Midterm Exam Solutions

Word – Short Answer

1. 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 → Click the Home Tab → Click the Bullets button

2. 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.

3. The following text appears in a Word document:
   Yesterday, the President delivered a speech at the United Nations general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

   (Pages: 530 – 531) (7.14 points)

   Correct answer: The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :)) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

4. What is the purpose of the following partially-shown dialog box in Figure 1?

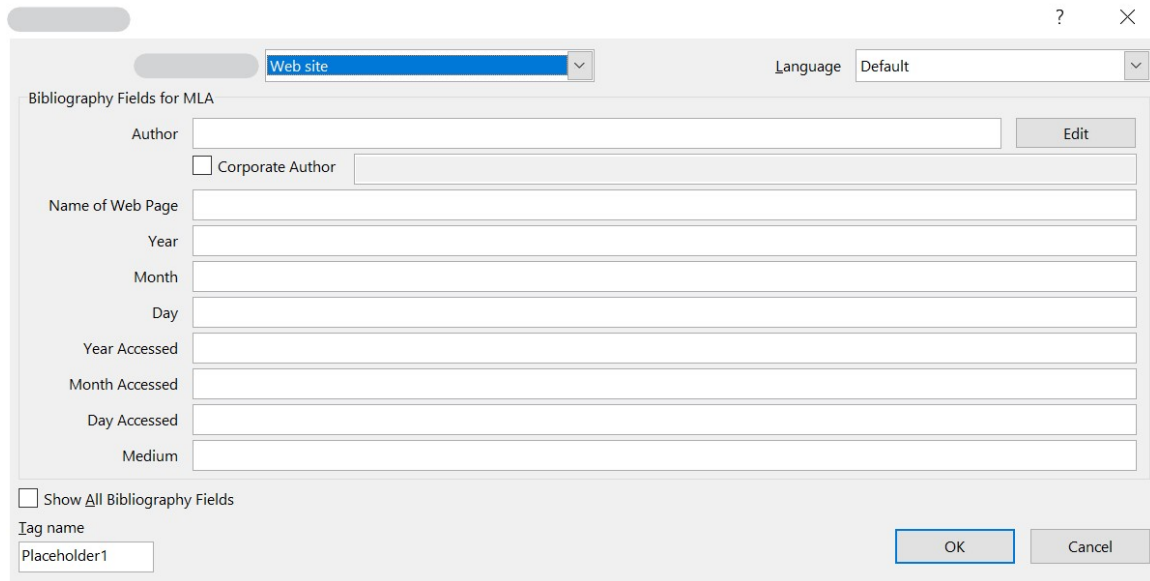   (Pages: 569 – 570) (7.14 points)

Figure 1: Dialog Box

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.

5. 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".
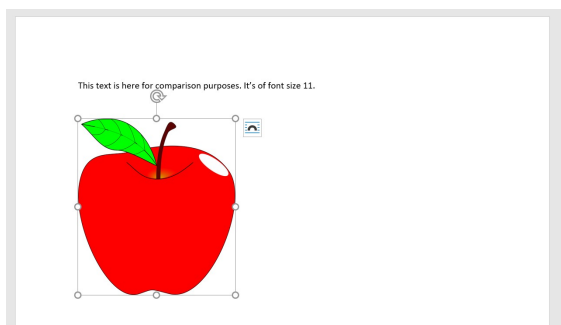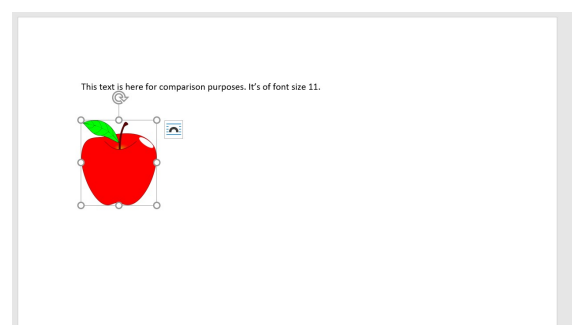

Figure 2: Apple: Before

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.

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. Here is a paragraph in a Word document:

   I walked on the street When I entered the store.

   Explain where a Word user should click to change the paragraph above into the paragraph:

   When I entered the store I walked on the street.

   Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

   (Pages: 384 – 387) (7.14 points)

   Correct answer: (An example of an answer:) Select the words "I walked on the street" and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

PowerPoint – Short Answer

8. (a) What is the name of the PowerPoint object appearing in the Figure 4?

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

Figure 4: 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.

9. How can you move the shapes in Figure 5, "My Shapes" so that they are positioned like those in Figure 6, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
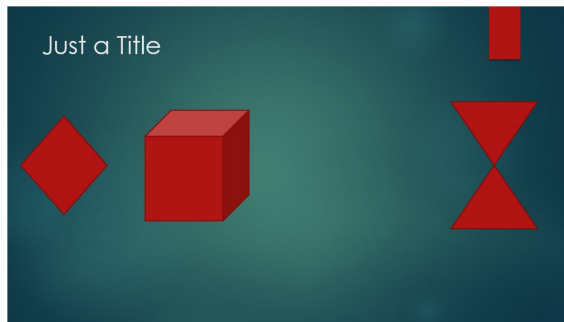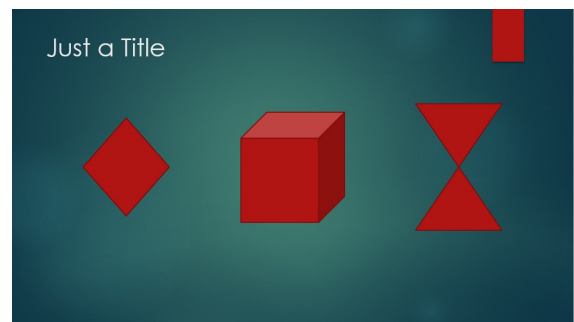

