

# Midterm Exam Solutions

## Word – Short Answer

1. 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) (7.14 points)

**Correct answer:** Insert tab → Header button → Blank option

2. If a paragraph has 7 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 7 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 15 points of space between the two paragraphs.

3. What is the purpose of the following partially-shown dialog box in Figure 1?

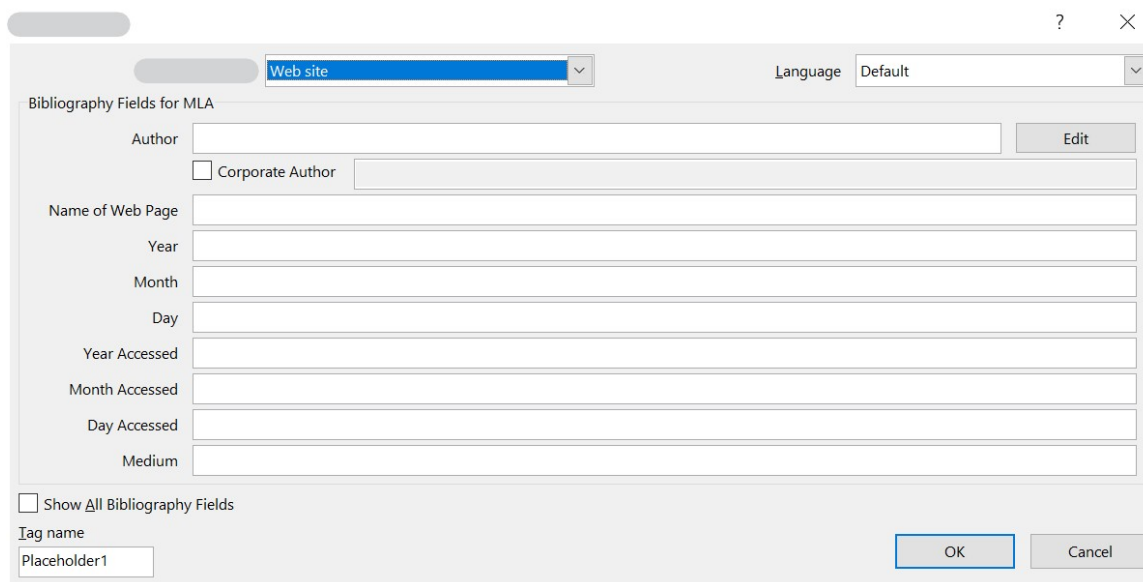


Figure 1: Dialog Box

(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.

4. 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.

5. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

**Correct answer:** Layout Tab → Margins button → Click the “Narrow” option.

6. Suppose you are working on the SmartArt graphic in Word in Figure 2, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 3, “SmartArt: After”?

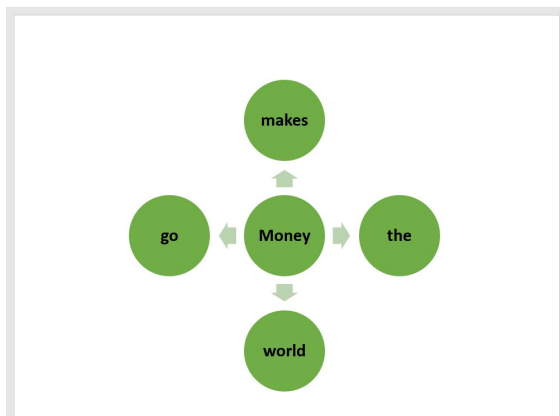


Figure 2: SmartArt: Before

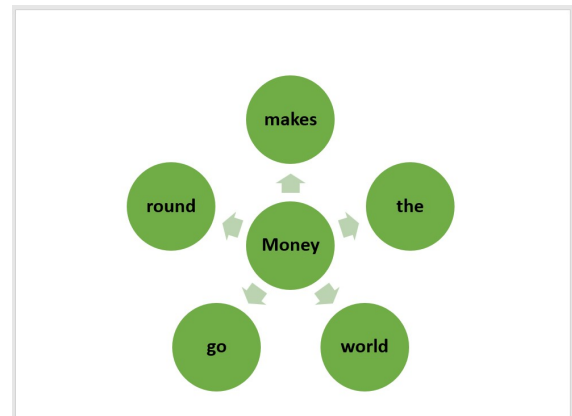


Figure 3: SmartArt: After

(Pages: 930 – 937) (7.14 points)

**Correct answer:** Select the SmartArt graphic → Click on the circle with the word “go” → Click the SmartArt Tools: Design tab → Click on “Add Shape” button → Type “round” inside the new shape.

