

Midterm Exam Solutions

Word – Short Answer

1. 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 Italic (*I*) button

2. If a paragraph has 17 points of space below it, and the paragraph underneath has additional 17 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 17 points of space below the 1st paragraph and there are 17 points of space above the 2nd paragraph, there will be a total of 34 points of space between the two paragraphs.

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

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

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. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

Correct answer: (For example:) Bold, Increase Font Size, and Paste

5. You inserted an oval shape into your Word document shown in Figure 2, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 3, “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.”]

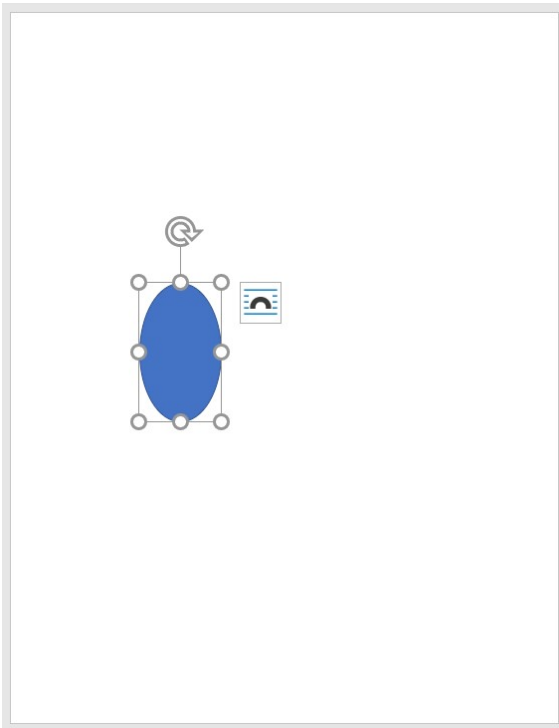


Figure 2: Added Oval Shape

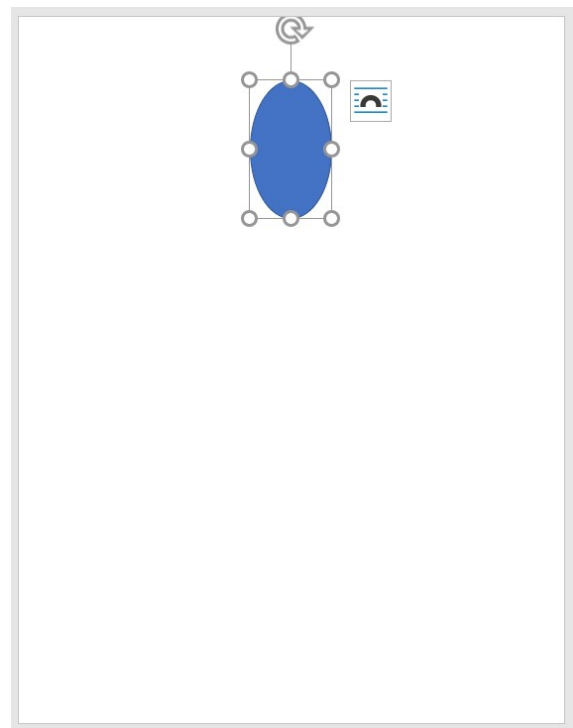


Figure 3: Moved Oval

(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.”

6. 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”.
7. 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

PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 4, 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”.

9. How do you change the shapes on a PowerPoint slide shown in Figure 5, “Three Shapes” to the shape in Figure 6, “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.

