

# Midterm Exam Solutions

## Word – Short Answer

1. 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.”]

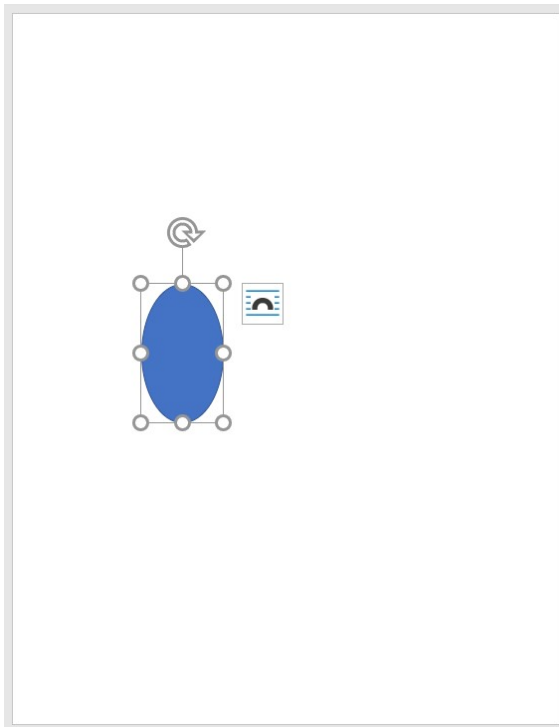


Figure 1: Added Oval Shape

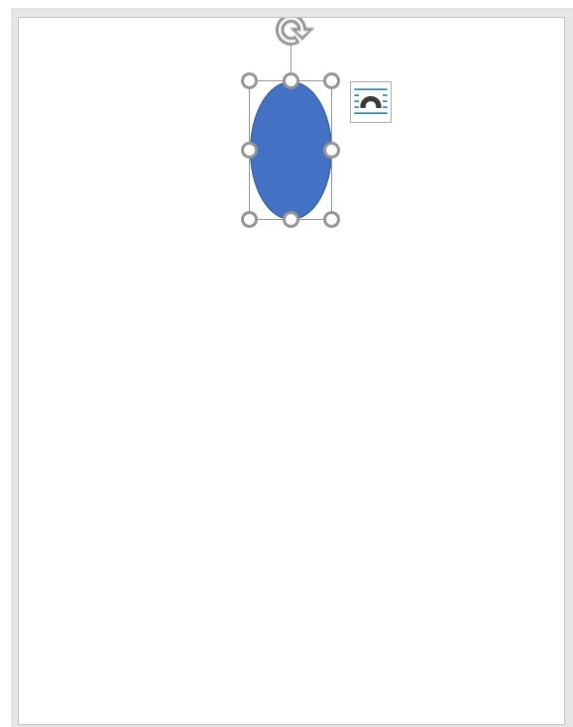


Figure 2: Moved Oval

(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.”

2. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “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. Explain where you should click to:

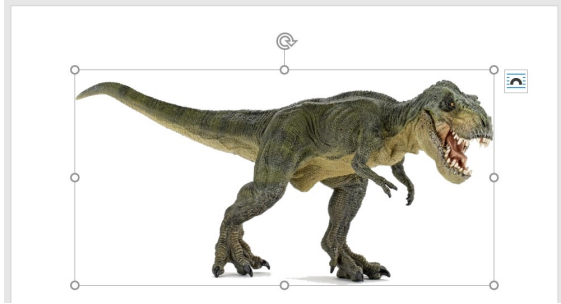


Figure 3: Dino: Before

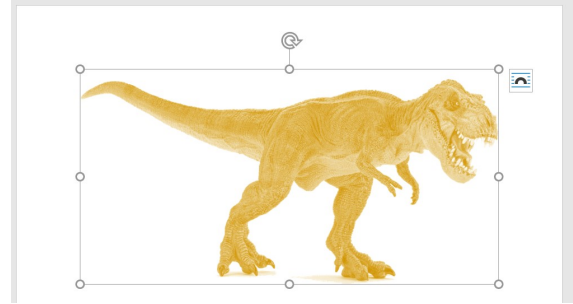


Figure 4: Dino: After

- (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”.

