# Midterm Exam Solutions

## Word – Short Answer

1. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)

   (b) Open an <u>existing</u> 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".

2. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

   (Pages: 412 – 416) (7.14 points)

   **Correct answer:** Since there are 20 points of space below the 1st paragraph and there are 19 points of space above the 2nd paragraph, there will be a total of 39 points of space between the two paragraphs.

3. 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.

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."]
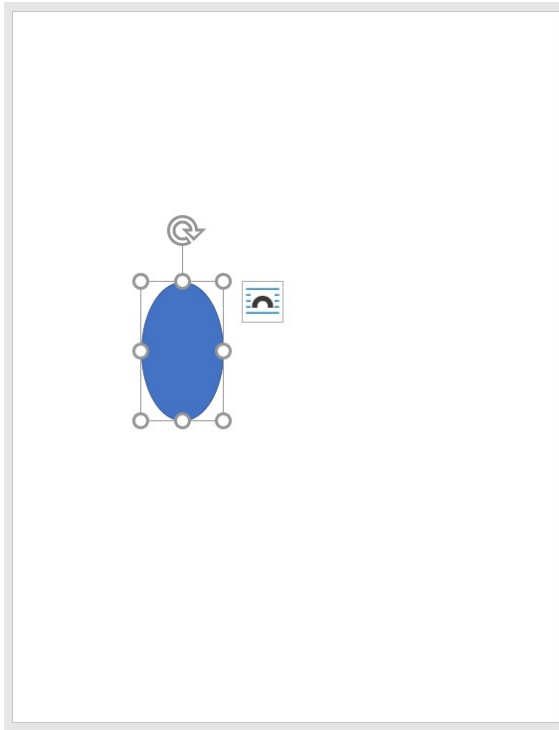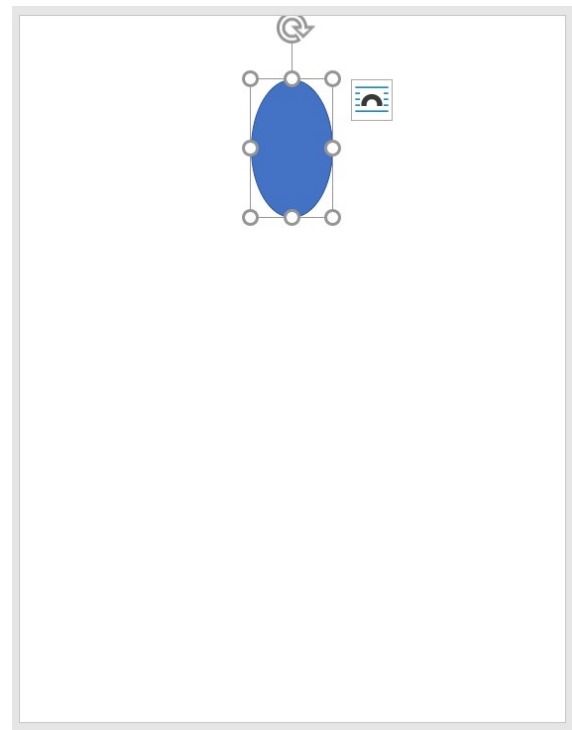
Figure 1: Added Oval Shape          Figure 2: Moved Oval

(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."

5. 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 4 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 4 next to "Number of Columns".

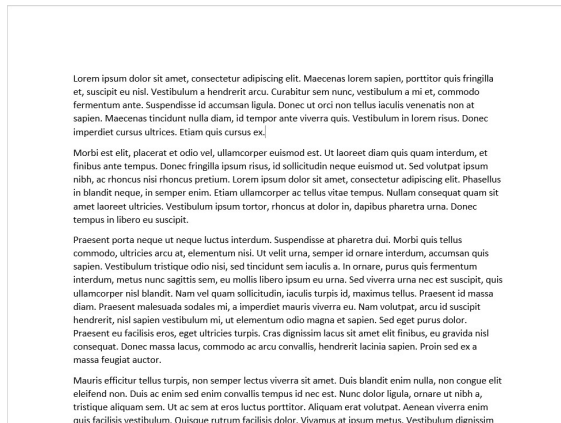6. Name **two** commands/buttons on the Status Bar.

