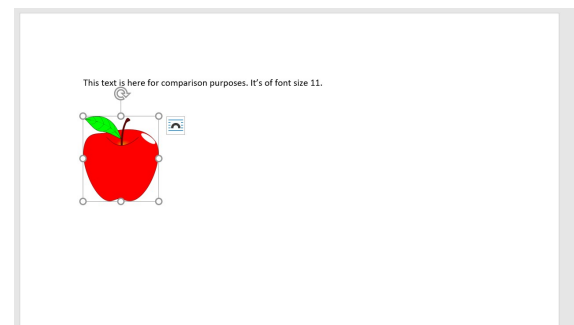


Figure 13: Apple: After

I love cats.

I also love pizza.

to:

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

(Pages: 438 – 441) (2.5 points)

**Correct answer:** Select the paragraphs → Click the Home Tab → Click the Bullets button

## PowerPoint

17. If you click on any of the options shown in Figure 14, 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. Where do you need to click to change the chart in Figure 15, “Chart: Before” to the chart in Figure 16, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (2.5 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”.

– End of Midterm Exam Solutions –

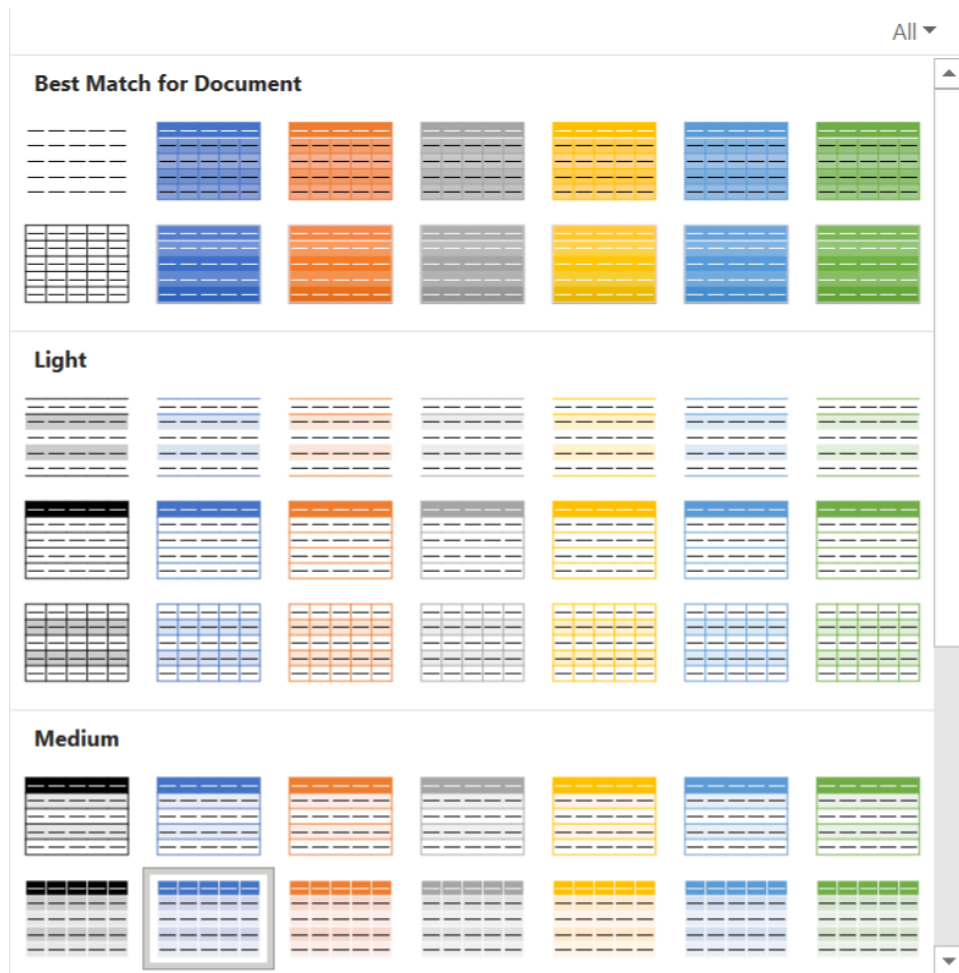


Figure 14: Many options

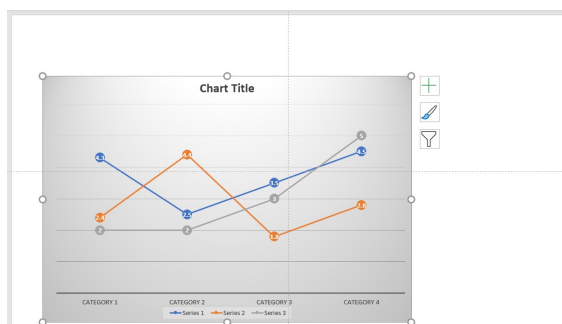


Figure 15: Chart: Before

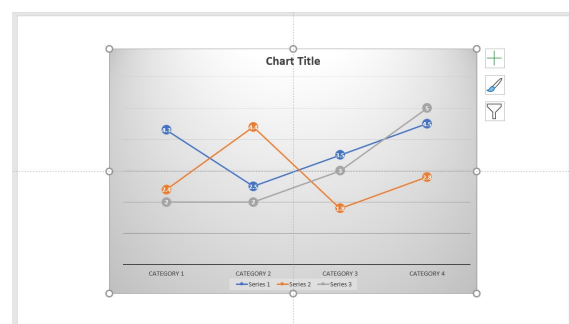


Figure 16: Chart: After