4. 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!

5. Which button in Word should you click to change the text:

Good morning!

to the following text:

*Good morning!*

(Pages: 390 – 391) (7.14 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Italic (*I*) button

6. What is the purpose of the following partially-shown dialog box in Figure 5?

The dialog box is titled "Bibliography Fields for MLA". It contains the following fields and controls:

- A dropdown menu for "Web site" (currently selected).
- A "Language" dropdown menu set to "Default".
- An "Author" text field with an "Edit" button to its right.
- A checkbox for "Corporate Author" with an associated text field.
- Text fields for "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium".
- A checkbox for "Show All Bibliography Fields".
- A "Tag name" field with a placeholder "Placeholder1".
- "OK" and "Cancel" buttons at the bottom right.

Figure 5: Dialog Box

(Pages: 569 – 570) (7.14 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.

7. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

**Correct answer:** (For example:) Themes and Colors

### PowerPoint – Short Answer

8. How can you insert a picture inside the object shown in Figure 6? 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.

9. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

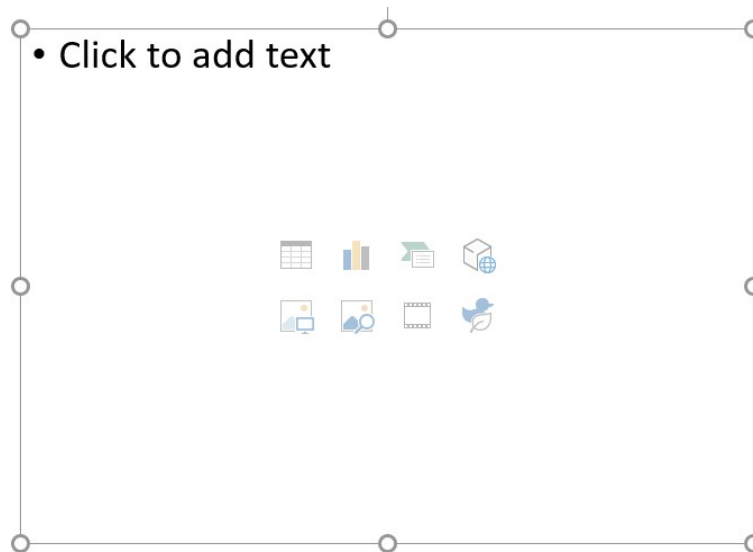


Figure 6: Insert Picture Here

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint:** Look at the screenshots given on the textbook pages listed below.

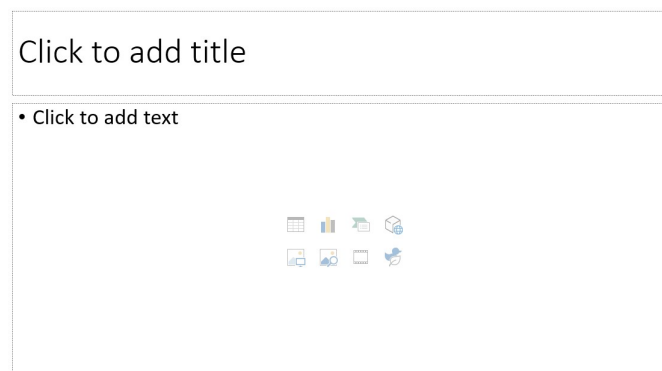


Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

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

11. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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

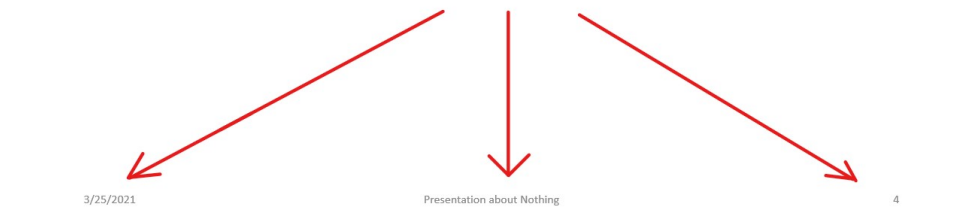


Figure 8: What is This

(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.

