

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: 401 – 403) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the “Change Case” arrow (Aa) → Click on UPPERCASE

2. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

Correct answer: Click the Design tab → click the Watermark arrow → click the “Custom Watermark...” option → next to the option Layout, click on “Horizontal” instead of “Diagonal” → click on Apply, and close the dialog box.

3. 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.

4. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 9 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 11 points of space below the 1st paragraph and there are 9 points of space above the 2nd paragraph, there will be a total of 20 points of space between the two paragraphs.

5. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

6. 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?

(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 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”.

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, “Apple: Before” to the picture shown in Figure 6, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

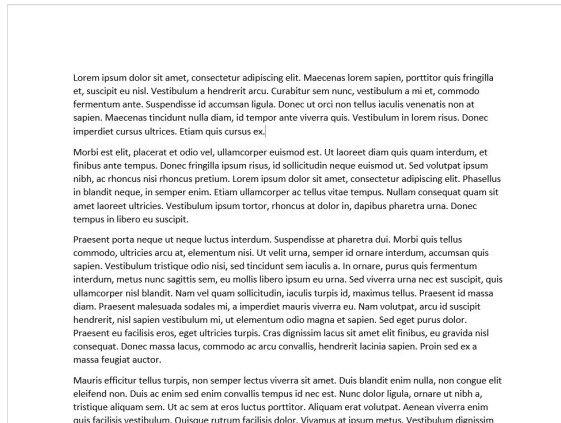


Figure 3: My Text Layout: Before

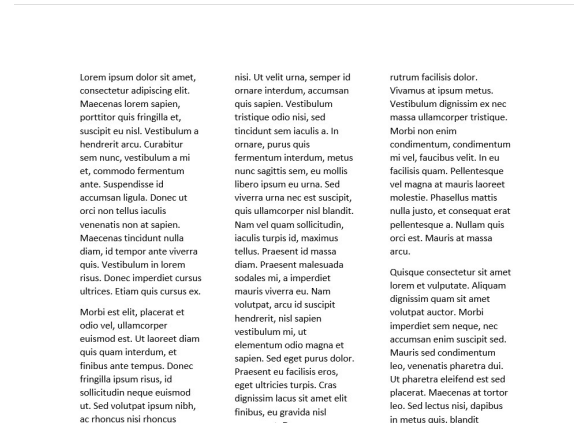


Figure 4: My Text Layout: After

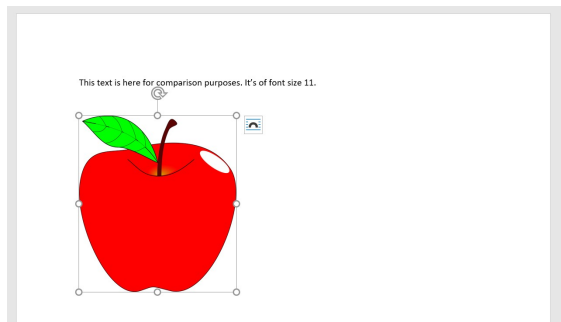


Figure 5: Apple: Before

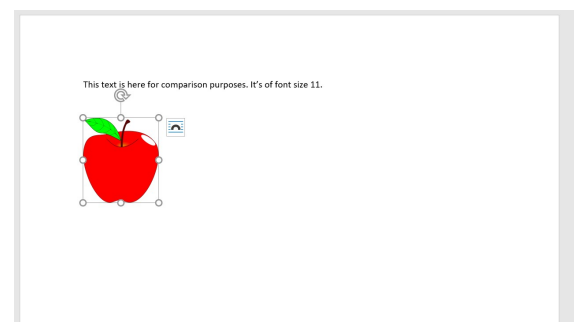


Figure 6: Apple: After

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.

PowerPoint – Short Answer

8. The bulleted list in Figure 7, “My List” was converted into the object displayed in Figure 8, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 8, “My New List”?)

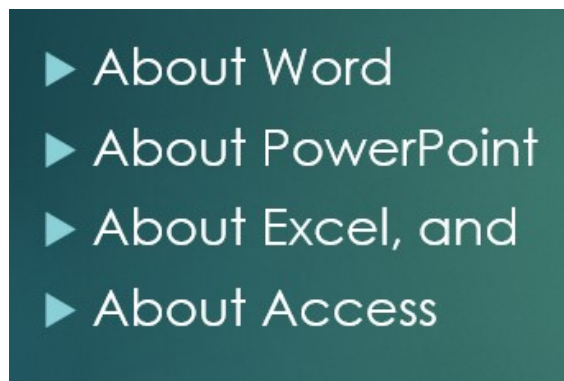


Figure 7: My List

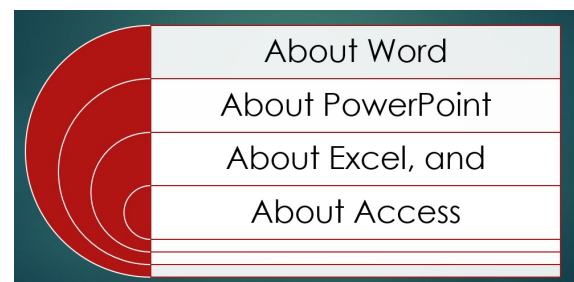


Figure 8: My New List

(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.

9. 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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “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!

10. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

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



Figure 9: My Slides



Figure 10: My Slides: Changed

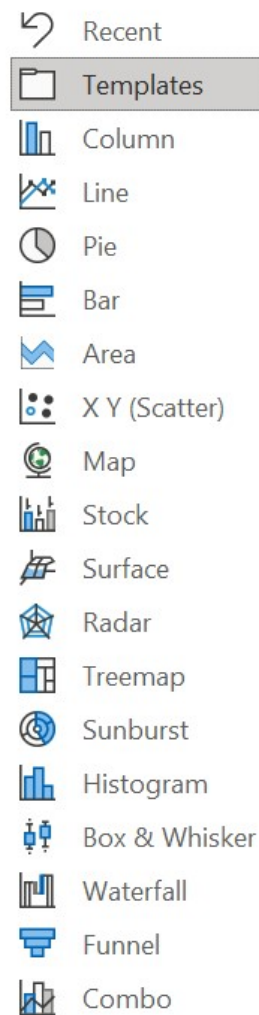


Figure 11: Long Menu

11. Where do you need to click to change the chart in Figure 12, “Chart: Before” to the chart in Figure 13, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

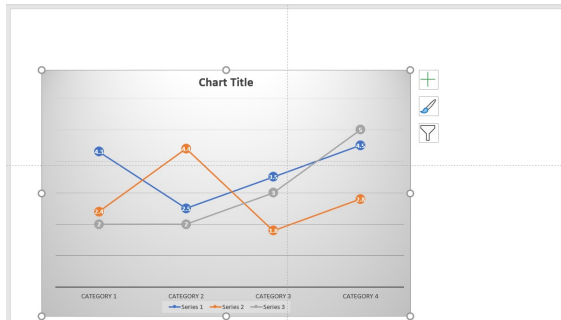


Figure 12: Chart: Before

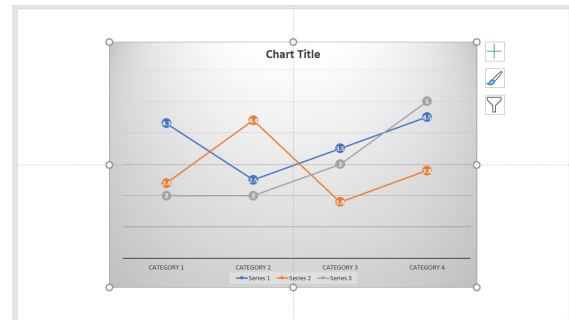


Figure 13: Chart: After

(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”.

12. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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

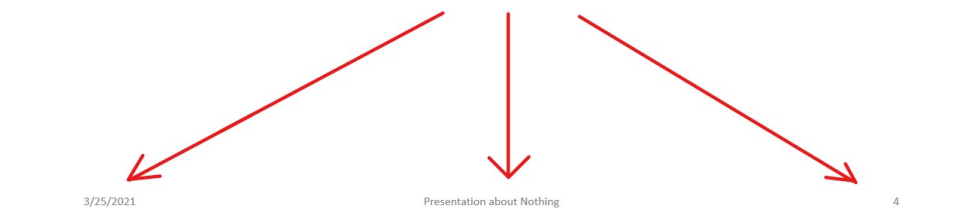


Figure 14: What is This

(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.

13. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.

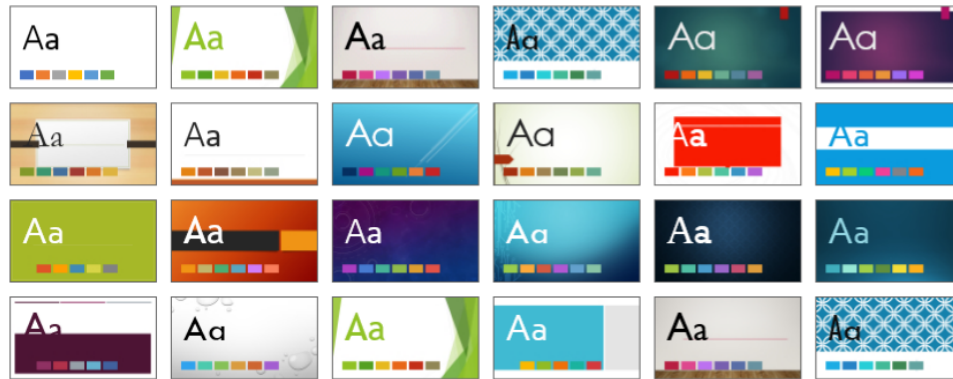


Figure 15: Many Options

(Pages: 885 – 889) (7.14 points)

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

14. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

Correct answer: Select the text from which you want to make a hyperlink → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

Extra Credit

Word

15. 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) (2.5 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Bullets button

16. What is change has been made to the picture in Figure 16, “Dino: Before”, so that it became the picture in Figure 17, “Dino: After”?

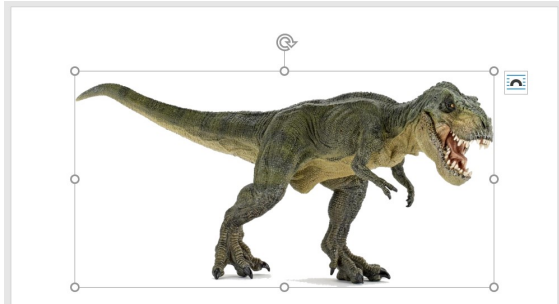


Figure 16: Dino: Before

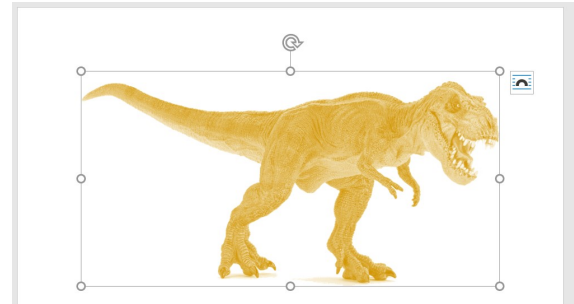


Figure 17: Dino: After

(Pages: 514 – 516) (2.5 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 18?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 18: Object/Box

(Pages: 880 – 883) (2.5 points)

Correct answer:

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.
 - (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 can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 19? Your answer must use the box shown in that Figure.

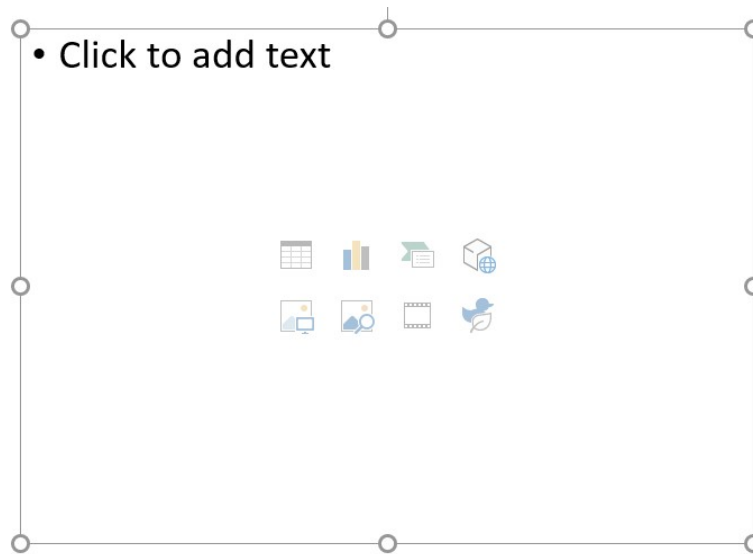


Figure 19: Insert Table Here

(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.

– End of Midterm Exam Solutions –