Midterm Exam Solutions

Word − Short Answer

1. Mention **two** ways to change the zoom of a Word document to 100%.

   (Pages: 370) (7.14 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.

2. 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.

3. Name **two** commands/buttons on the Status Bar.

   (Pages: 369 − 370) (7.14 points)

   Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

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

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.

5. Where should you click to change the text layout in picture 2, "My Text Layout: Before" to the one in the picture 3, "My Text Layout: After" inside a Word document?
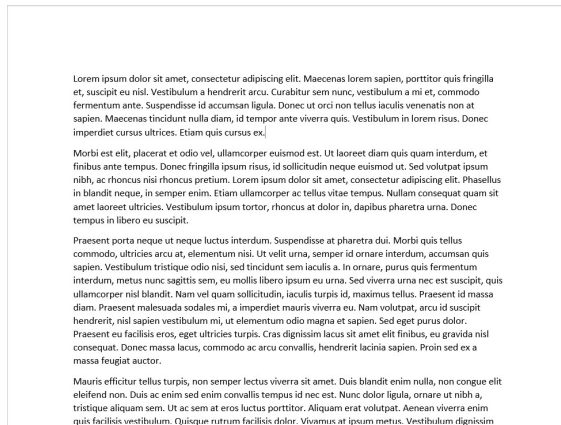

Figure 2: My Text Layout: Before

Figure 3: 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 4 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 4 next to "Number of Columns".

6. If a paragraph has 14 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 14 points of space below the 1st paragraph and there are 9 points of space above the 2nd paragraph, there will be a total of 23 points of space between the two paragraphs.

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, "Apple: Before" to the picture shown in Figure 5, "Apple: After".

(Pages: 514 – 516) (7.14 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.
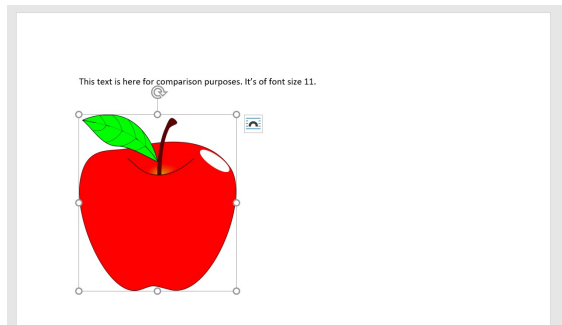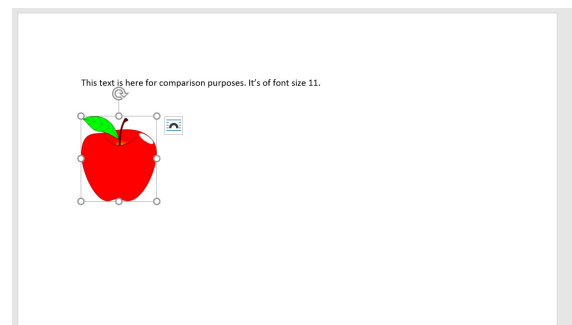
Figure 4: Apple: Before

Figure 5: Apple: After

PowerPoint – Short Answer

8. 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.

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

   (Pages: 63 – 64, 900 – 901) (7.14 points)

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

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint**: Look at the screenshots given on the textbook pages listed below.

Figure 6: My Slide

(Pages: 900 – 903) (7.14 points)

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

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

Figure 7: 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. (a) What is the name of the PowerPoint object appearing in the Figure 8?

    (b) Where do you need to click to delete/remove this object?

Figure 8: Object/Box

(Pages: 880 – 883) (7.14 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.

13. Where do you need to click to change the chart in Figure 9, "Chart: Before" to the chart in Figure 10, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

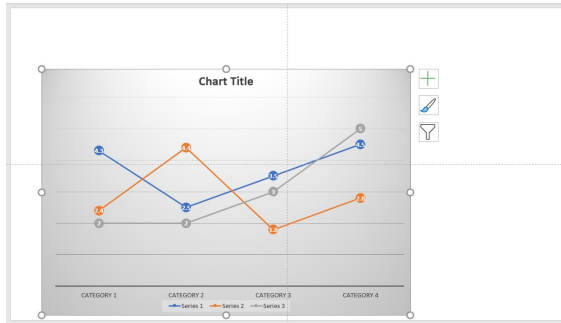(Pages: 1126 – 1133) (7.14 points)

Figure 9: Chart: Before

Figure 10: Chart: After

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".

14. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

Extra Credit

Word

15. What is change has been made to the picture in Figure 12, "Dino: Before", so that it became the picture in Figure 13, "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.

16. Where should you click to change the table in Figure 14, "Table: Before" to the one in Figure 15, "Table: After"?

(Pages: 494 – 498) (2.5 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

PowerPoint

17. How can you insert a picture inside the object shown in Figure 16? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
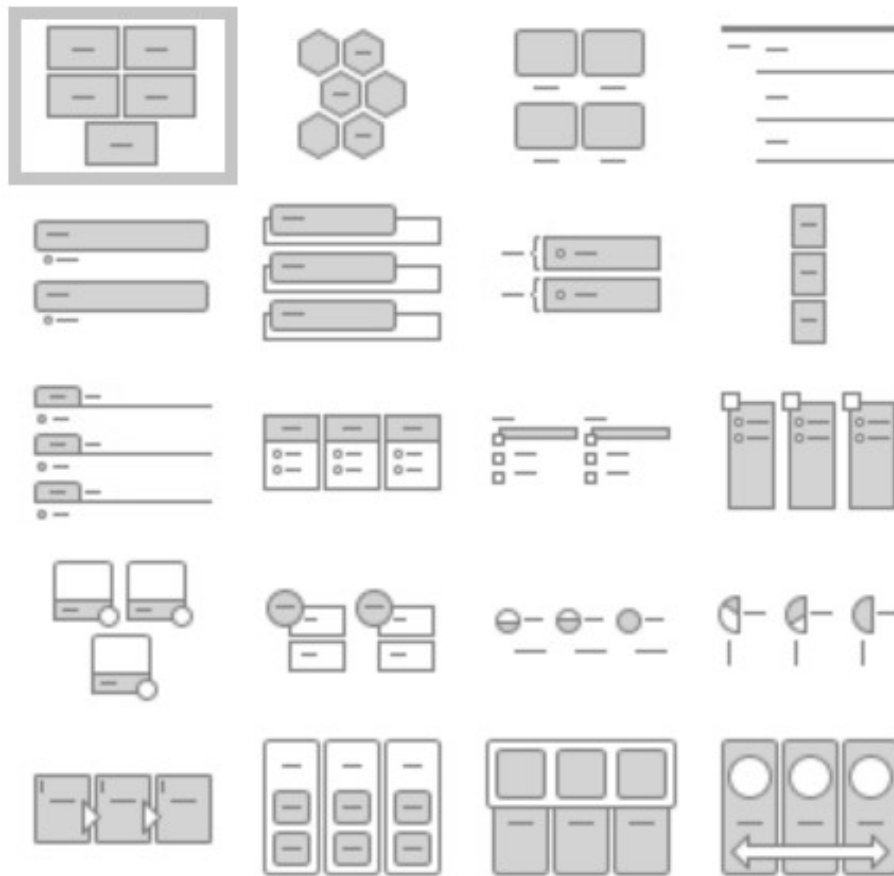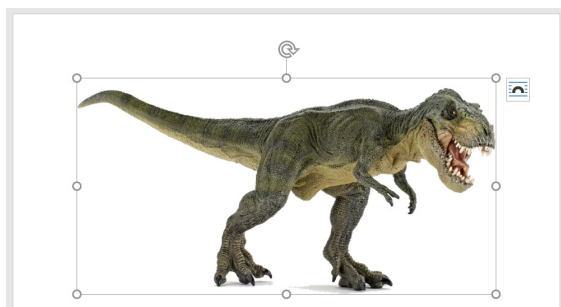
Figure 11: Many Options
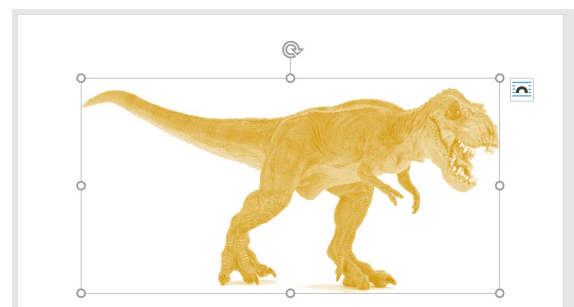

