

# Midterm Exam Solutions

## Word – Short Answer

1. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 10 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 10 points of space above the 2nd paragraph, there will be a total of 30 points of space between the two paragraphs.

2. 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”.

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.

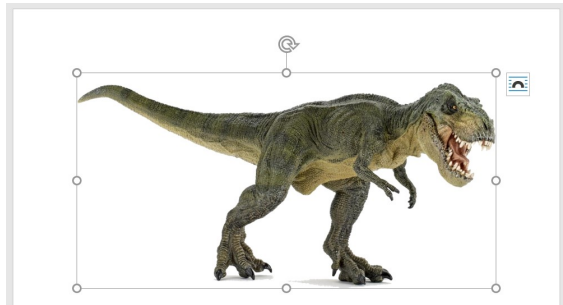


Figure 1: Dino: Before

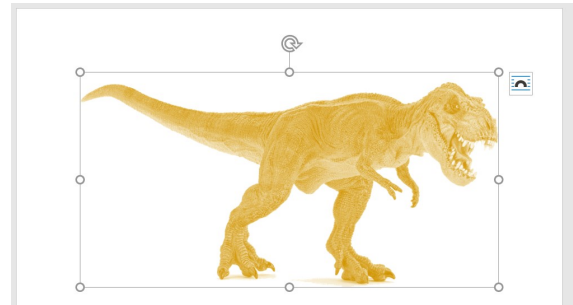


Figure 2: Dino: After

4. 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”?

(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.

5. What does the button displayed in the Figure 3 do?



Figure 3: Multiple Pages

(Pages: 370) (7.14 points)

**Correct answer:** It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

6. 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 Bold (**B**) button

7. 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

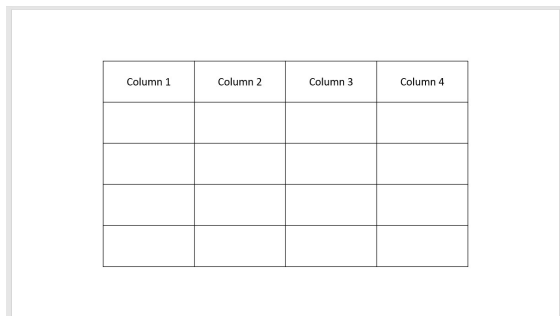
computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(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!

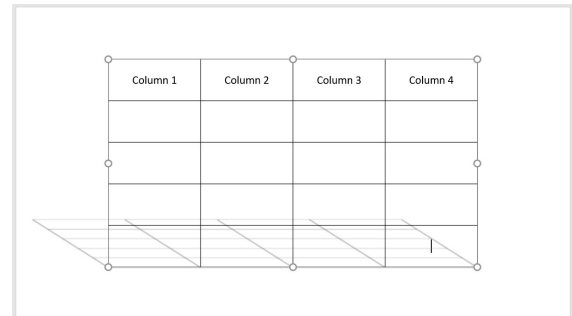
## PowerPoint – Short Answer

8. Where do you need to click to change the table in Figure 4, "Table: Before" to the table in Figure 5, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 4: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 5: 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. 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 6, "My Slides". Where should you click to change the Slides tab to the one in Figure 7, "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!

10. What is the difference between this list:

- Apple



Figure 6: My Slides



Figure 7: My Slides: Changed

- 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. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

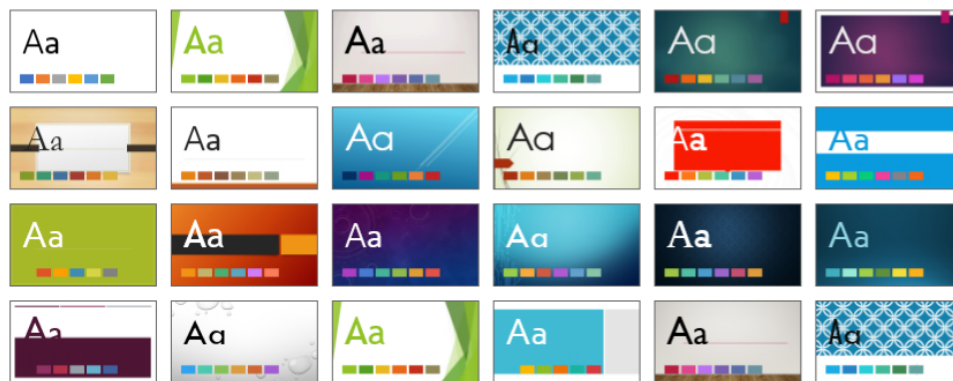


Figure 8: Many Options

(Pages: 885 – 889) (7.14 points)

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

12. 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.

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 move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 9: My Shapes

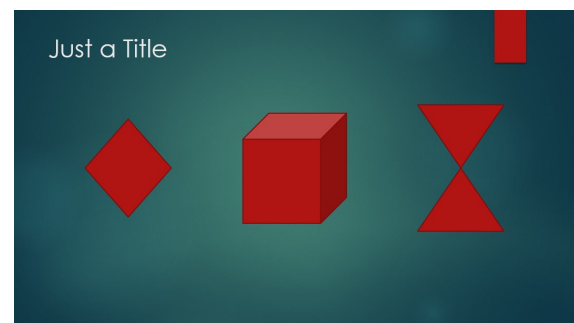


Figure 10: My Shapes: Moved

(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”.

## Extra Credit

### Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (2.5 points)

**Correct answer:** One of the following answers would suffice:


- A **.docx** Word file belongs to 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.

16. 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

### PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 11?  
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 11: Object/Box

(Pages: 880 – 883) (2.5 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.
18. (a) What is the object displayed in Figure 12?  
(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 12: Object with Buttons