7. You inserted an oval shape into your Word document shown in Figure 4, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 5, “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.”]

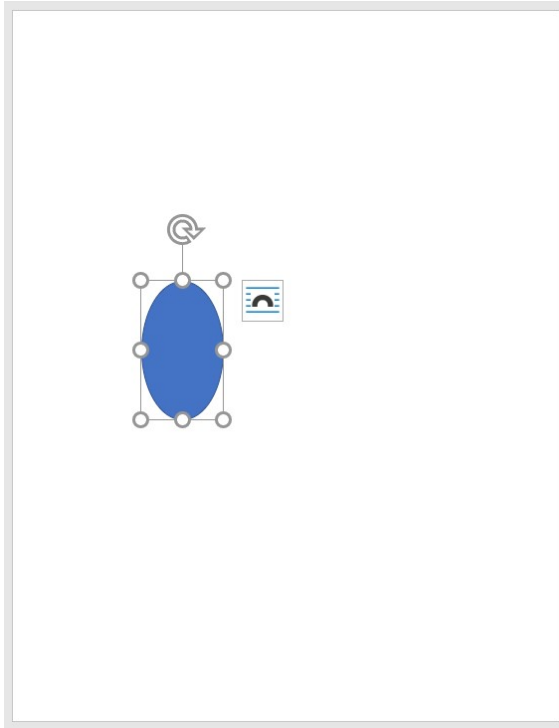


Figure 4: Added Oval Shape

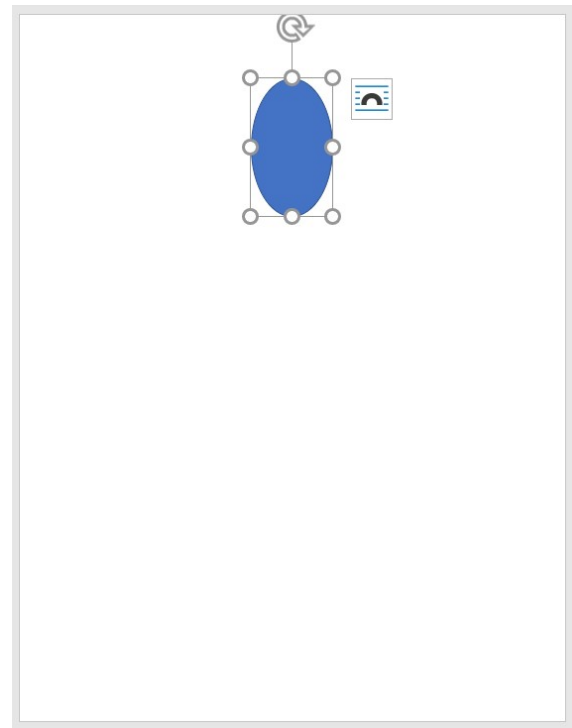


Figure 5: Moved Oval

(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.”

### PowerPoint – Short Answer

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

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

9. 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

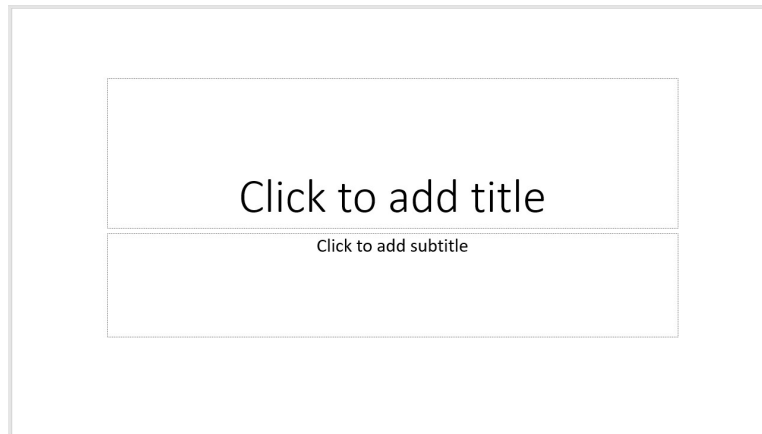


Figure 6: My Slide

10. If you click on any of the options shown in Figure 7, 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”.

11. 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 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. You are 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”?

