

## Midterm Exam Solutions

### Word – Short Answer

1. If a paragraph has 6 points of space below it, and the paragraph underneath has additional 8 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 6 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 14 points of space between the two paragraphs.

2. 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.

3. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: 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.



Figure 3: Multiple Pages

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

(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.

5. 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.

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

(Pages: 557) (7.14 points)

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

7. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

(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 1 columns, the “My Text Layout: After” image has 4 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 4 next to “Number of Columns”.

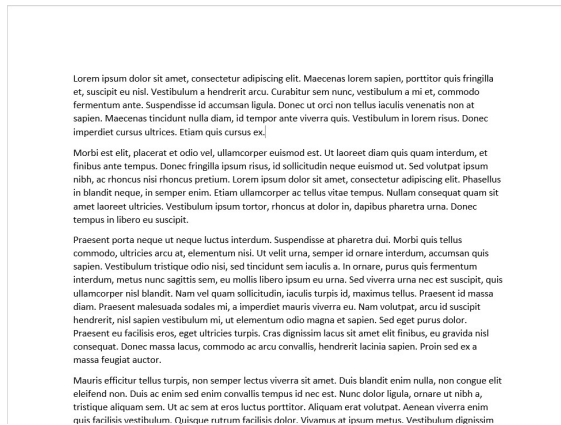


Figure 4: My Text Layout: Before

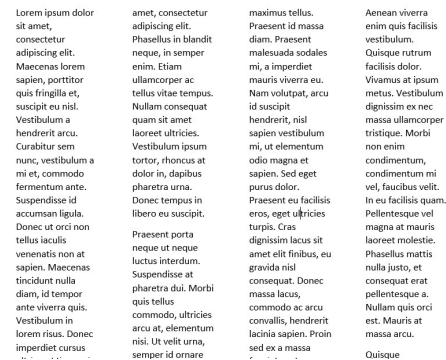


Figure 5: My Text Layout: After

## PowerPoint – Short Answer

8. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.



Figure 6: Many Options

(Pages: 885 – 889) (7.14 points)

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

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?  
 (b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

**Correct answer:**

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.

Click to add title

Figure 7: 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.
10. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?



Figure 8: Three Shapes



Figure 9: 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.

11. 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 10, “My

Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?



Figure 10: My Slides



Figure 11: 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!

12. 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.

13. 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) (7.14 points)

**Correct answer:** (Example:) Transitions, Animations

14. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 13, “My New List”?)

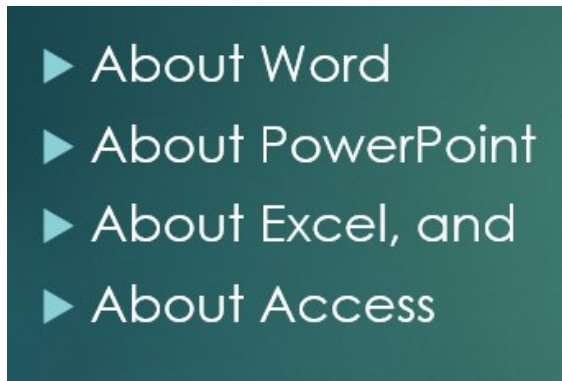


Figure 12: My List

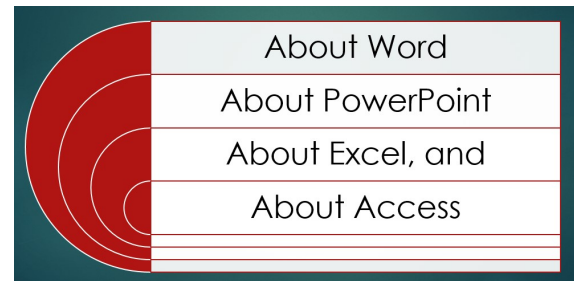


Figure 13: My New List

(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.

## Extra Credit

### Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 14, “Apple: Before” to the picture shown in Figure 15, “Apple: After”.

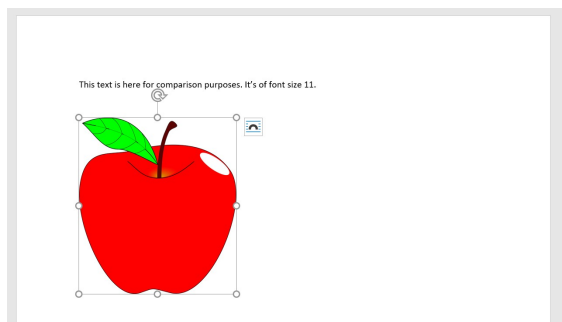


Figure 14: Apple: Before

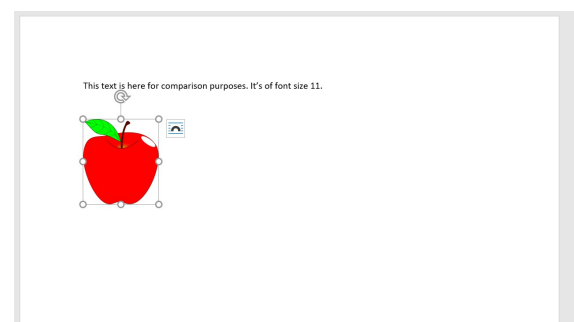


Figure 15: Apple: After

(Pages: 514 – 516) (2.5 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.

16. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (2.5 points)

**Correct answer:** You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

## PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 16? Your answer must use the box shown in that Figure.

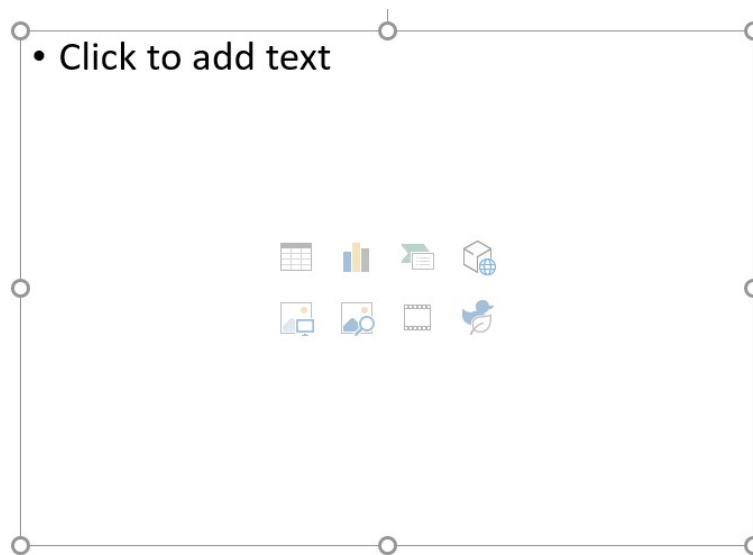


Figure 16: Insert Table Here

(Pages: 1055 – 1059) (2.5 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.

18. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (2.5 points)

**Correct answer:** The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

– End of Midterm Exam Solutions –