Midterm Exam Solutions

Word − Short Answer

1. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.
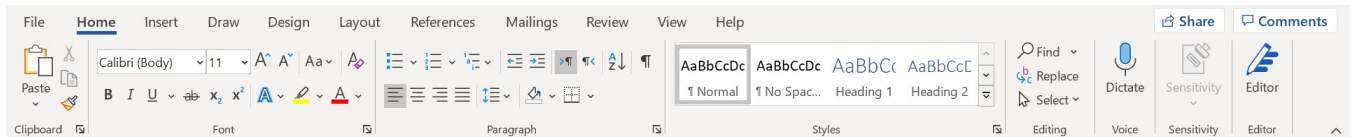

Figure 1: Window Area

   (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 Ribbon.

(b) (For example:) The Bold button makes the text look bold (thicker.)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

Figure 2: 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.]

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

   (Pages: 369) (7.14 points)

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

4. What are the Rulers in Word used for? Describe **one** use.

   (Pages: 454 – 459) (7.14 points)

   Correct answer: The Rulers can help you creating first-line indentation in a research paper.

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?
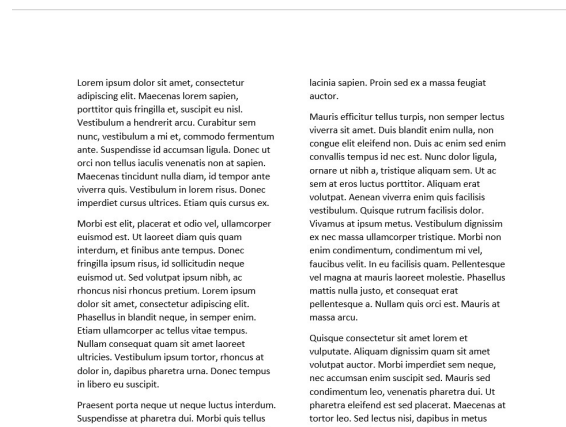
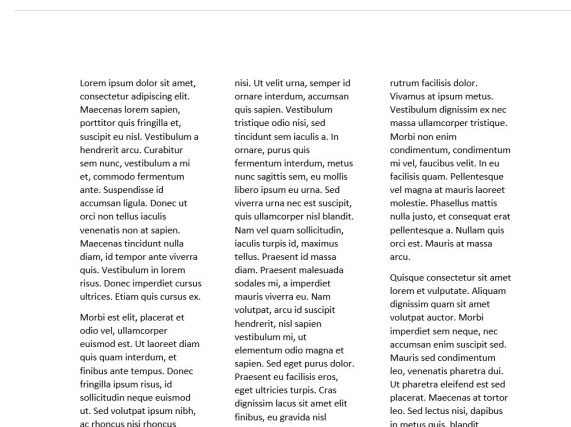Figure 3: My Text Layout: Before

Figure 4: My Text Layout: After

   (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 2 columns, the "My Text Layout: After" image has 3 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 3 next to "Number of Columns".

6. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 11 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 11 points of space above the 2nd paragraph, there will be a total of 31 points of space between the two paragraphs.

7. Where should you click to change the table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?

Figure 5: Table: Before

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.

PowerPoint – Short Answer

8. How can you move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
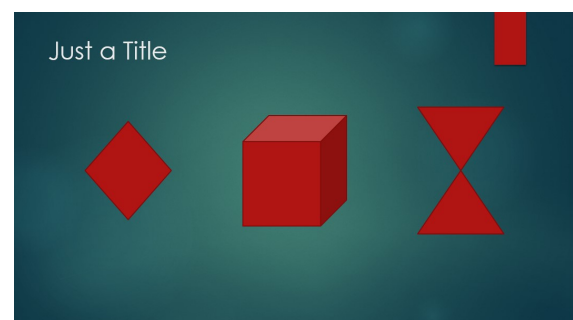

Figure 7: My Shapes

Figure 8: 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".

9. 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.

10. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.
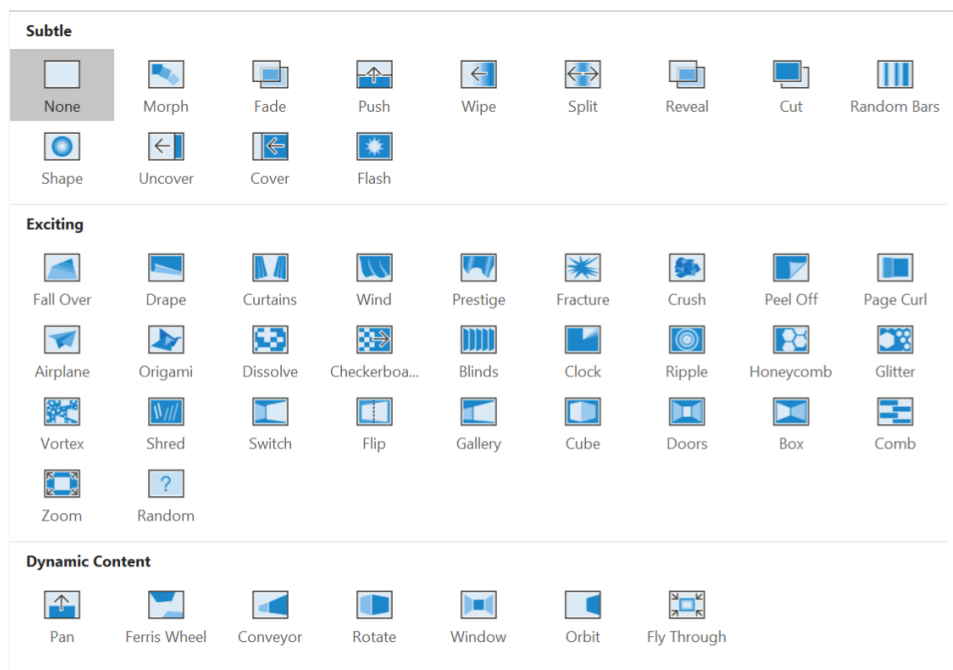

Figure 9: Many Options

(Pages: 962 – 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

11. The bulleted list in Figure 10, "My List" was converted into the object displayed in Figure 11, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 11, "My New List"?)
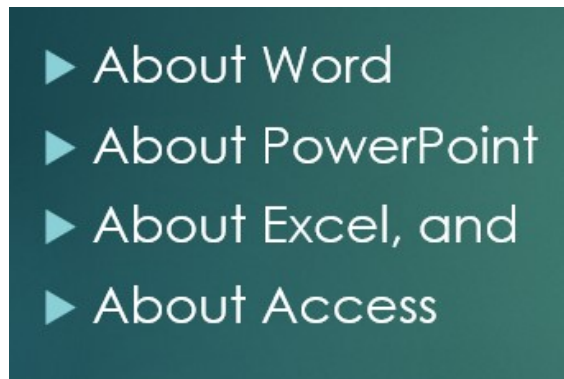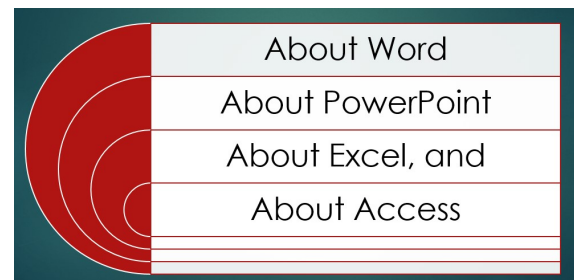
Figure 10: My List

Figure 11: 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 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.

12. 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.

13. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)
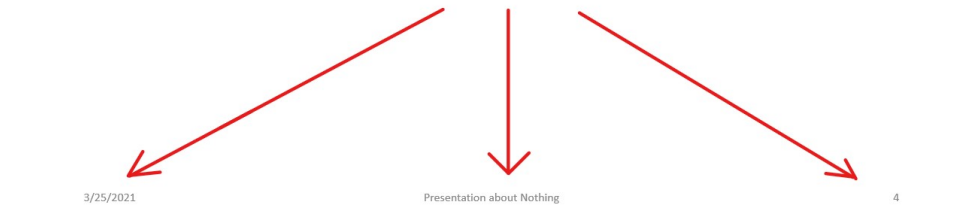
Figure 12: What is This

(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.

14. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

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

Extra Credit

Word

15. You inserted an oval shape into your Word document shown in Figure 14, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 15, "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."]