(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. Where do you need to click to change the table in Figure 12, “Table: Before” to the table in Figure 13, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

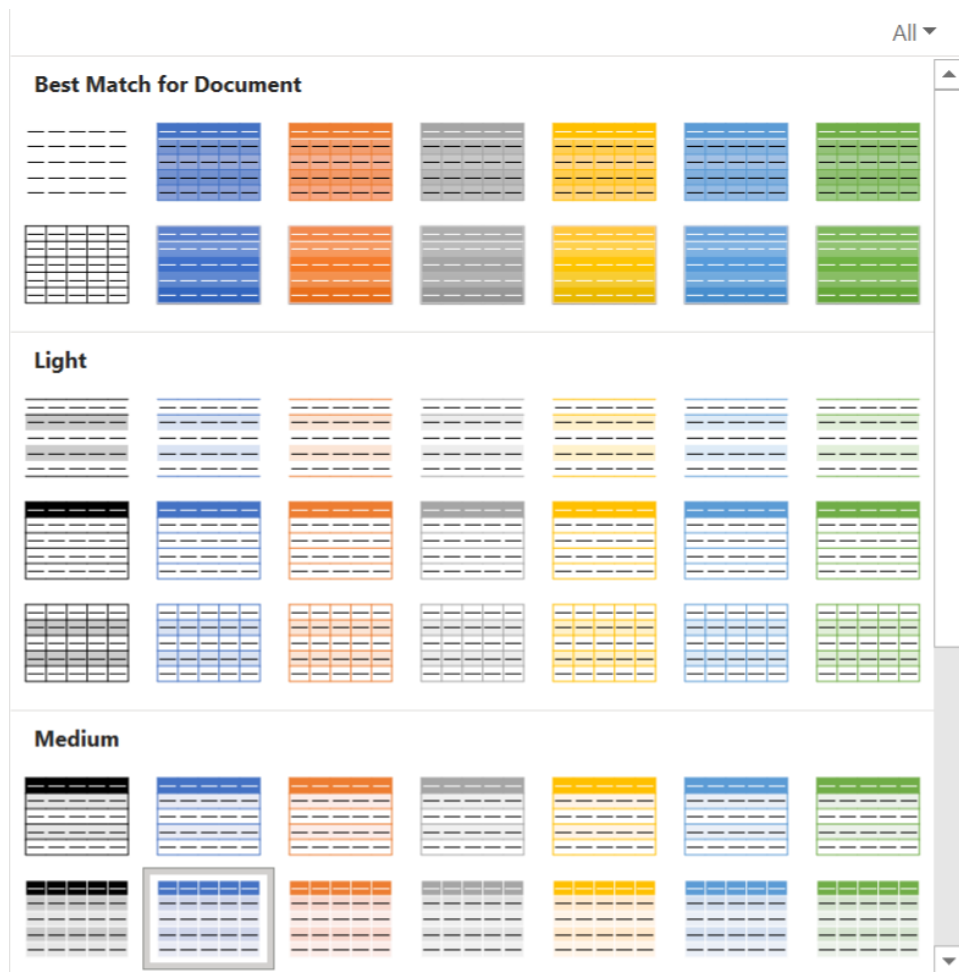


Figure 7: Many options



Figure 8: My List

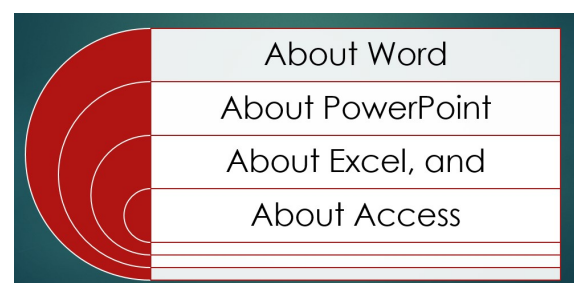


Figure 9: My New List



Figure 10: My Slides



Figure 11: My Slides: Changed

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 13: Table: After

**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.

14. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

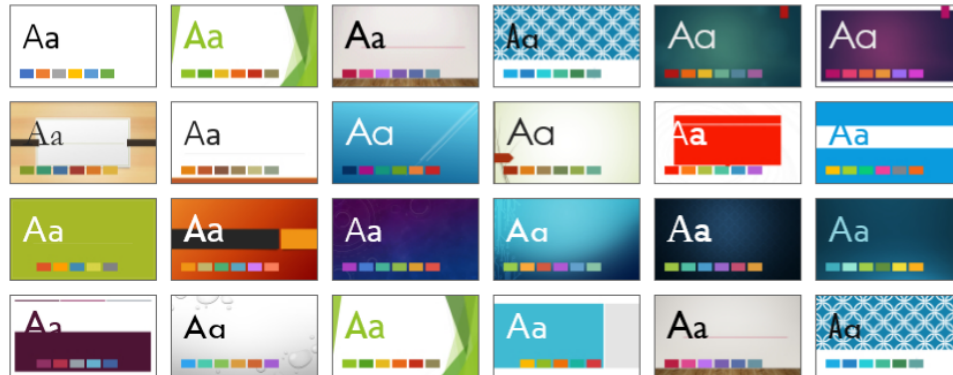


Figure 14: Many Options

(Pages: 885 – 889) (7.14 points)

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

