

# Midterm Exam Solutions

## Word – Short Answer

1. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

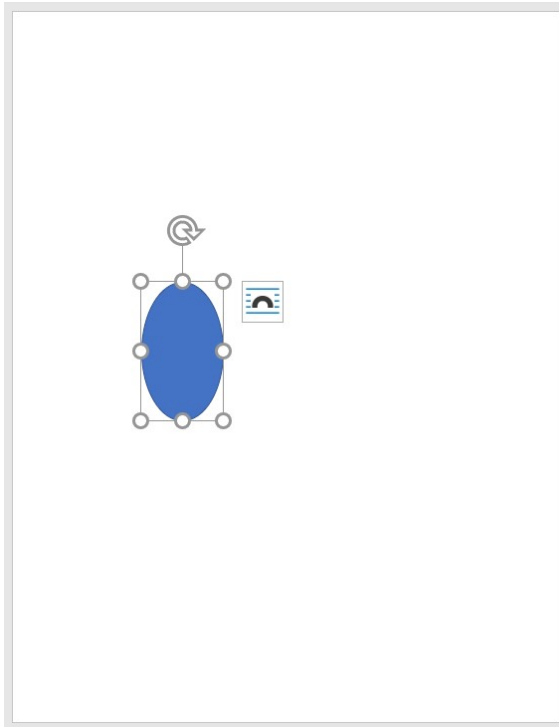


Figure 1: Added Oval Shape

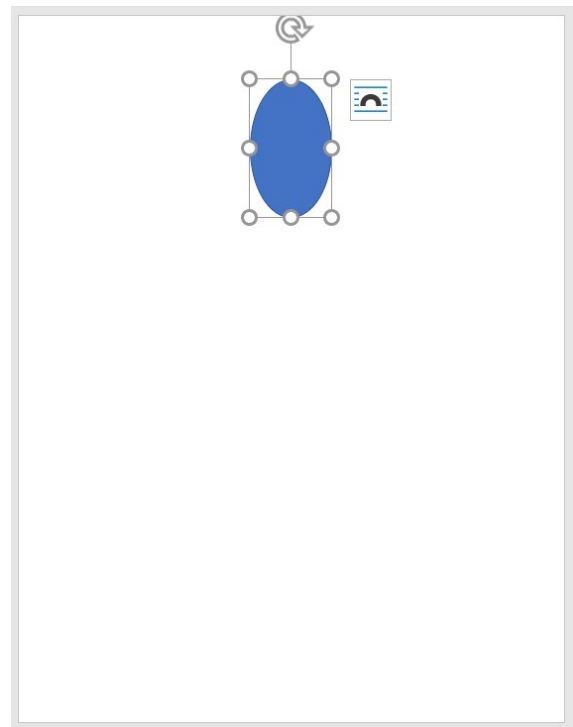


Figure 2: Moved Oval

(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.”

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: 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 “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]
3. Where should you click to change the watermark in the picture 4, “Watermark: Before” to the watermark in the picture 5, “Watermark: After”?

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Figure 4: Watermark: Before

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Figure 5: 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.

4. 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 → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

5. Where should you click to change the text layout in picture 6, “My Text Layout: Before” to the one in the picture 7, “My Text Layout: After” inside a Word document?

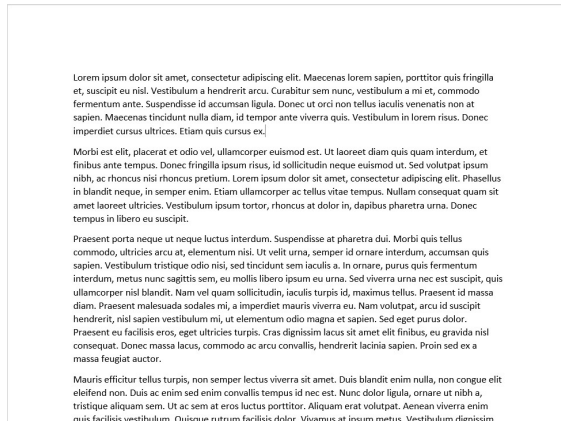


Figure 6: My Text Layout: Before

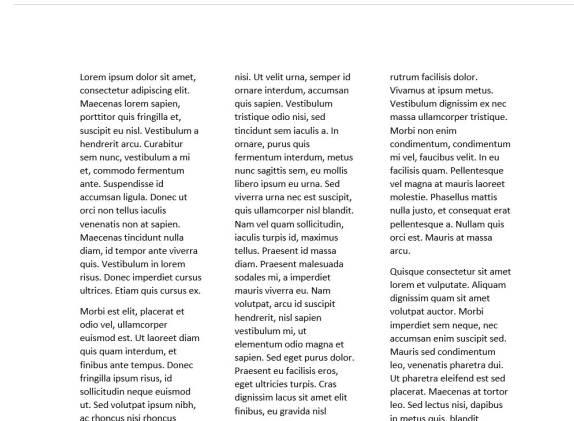


Figure 7: My Text Layout: After

(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”.