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 9? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 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 → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

13. 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.

14. If you click on any of the options shown in Figure 10, 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”.

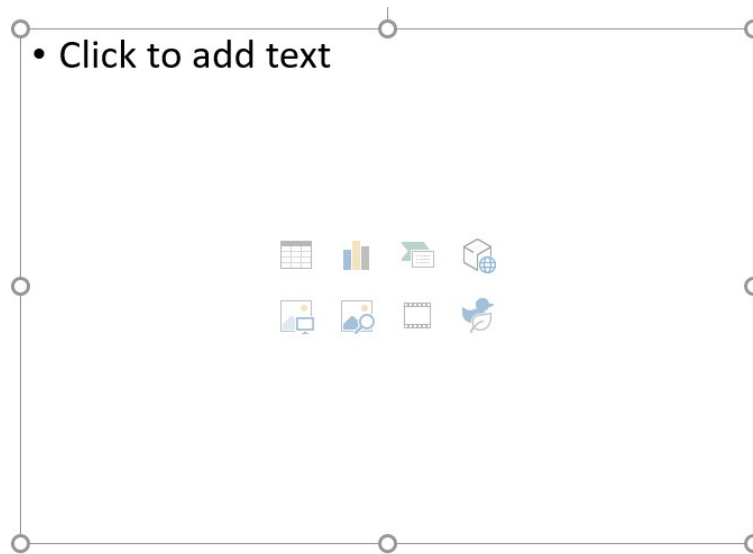


Figure 9: Insert Table Here

## Extra Credit

### Word

15. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (2.5 points)

**Correct answer:** Any 2 of:

- (a) View Tab → Click the “100%” button.
  - (b) Status Bar → Click the - or + buttons until 100% is displayed.
  - (c) Drag the zoom slider until 100% is displayed.
16. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (2.5 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.

### PowerPoint

17. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (2.5 points)