Figure 5: My Shapes

Figure 6: 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. 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.
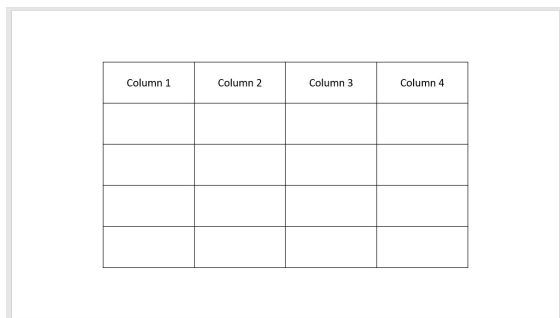
(Pages: 443 – 446) (7.14 points)

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 can you enter a hyperlink into an existing text?
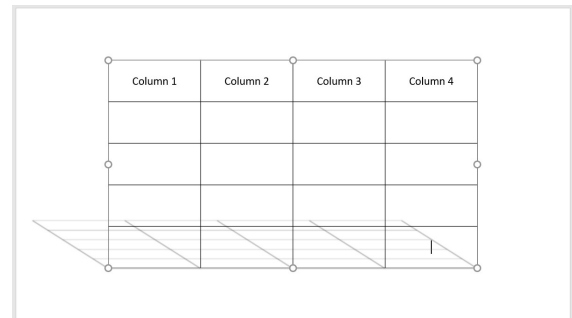
    (Pages: 524 – 529) (7.14 points)

    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.

12. Where do you need to click to change the table in Figure 7, "Table: Before" to the table in Figure 8, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 7: Table: Before

Figure 8: Table: After

    (Pages: 549 – 551) (7.14 points)

    Correct answer: Select the table → click on the Table Tools: Design tab → Click on the Effects button → Move the mouse over the "Shadow" option → Click on the "Perspective: Upper Left" shadow option to add it.

13. 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.

14. 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.

Extra Credit

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 9.

Figure 9: 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.)

16. What is change has been made to the picture in Figure 10, "Dino: Before", so that it became the picture in Figure 11, "Dino: After"?
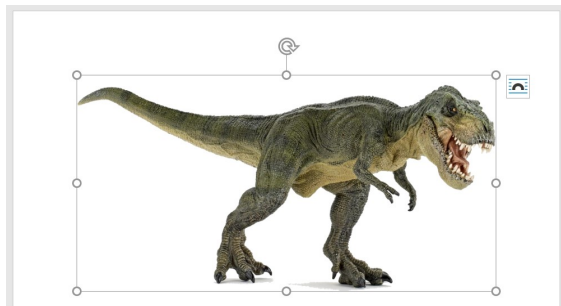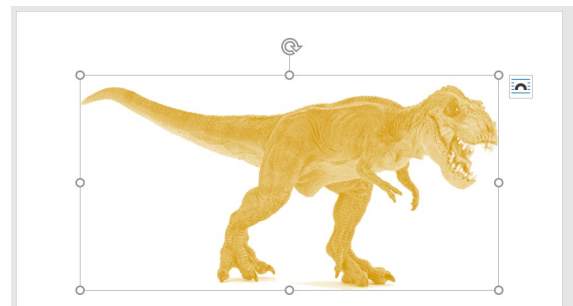

Figure 10: Dino: Before

Figure 11: Dino: After

(Pages: 514 – 516) (2.5 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.
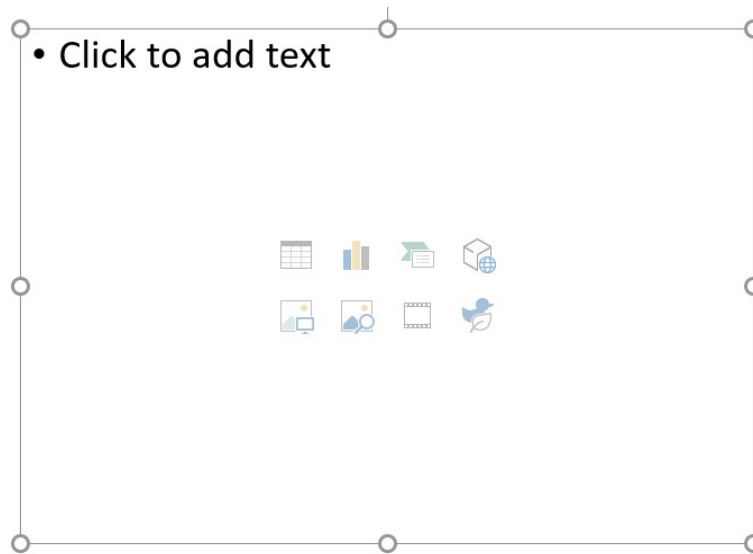
Figure 12: Insert Table Here

PowerPoint

17. 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) (2.5 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 $\rightarrow$ Type 3 in the "Number of rows" box and 2 in the "Number of columns" box $\rightarrow$ Click OK for the table to be added.

18. (a) What is the object displayed in Figure 13?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

    (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.

    – End of Midterm Exam Solutions –

Figure 13: Object with Buttons