

# Midterm Exam Solutions

## Word – Short Answer

1. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

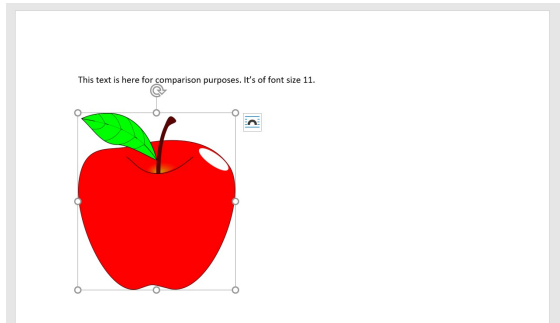


Figure 1: Apple: Before

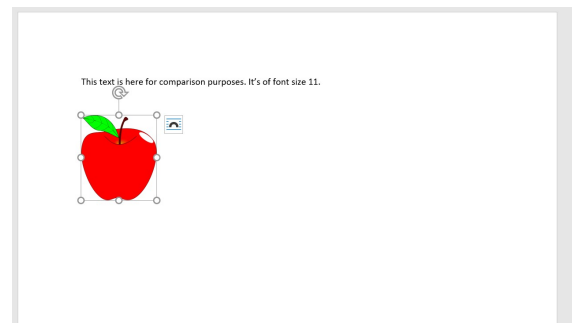


Figure 2: Apple: After

(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.

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.

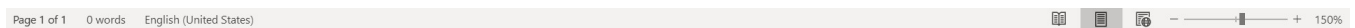


Figure 3: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

**Correct answer:**

- (a) This is the Status Bar.
  - (b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)
3. 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”.
4. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 14 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 19 points of space below the 1st paragraph and there are 14 points of space above the 2nd paragraph, there will be a total of 33 points of space between the two paragraphs.

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

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown set to "Default". The main section contains input fields for "Author", "Corporate Author" (with a checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". An "Edit" button is located next to the "Author" field. At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" entered, and "OK" and "Cancel" buttons.

Figure 4: 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.

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

6. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “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.

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. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

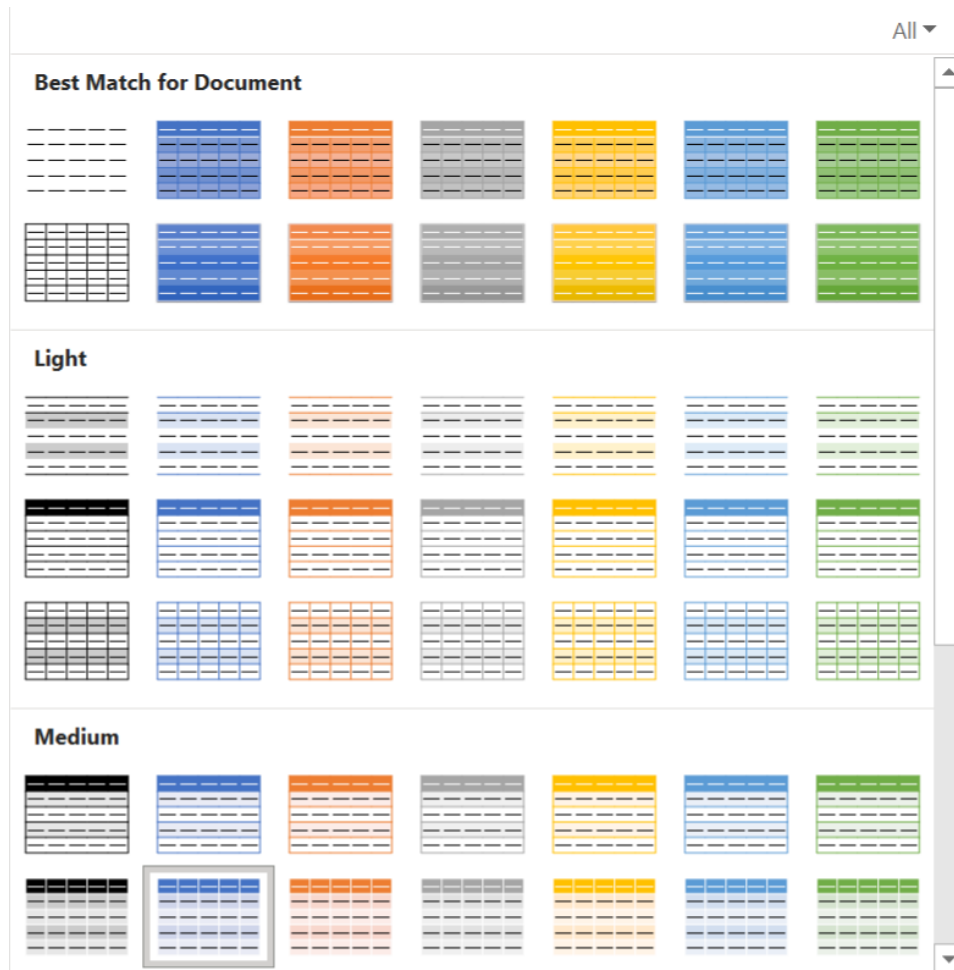


Figure 7: Many options

(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”.

9. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “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

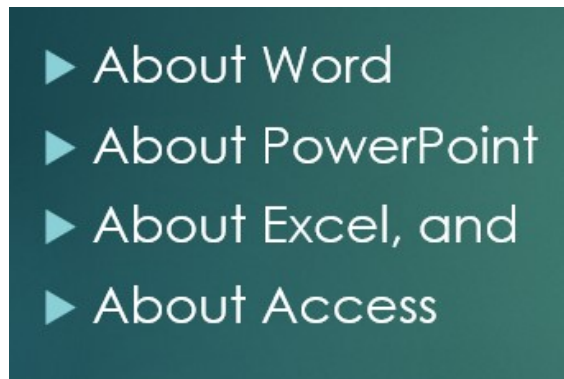


Figure 8: My List

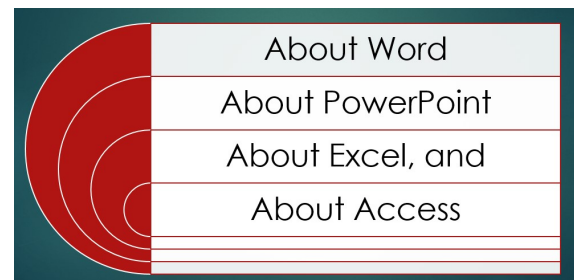


Figure 9: My New List

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.

10. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

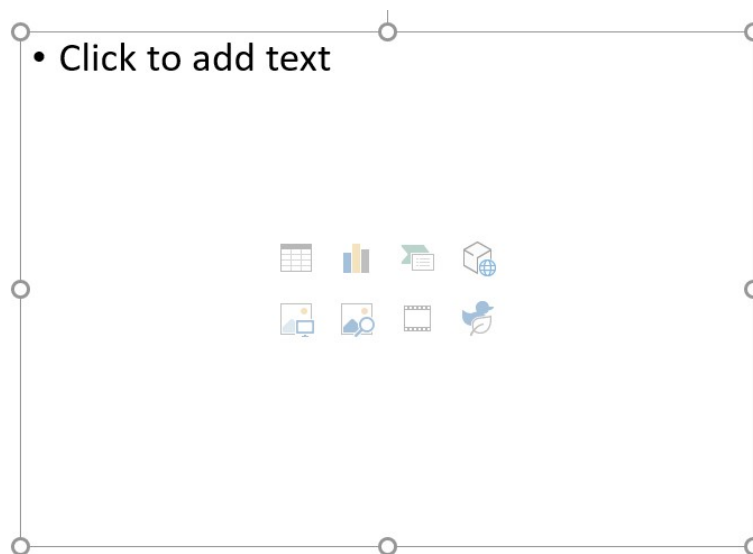


Figure 10: Insert Picture Here

(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.

11. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

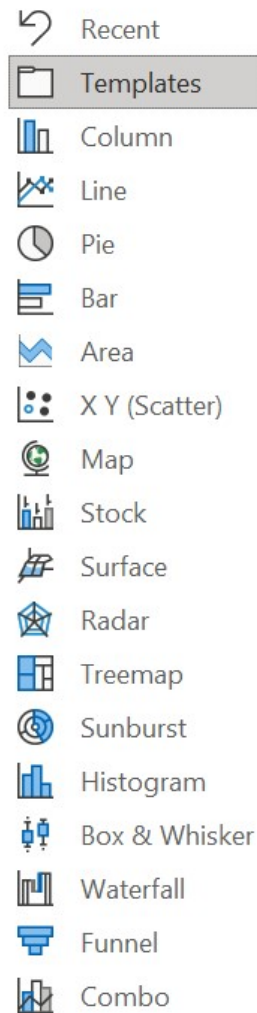


Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)

**Correct answer:** A chart of the option you specify will be added to the PowerPoint slide.

12. You 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 12: My Slides



Figure 13: My Slides: Changed

(Pages: 907 – 908) (7.14 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!

13. 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.

14. How do you change the shapes on a PowerPoint slide shown in Figure 14, “Three Shapes” to the shape in Figure 15, “Three Shapes: Changed”?



Figure 14: Three Shapes



Figure 15: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

**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.

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (2.5 points)



**Correct answer:** Select the phrase → Click the Home Tab → Click the “Change Case” arrow (Aa) → Click on UPPERCASE

## PowerPoint

17. 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) (2.5 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.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (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) (2.5 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.

– End of Midterm Exam Solutions –

Just a Title

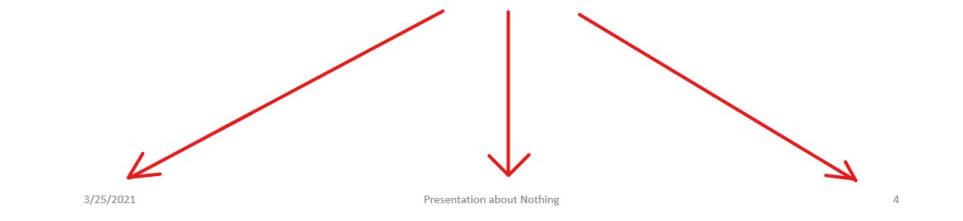


Figure 16: What is This