## Extra Credit

### Word

15. Where should you click to change the table in Figure 15, “Table: Before” to the one in Figure 16, “Table: After”?

(Pages: 494 – 498) (2.5 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.

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)

Column 1	Column 2
Info	Info
Info	Info

Figure 15: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 16: Table: After

**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 object displayed in Figure 17?  
 (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.
18. If you were to click on an option from the menu in the Figure 18, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (2.5 points)

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

– End of Midterm Exam Solutions –



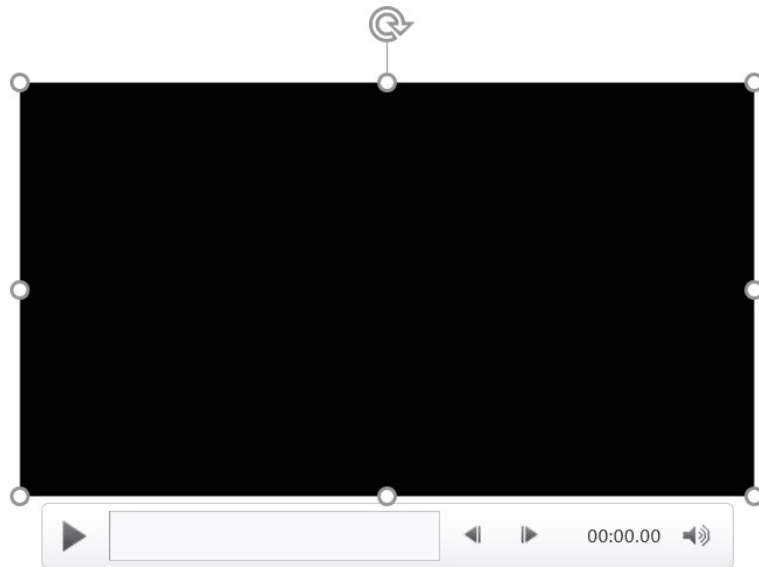


Figure 17: Object with Buttons

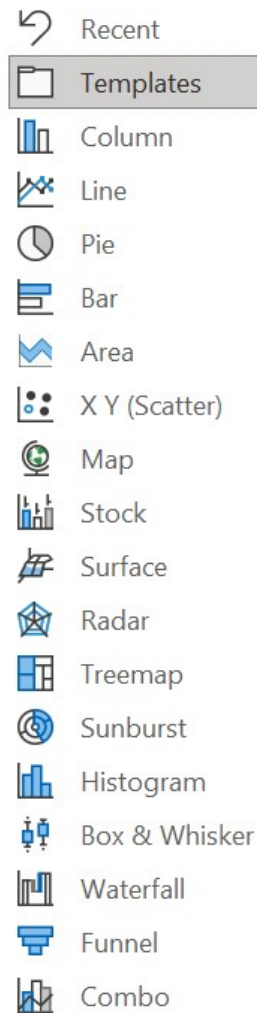


Figure 18: Long Menu