6. 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) (7.14 points)

**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!

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 8.



Figure 8: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

**Correct answer:**

- (a) This is the Search Bar (also called “Tell Me Box.”)  
(b) The Search Bar lets you search for buttons and options in Word.

### PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 9, 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.

9. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “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.

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

(Pages: 443 – 446) (7.14 points)

**Correct answer:** When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

(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

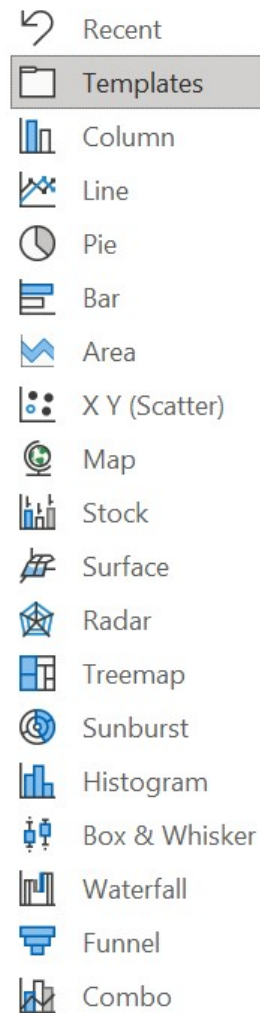


Figure 9: Long Menu



Figure 10: My List

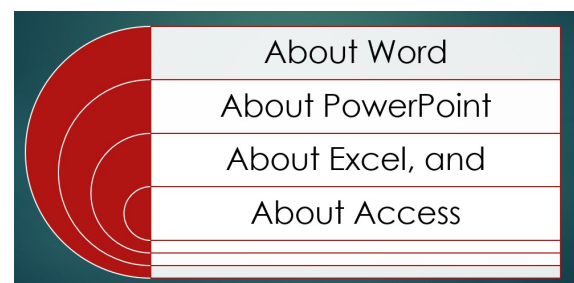


Figure 11: My New List

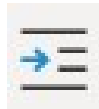


Figure 12: Button with Arrow

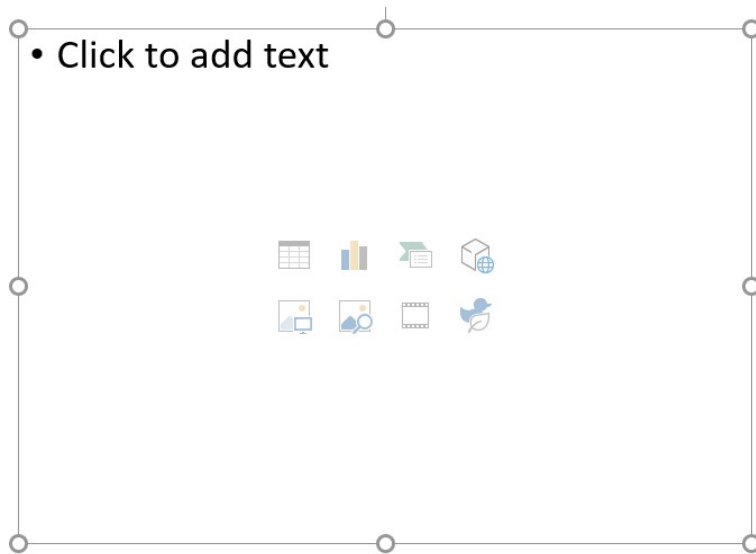


Figure 13: Insert Table Here

“Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

12. How do you change the shapes on a PowerPoint slide shown in Figure 14, “Three Shapes” to the shape in Figure 15, “Three Shapes: Changed”?



Figure 14: Three Shapes



Figure 15: 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.

13. 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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “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!

14. Which button do you need to click to add the text pointed by the red arrows in Figure 18? (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.



