Midterm Exam Solutions

Word – Short Answer

1. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

   (Pages: 772 — 774) (7.14 points)

   Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

2. 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"?
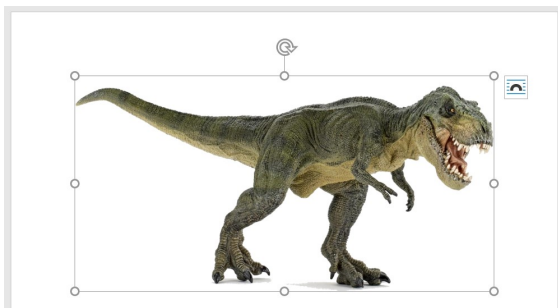

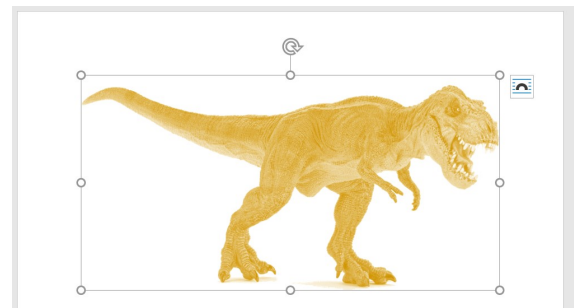Figure 1: Dino: Before   Figure 2: Dino: After

   (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.

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. 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. Suppose you are working on the SmartArt graphic in Word in Figure 3, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 4, "SmartArt: After"?
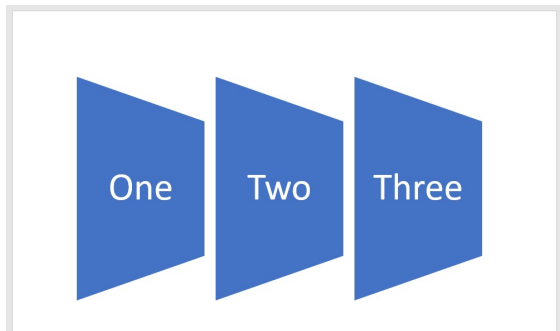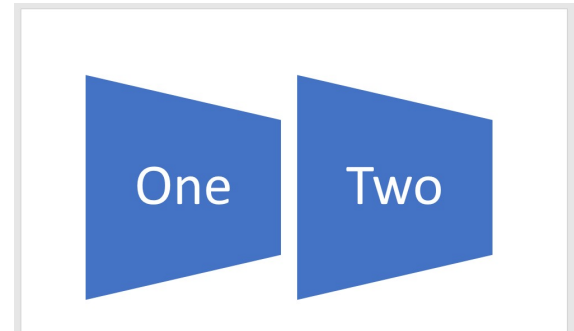

Figure 3: SmartArt: Before

Figure 4: SmartArt: After

   (Pages: 930 – 937) (7.14 points)

   Correct answer: Select the SmartArt graphic → Click on the shape with the word "Three" → Click the DELETE button on the keyboard.

6. Name **three** commands/buttons on the Quick Access Toolbar.

   (Pages: 369) (7.14 points)

   Correct answer: (For example:) Save, Undo, and Redo

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

the colroful flower

Figure 5: Phrase in Word

(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.")
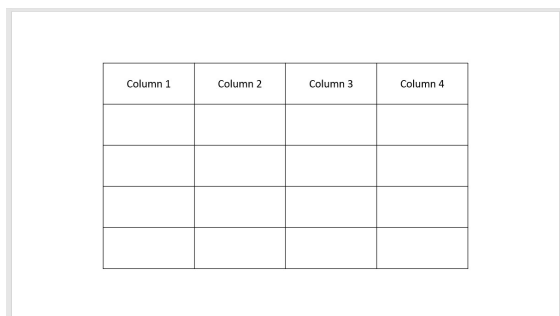
(Pages: 419 – 423) (7.14 points)

Correct answer:

(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.]
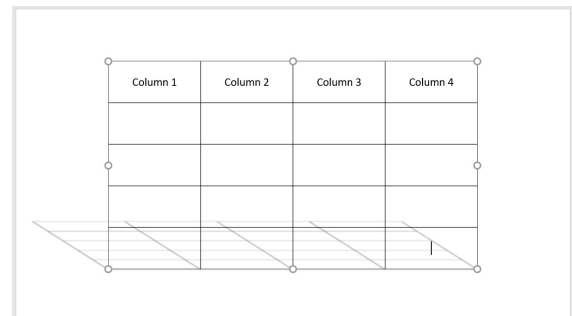
PowerPoint – Short Answer

8. Where do you need to click to change the table in Figure 6, "Table: Before" to the table in Figure 7, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 6: Table: Before

Figure 7: 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.

9. 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.