10. Where do you need to click to change the chart in Figure 7, “Chart: Before” to the chart in Figure 8, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

11. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

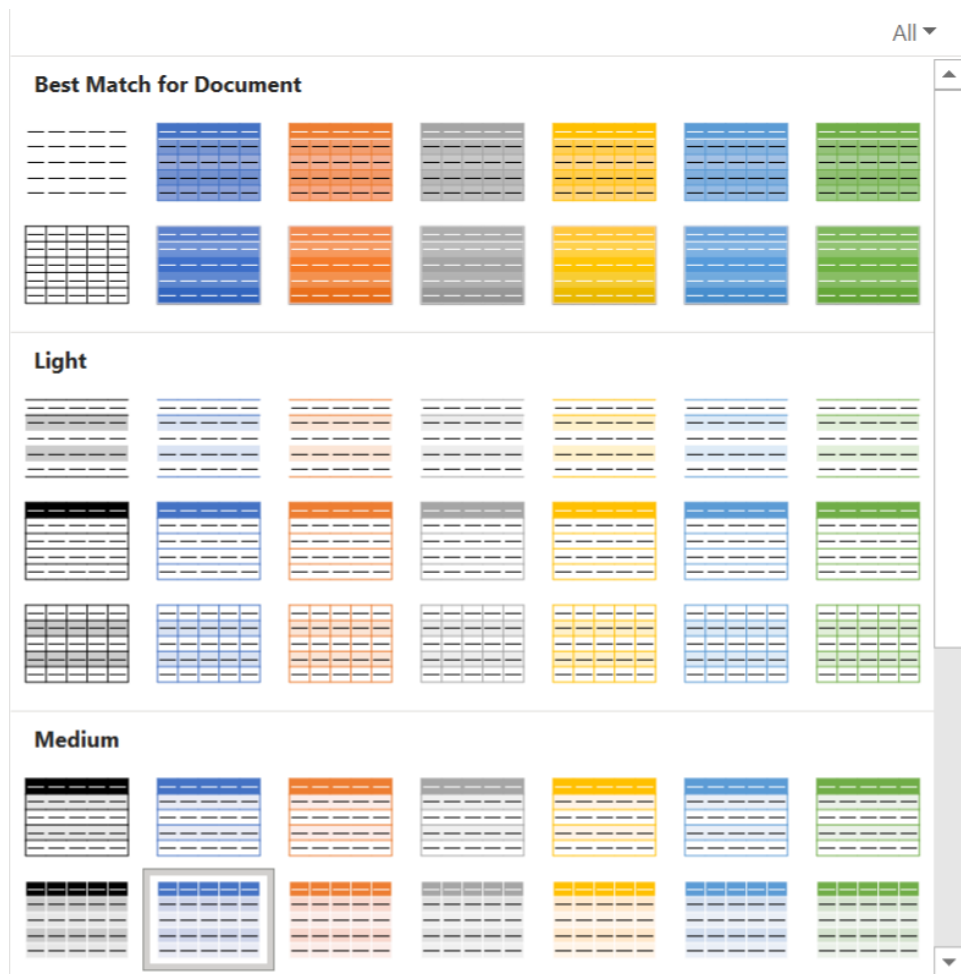


Figure 4: Many options



Figure 5: Three Shapes



Figure 6: Three Shapes: Changed

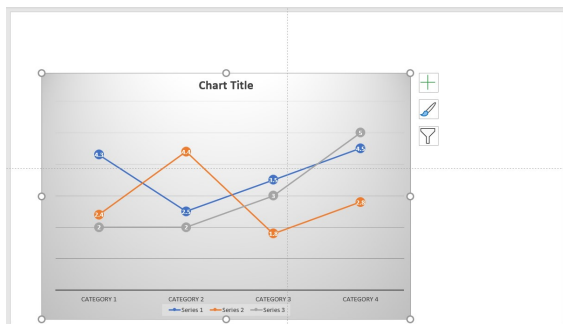


Figure 7: Chart: Before

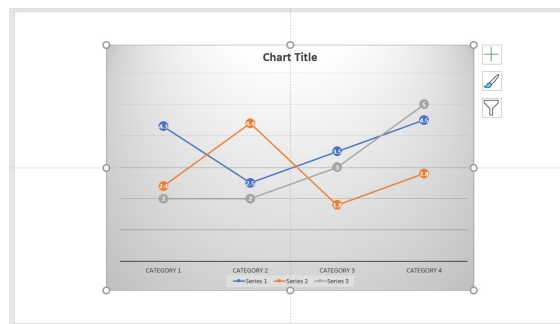


Figure 8: Chart: After

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 10: 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.

12. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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) (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.

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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages

Just a Title

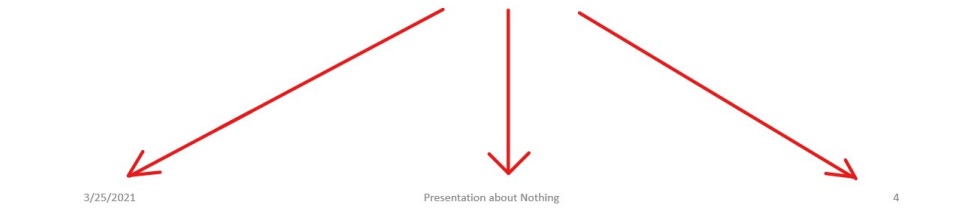


Figure 11: What is This

listed below.

Click to add title

Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title Only.

Extra Credit

Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 13, “Apple: Before” to the picture shown in Figure 14, “Apple: After”.

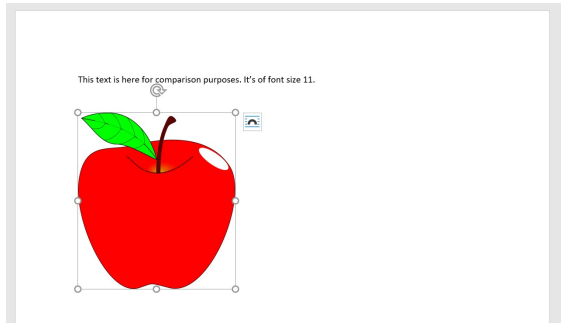


Figure 13: Apple: Before

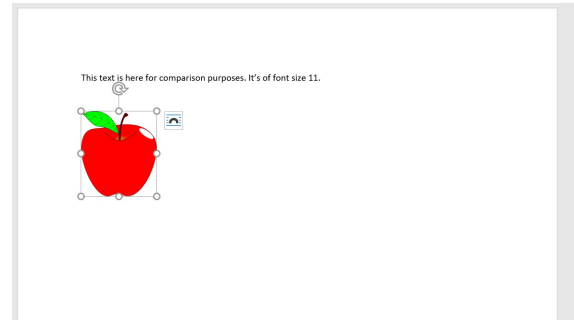


Figure 14: Apple: After

(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. (a) Why does Word show a strange colorful underline in the phrase in Figure 15?

The girl eat this.

Figure 15: 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) (2.5 points)

Correct answer:

- (a) The word “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double 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.]

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. (a) What is the object displayed in Figure 16?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

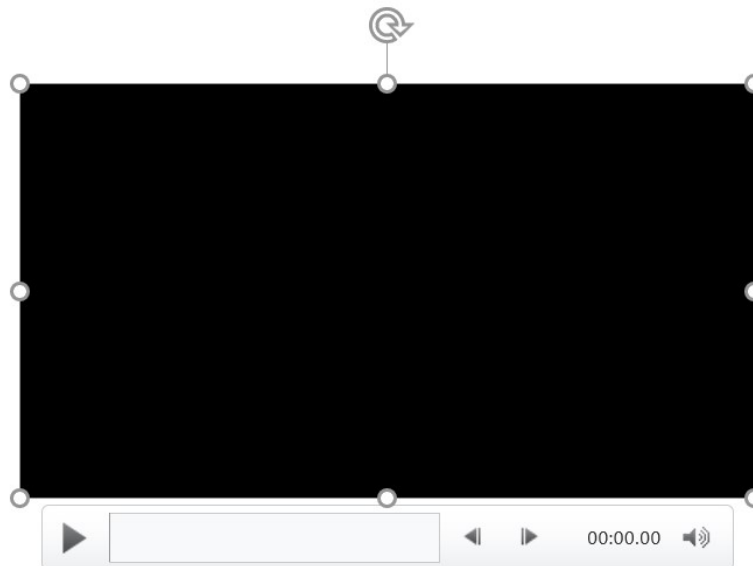


Figure 16: Object with Buttons

(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 –