Figure 3: My Text Layout: Before



Figure 4: My Text Layout: After

(Pages: 369 – 370) (7.14 points)

**Correct answer:** (For example:) Spelling and Grammar checker button, and the + zoom increase button

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".
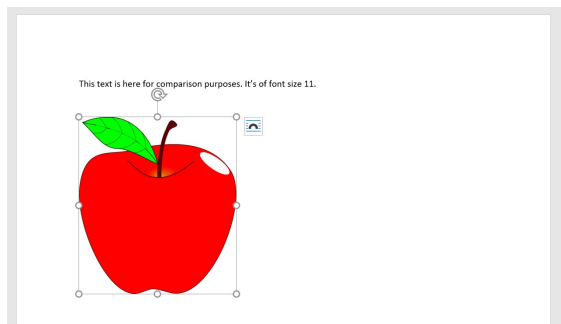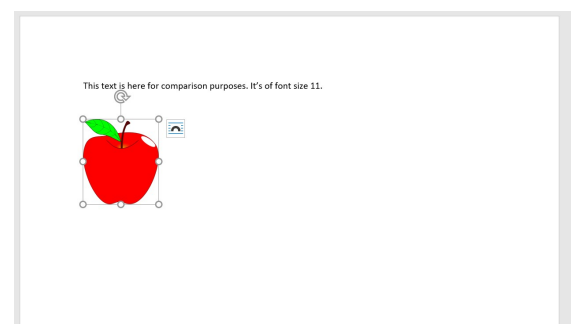


Figure 5: Apple: Before



Figure 6: 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.

## PowerPoint – Short Answer

8. Where do you need to click to change the chart in Figure 7, "Chart: Before" to the chart in Figure 8, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
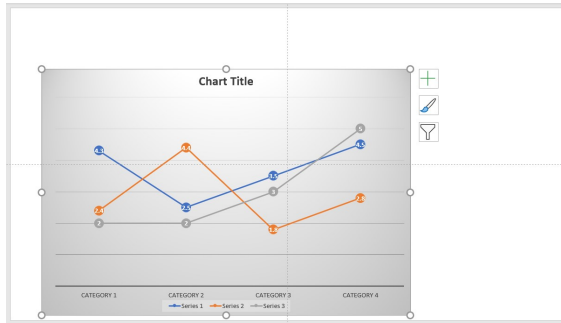
(Pages: 1126 – 1133) (7.14 points)

Figure 7: Chart: Before



Figure 8: Chart: After

**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".

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

   (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".

10. Which button do you need to click to add the text pointed by the red arrows in Figure 10? (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.)

    (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.

11. (a) What is the object displayed in Figure 11?

    (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.

12. How do you change the shapes on a PowerPoint slide shown in Figure 12, "Three Shapes" to the shape in Figure 13, "Three Shapes: Changed"?
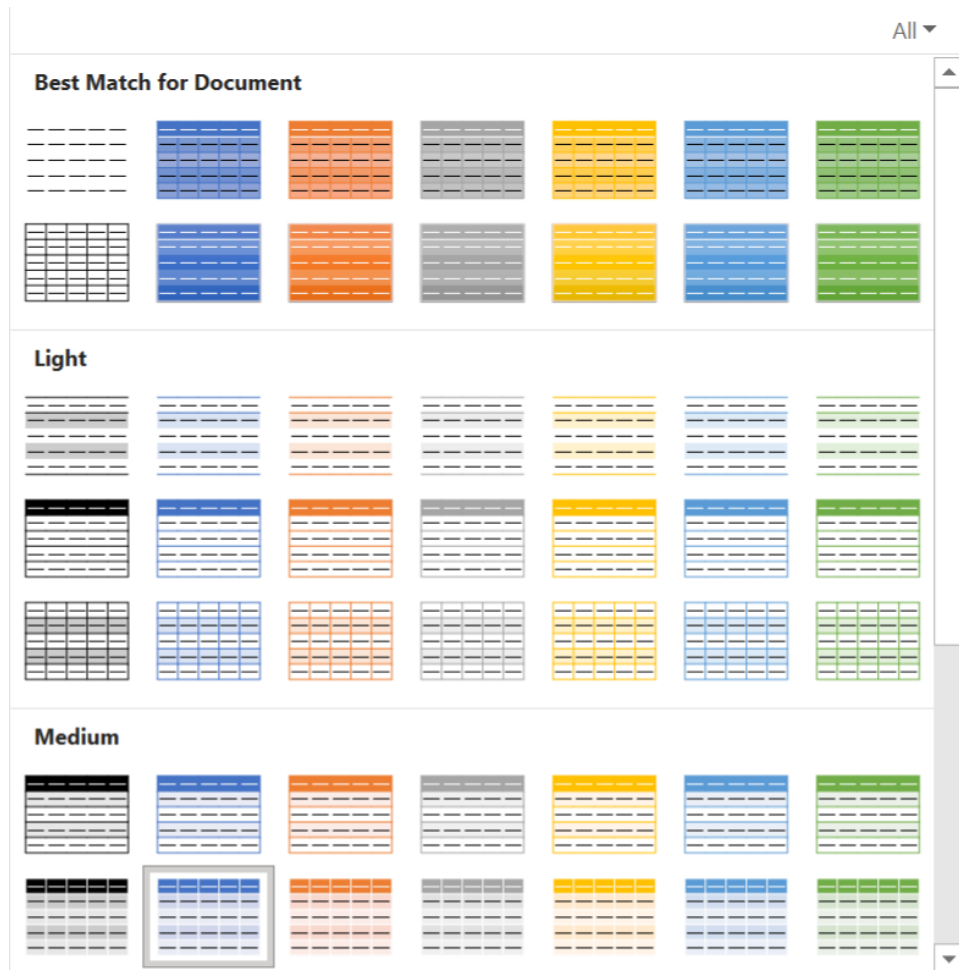
    (Pages: 945 – 949) (7.14 points)

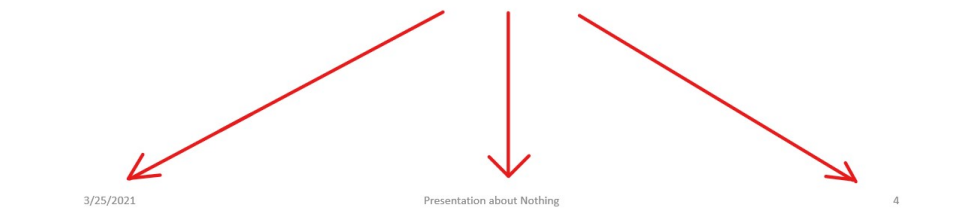Figure 9: Many options

Just a Title

3/25/2021        Presentation about Nothing        4
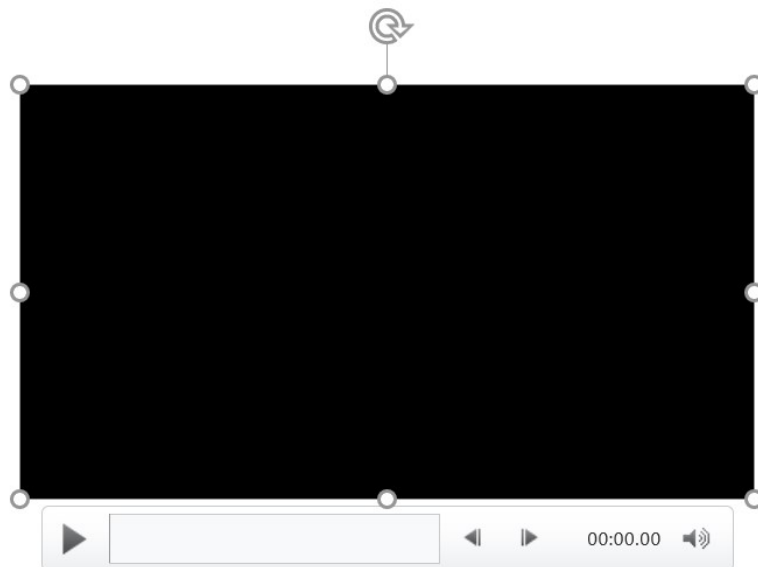
Figure 10: What is This

00:00.00

Figure 11: Object with Buttons

Figure 12: Three Shapes



Figure 13: Three Shapes: Changed

**Correct answer:** The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab → Arrange button → Group option to group the shapes.

13. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.



Figure 14: Many Options

(Pages: 885 – 889) (7.14 points)

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

14. 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.

# Extra Credit

**Word**

15. 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) (2.5 points)

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

16. (a) Why does Word show a strange colorful underline in the phrase in Figure 15?
    (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) (2.5 points)

    **Correct answer:**

## The girl eat this.

Figure 15: Phrase in Word

(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.]

**PowerPoint**

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.
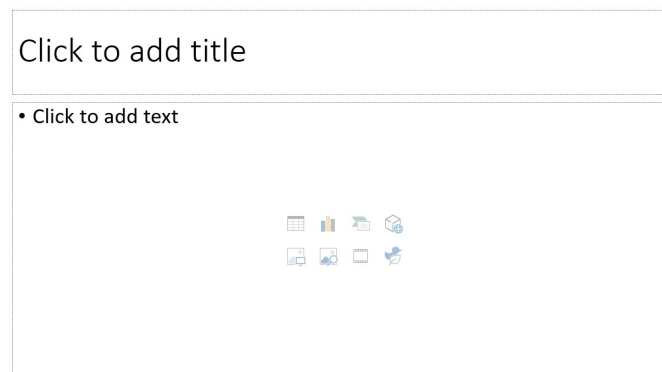
Click to add title

• Click to add text

Figure 16: My Slide

(Pages: 900 – 903) (2.5 points)

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

18. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 – 1156) (2.5 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.

– End of Midterm Exam Solutions –