**Correct answer:** Clicking on one of these squares will add a SmartArt graphic to the presentation.

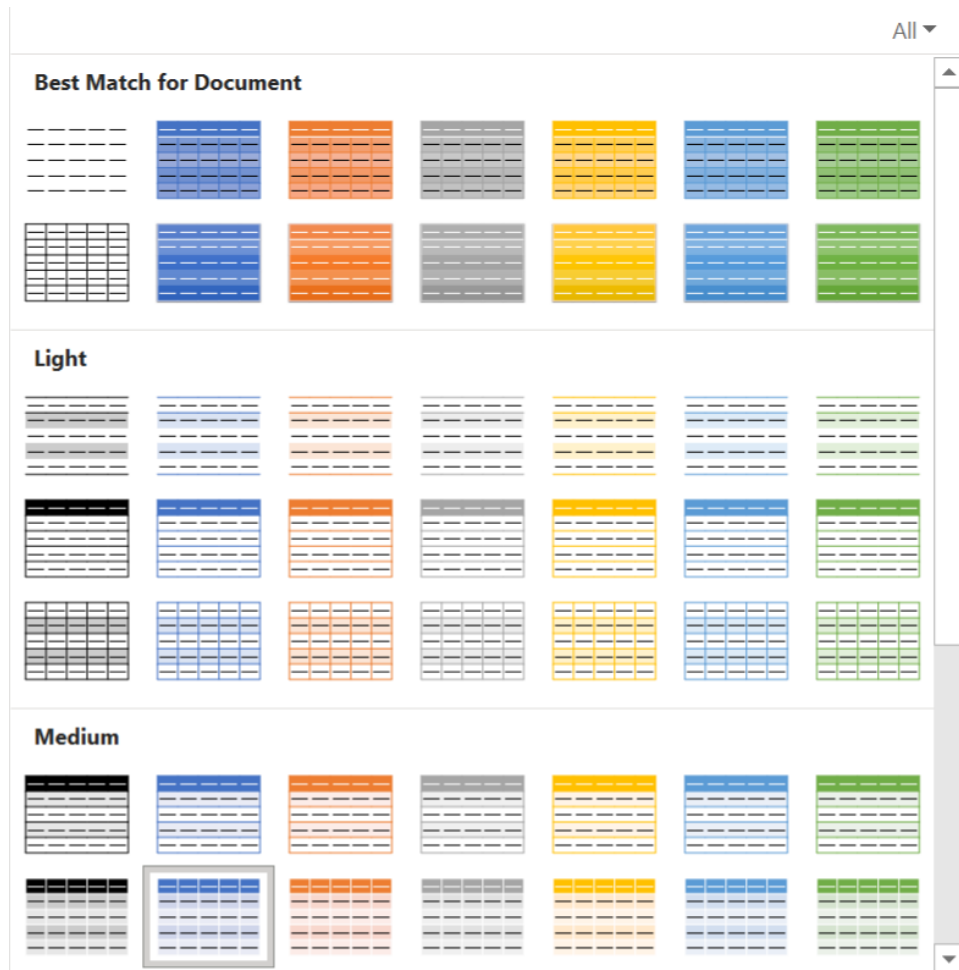


Figure 10: Many options

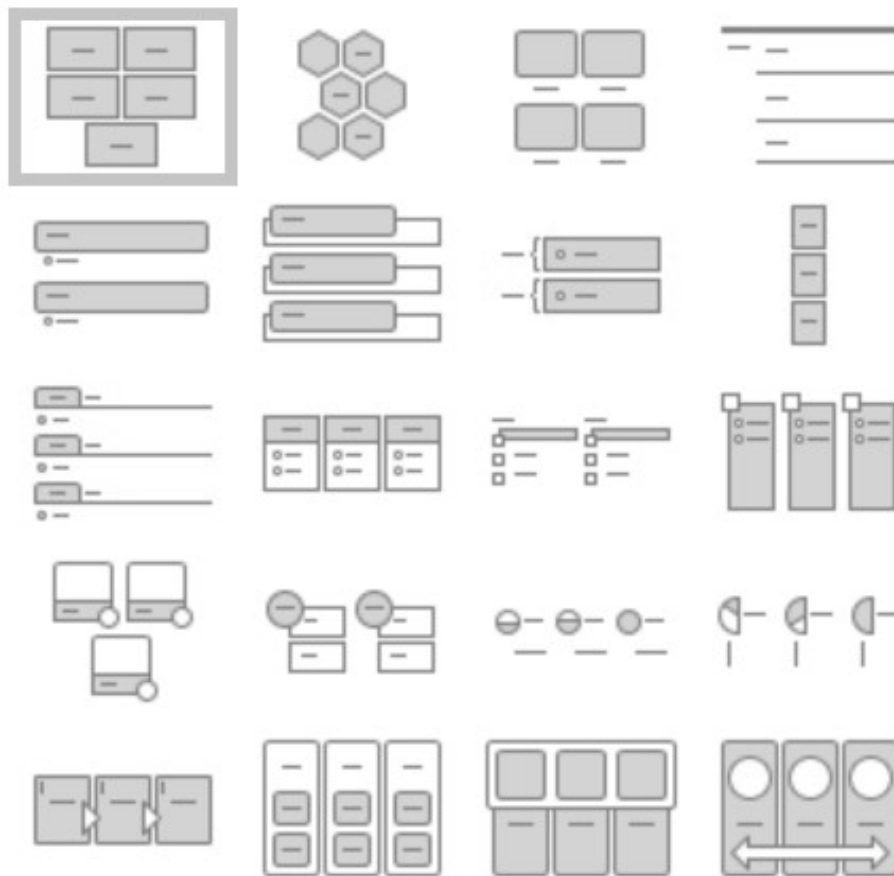


Figure 11: Many Options



18. 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) (2.5 points)

**Correct answer:** Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –