

# Midterm Exam Solutions

## Word – Short Answer

1. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

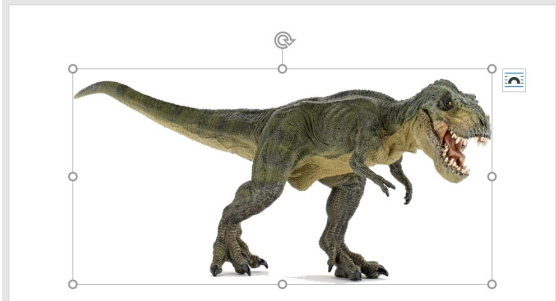


Figure 1: Dino: Before

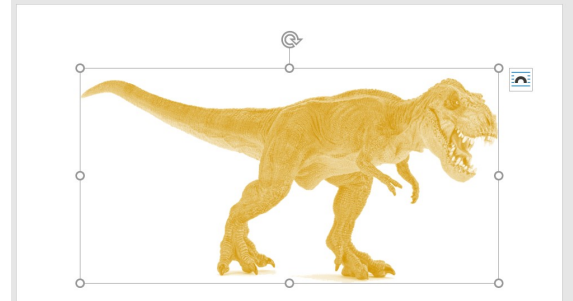


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 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.

2. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

**Correct answer:** You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

3. 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.

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. 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

6. 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 Bold (B) button

7. 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.

### PowerPoint – Short Answer

8. How do you change the shapes on a PowerPoint slide shown in Figure 3, “Three Shapes” to the shape in Figure 4, “Three Shapes: Changed”?



Figure 3: Three Shapes



Figure 4: 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.

9. 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 5, “My Slides”. Where should you click to change the Slides tab to the one in Figure 6, “My Slides: Changed”?



Figure 5: My Slides




Figure 6: 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. (a) What is the name of the PowerPoint object appearing in the Figure 7?  
 (b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)



Click to add title

Figure 7: Object/Box

**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.
11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?



Figure 8: Button with Arrow

(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.

12. 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) (7.14 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.

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

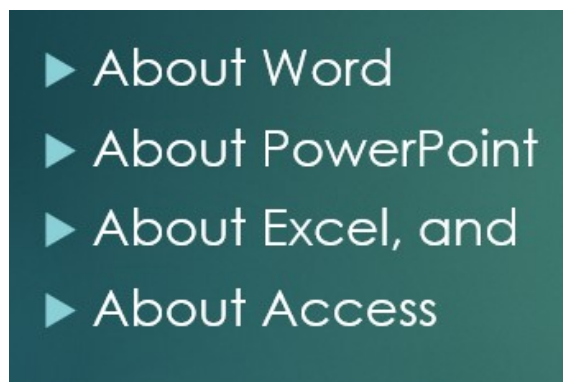


Figure 9: My List

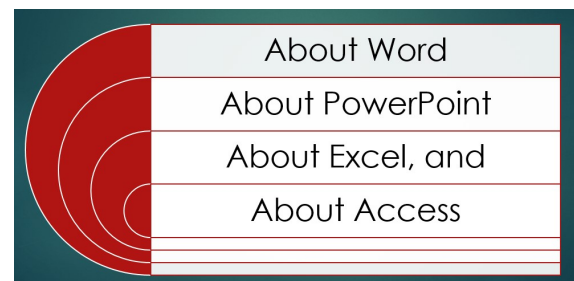


Figure 10: My New List

(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.

14. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “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”.

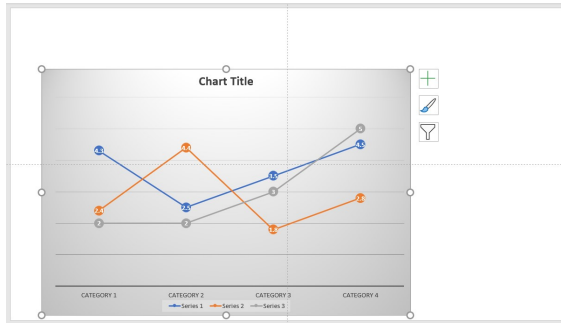


Figure 11: Chart: Before

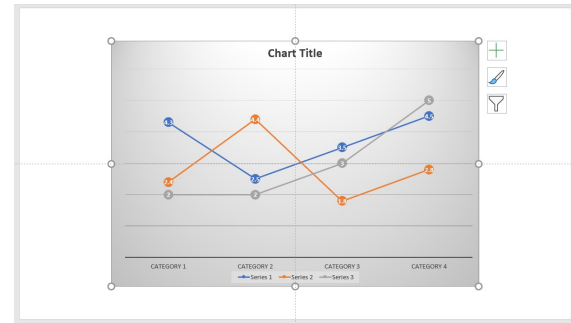


Figure 12: Chart: After

## Extra Credit

### Word

15. What is the purpose of the buttons displayed in Figure 13?

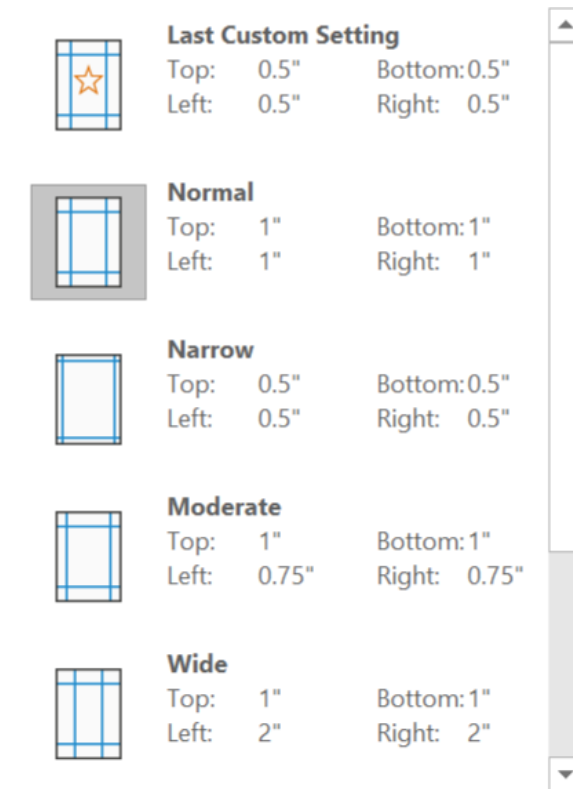


Figure 13: Five Buttons

(Pages: 772 — 774) (2.5 points)

**Correct answer:** The buttons set the margins of the Word document to a certain size.

16. Mention **two** ways to change the zoom of a Word document to 100%.  
(Pages: 370) (2.5 points)

**Correct answer:** Any 2 of:

- (a) View Tab → Click the “100%” button.
- (b) Status Bar → Click the - or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.

## PowerPoint

17. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

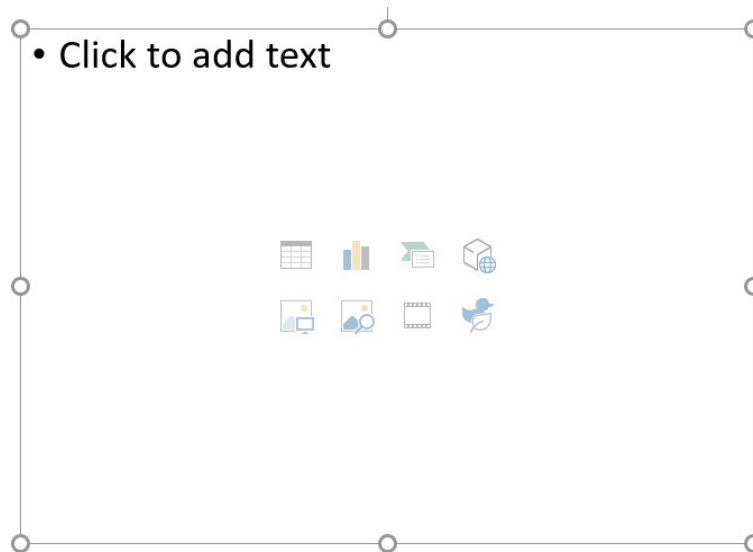


Figure 14: Insert Picture Here

(Pages: 921 – 924) (2.5 points)

**Correct answer:** This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box → Scroll through the list of files on the Desktop to find that picture → double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

18. How do you change the layout of a slide to Title and Content? Mention **one** way.  
(Pages: 902 – 903) (2.5 points)

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.

– End of Midterm Exam Solutions –