Figure 16: My Slides



Figure 17: My Slides: Changed

Just a Title

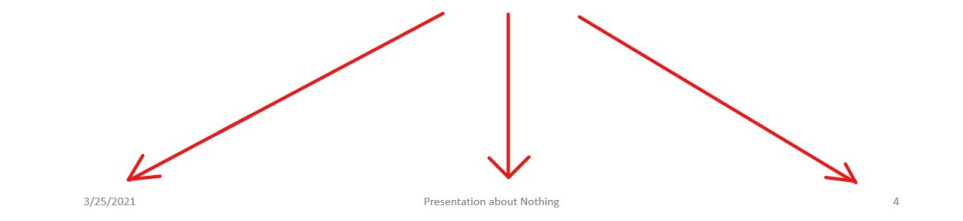


Figure 18: What is This



## Extra Credit

### Word

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

(Pages: 393) (2.5 points)

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

16. Suppose you are working on the SmartArt graphic in Word in Figure 19, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 20, “SmartArt: After”?

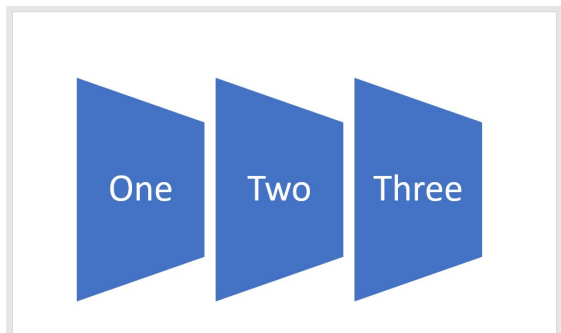


Figure 19: SmartArt: Before

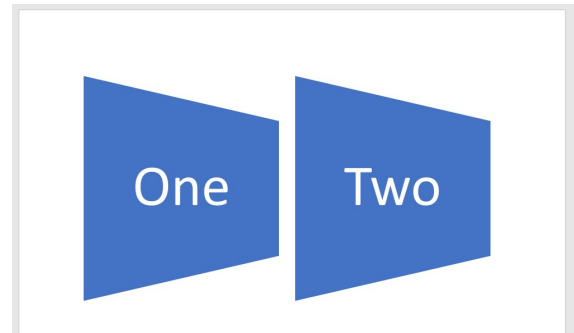


Figure 20: SmartArt: After

(Pages: 930 – 937) (2.5 points)

**Correct answer:** Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

### PowerPoint

17. If you click on any one of the squares in the picture in Figure 21, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (2.5 points)

**Correct answer:** Clicking on one of these squares will add a transition between the slides of the presentation.

18. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (2.5 points)

**Correct answer:** Select the slide you want to duplicate → Home tab → New Slide arrow → Click ‘Duplicate Selected Slides’.

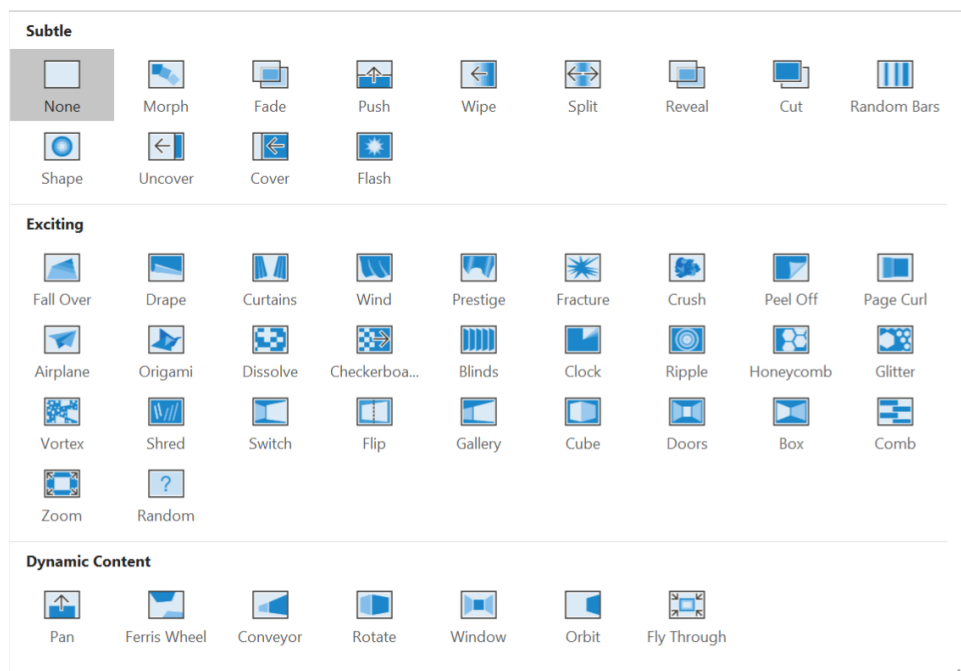


Figure 21: Many Options