Midterm Exam Solutions

Word – Short Answer

1. Name **three** commands/buttons on the Quick Access Toolbar.
   (Pages: 369) (7.14 points)

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

2. Explain **one** way to open the Word Application on a Windows 10 computer.
   (Pages: 365 – 366) (7.14 points)

   Correct answer: Click the Start button $\to$ scroll through the list of apps until the Word app name appears $\to$ Click the Word app name to open the app.

3. Which button in Word should you click to change the 3 paragraphs:

   My name is Jane.

   I love cats.

   I also love pizza.

   to:

   - My name is Jane.
   - I love cats.
   - I also love pizza.

   (Pages: 438 – 441) (7.14 points)

   Correct answer: Select the paragraphs $\to$ Click the Home Tab $\to$ Click the Bullets button

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

   (Pages: 380 – 382) (7.14 points)

   Correct answer: One of the following answers would suffice:

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

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl <u>eat</u> this.

Figure 1: 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 "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.]

7. 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.

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 2? (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.)
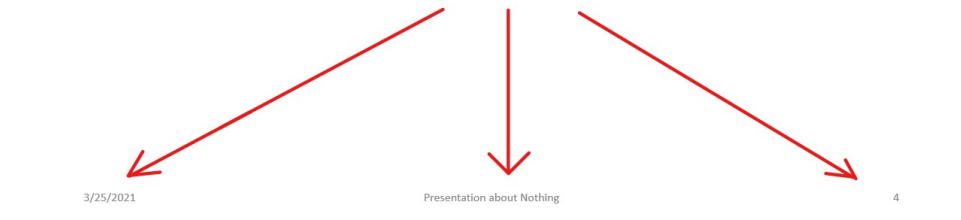
Just a Title

Figure 2: 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.

9. If you click on any of the options shown in Figure 3, 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".

10. Where do you need to click to change the chart in Figure 4, "Chart: Before" to the chart in Figure 5, "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. If you were to click on an option from the menu in the Figure 6, 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.
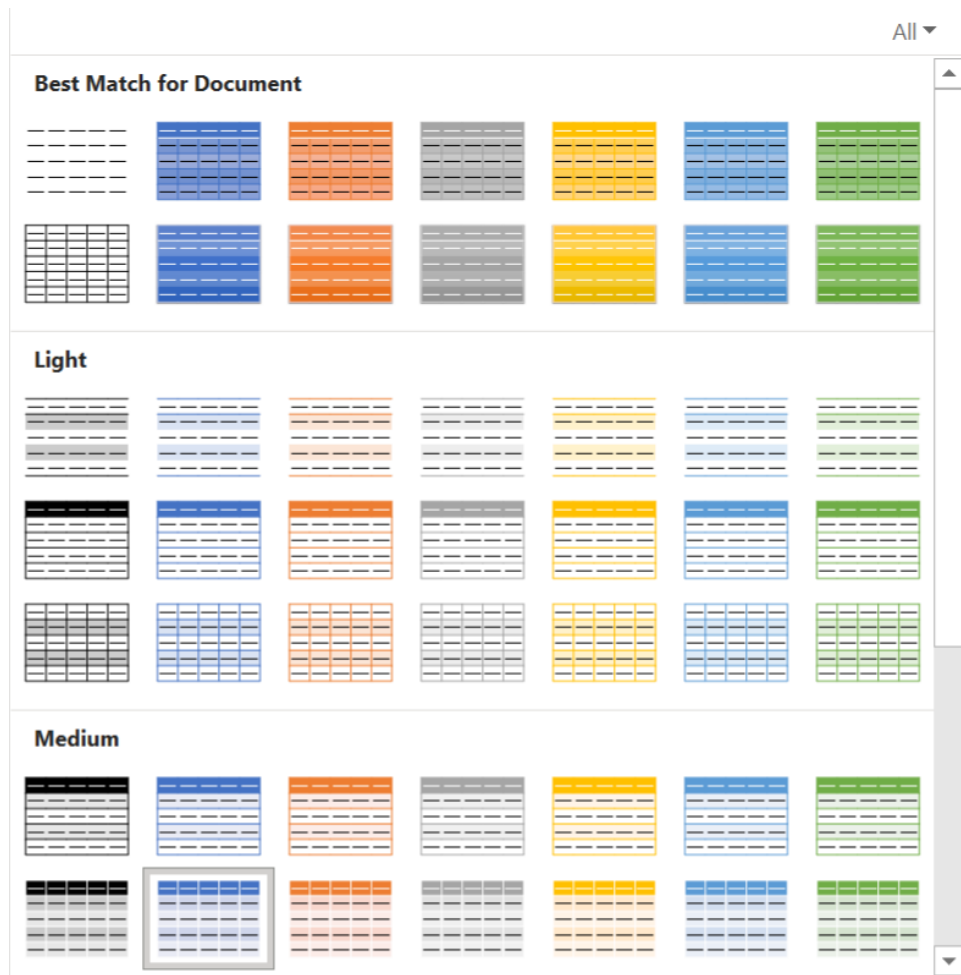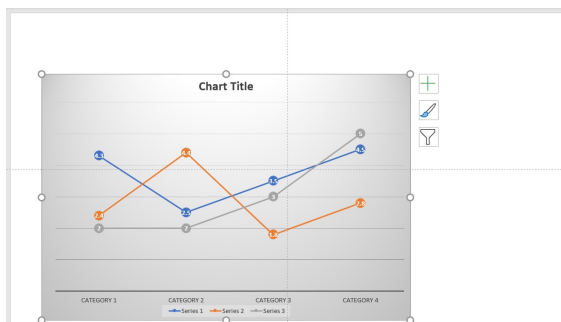
3

Figure 3: Many options

Figure 4: Chart: Before
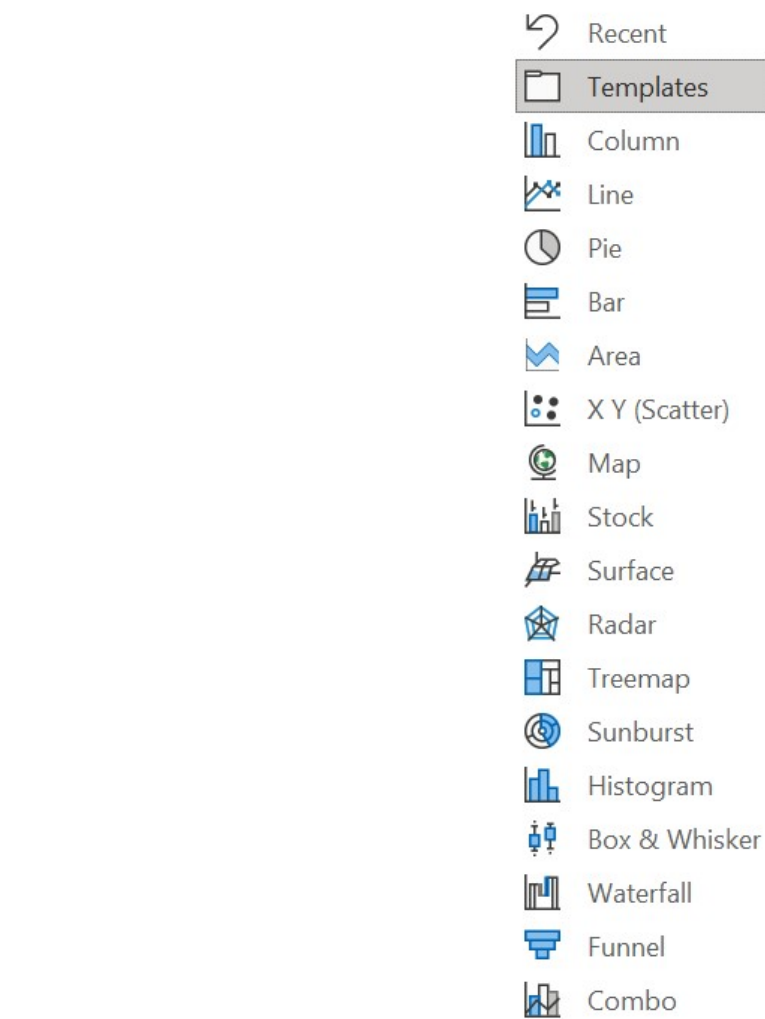

Figure 5: Chart: After

Figure 6: Long Menu

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.
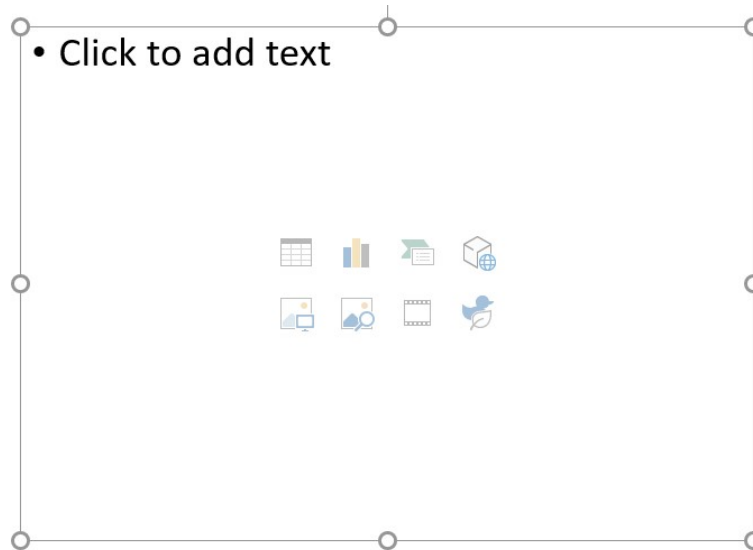

Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 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.

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

(Pages: 1155 – 1156) (7.14 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.

Extra Credit

Word

15. Where should you click to change the text layout in picture 8, "My Text Layout: Before" to the one in the picture 9, "My Text Layout: After" inside a Word document?
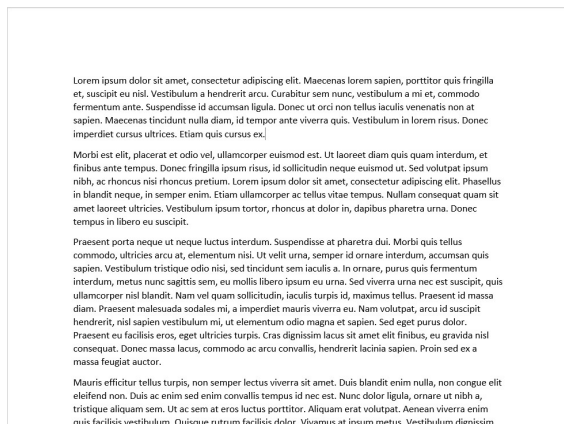

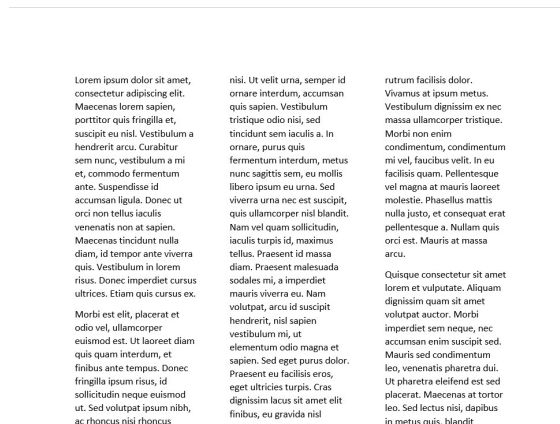Figure 8: My Text Layout: Before

Figure 9: My Text Layout: After

(Pages: 465 – 469) (2.5 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 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".

16. Suppose you are working on the SmartArt graphic in Word in Figure 10, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 11, "SmartArt: After"?

(Pages: 930 – 937) (2.5 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.

PowerPoint

17. 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"?)
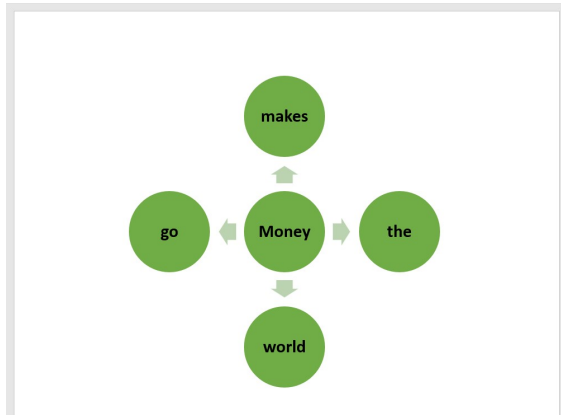
(Pages: 930 – 937) (2.5 points)
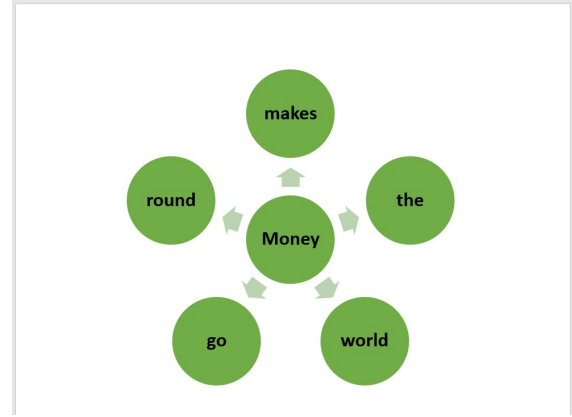
Figure 10: SmartArt: Before
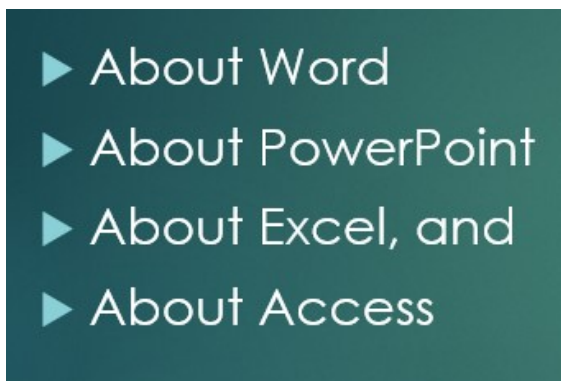

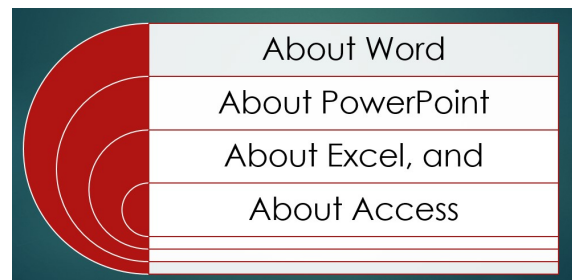Figure 11: SmartArt: After

Figure 12: My List

Figure 13: My New List

Correct answer: Select all the bulleted list's items $\rightarrow$ Click the Home Tab $\rightarrow$ Click the "Convert to SmartArt" button $\rightarrow$ 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.

18. 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) (2.5 points)

   Correct answer: (Example:) Transitions, Animations

<center>– End of Midterm Exam Solutions –</center>