Figure 12: Dino: Before

Figure 13: Dino: After

Figure 14: Table: Before
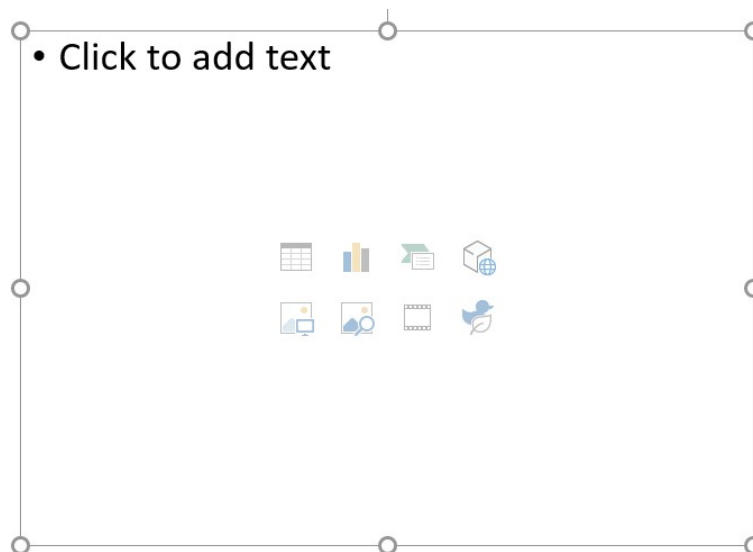

Figure 15: Table: After

Figure 16: 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 can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 17? Your answer must use the box shown in that Figure.
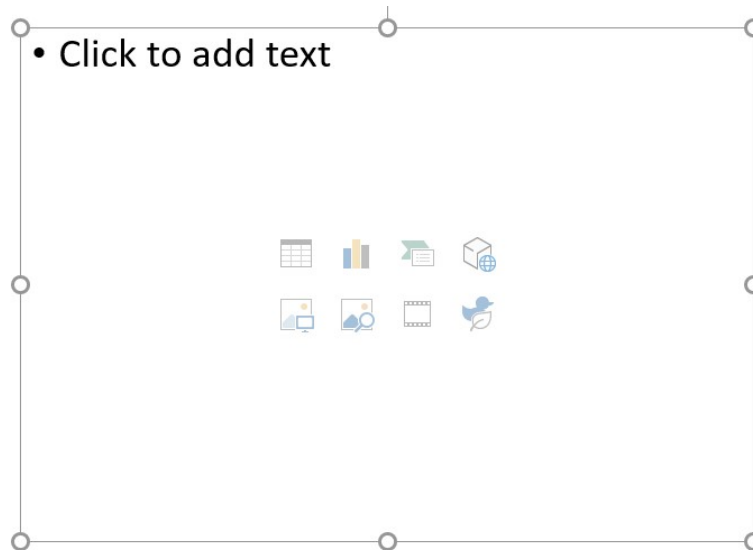

Figure 17: Insert Table Here

(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.

<div align="center">– End of Midterm Exam Solutions –</div>