10. Where do you need to click to change the chart in Figure 8, "Chart: Before" to the chart in Figure 9, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
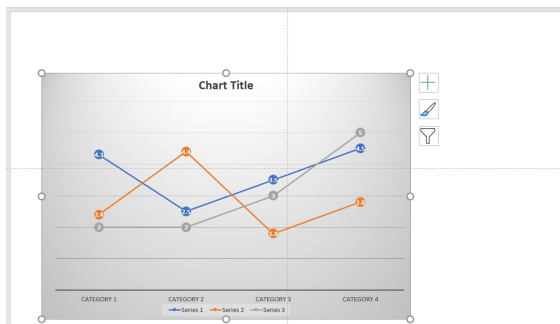

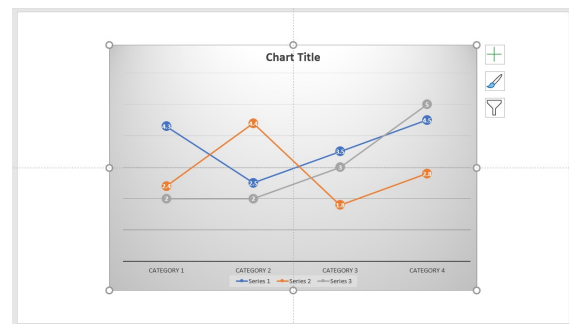
Figure 8: Chart: Before

Figure 9: 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".

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

(Pages: 902 – 903) (7.14 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.

12. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?
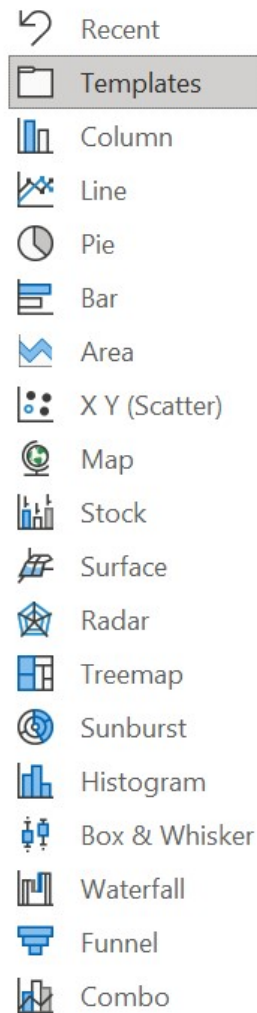
(Pages: 1116 – 1123) (7.14 points)

Figure 10: Long Menu

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

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. 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.

Extra Credit

Word

15. 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) (2.5 points)

    Correct answer: Insert tab → Header button → Blank option

16. What is the purpose of the following partially-shown dialog box in Figure 11?

    (Pages: 569 – 570) (2.5 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.

PowerPoint

17. 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) (2.5 points)

    Correct answer: (Example:) Transitions, Animations

18. 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 12, "My Slides". Where should you click to change the Slides tab to the one in Figure 13, "My Slides: Changed"?
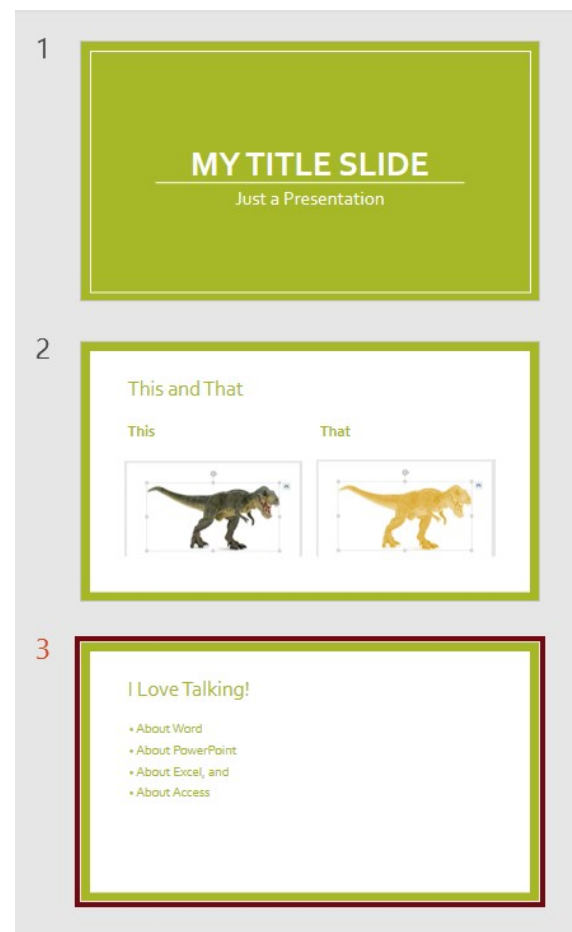
Figure 11: Dialog Box

Figure 12: My Slides

Figure 13: My Slides: Changed

(Pages: 907 – 908) (2.5 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!

– End of Midterm Exam Solutions –