(Pages: 519 – 521) (2.5 points)

Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click "Position in Top Center with Square Wrapping."
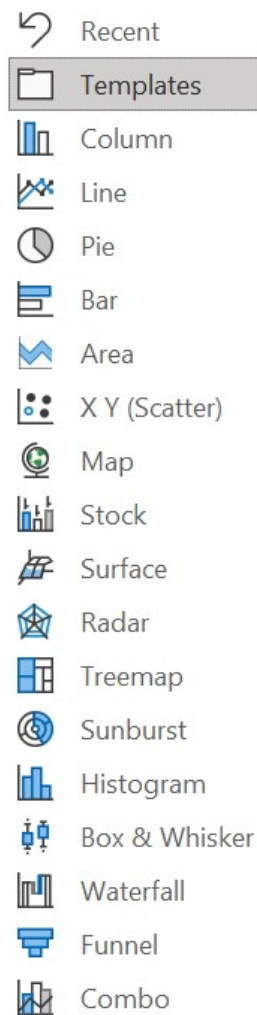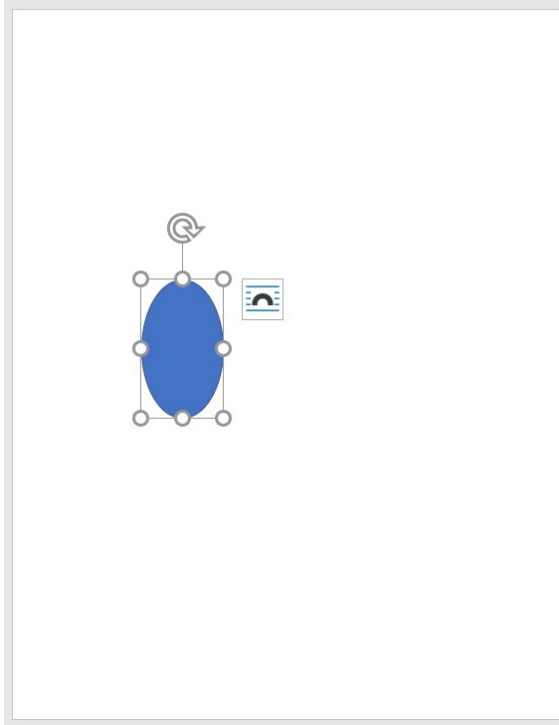
Figure 13: Long Menu
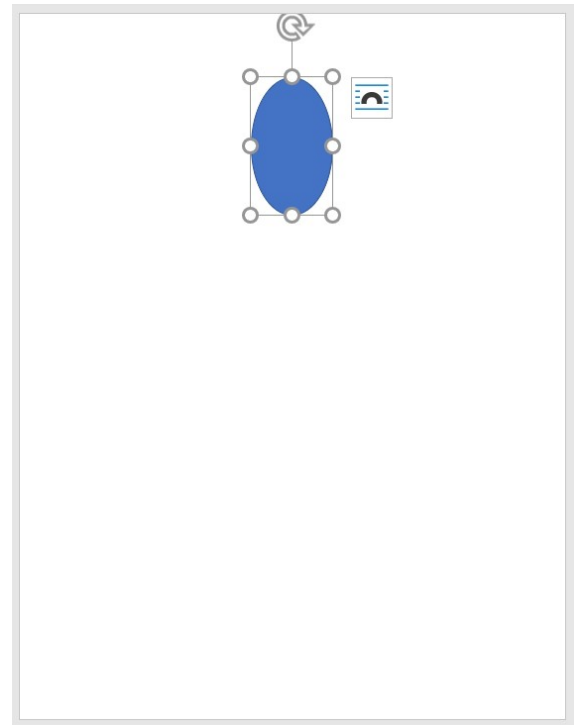
Figure 14: Added Oval Shape

Figure 15: Moved Oval

16. 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) (2.5 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

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?

    (b) Where do you need to click to delete/remove this object?

    (Pages: 880 – 883) (2.5 points)

    Correct answer:

    (a) This is the placeholder of the Title, or "Title placeholder" shortly.

Click to add title

Figure 16: Object/Box

  (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. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (2.5 points)

Correct answer: Select the slide you want to duplicate $\rightarrow$ Home tab $\rightarrow$ New Slide arrow $\rightarrow$ Click 'Duplicate Selected Slides'.

– End of Midterm Exam Solutions –