

Midterm Exam Solutions

Word – Short Answer

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

The dialog box is titled "Bibliography Fields for MLA". It contains the following fields and controls:

- Web site**: A dropdown menu.
- Language**: A dropdown menu set to "Default".
- Author**: A text input field with an **Edit** button.
- Corporate Author**: A checkbox.
- Name of Web Page**: A text input field.
- Year**: A text input field.
- Month**: A text input field.
- Day**: A text input field.
- Year Accessed**: A text input field.
- Month Accessed**: A text input field.
- Day Accessed**: A text input field.
- Medium**: A text input field.
- Show All Bibliography Fields**: A checkbox.
- Tag name**: A text input field containing "Placeholder1".
- OK** and **Cancel** buttons.

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.

2. 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?

(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 2 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”.

3. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

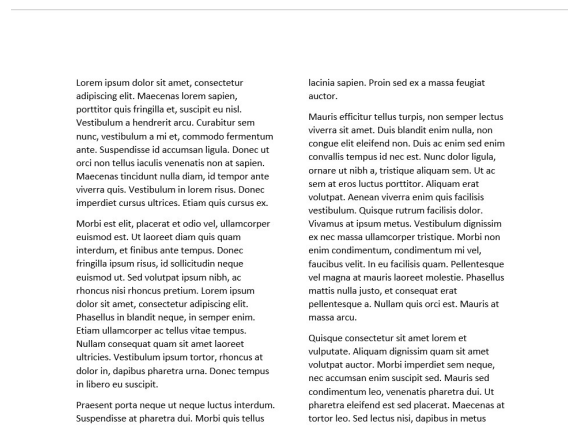


Figure 2: My Text Layout: Before

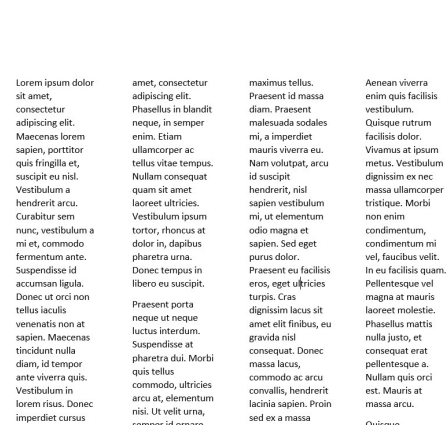


Figure 3: My Text Layout: After

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.

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. Where should you click to change the watermark in the picture 4, “Watermark: Before” to the watermark in the picture 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.

6. Explain where you should click to:

(a) Save the Word document for the 1st time (mention just **one** way.)

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Figure 4: Watermark: Before

Figure 5: Watermark: After

(b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
- (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.

7. 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.

PowerPoint – Short Answer

8. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

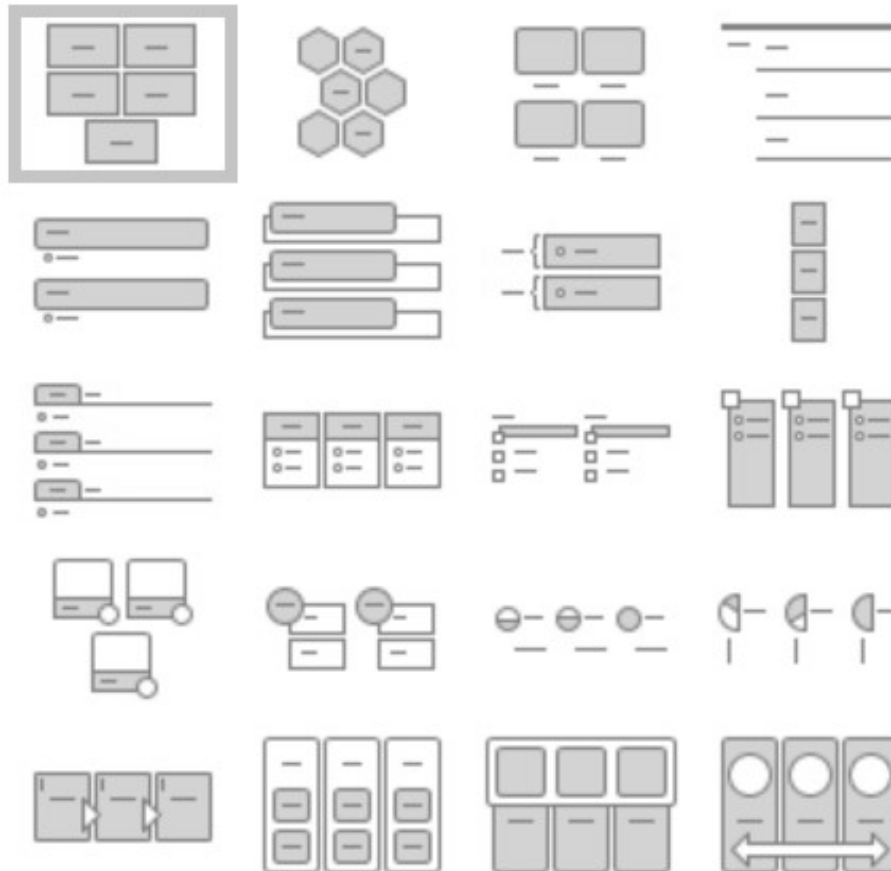


Figure 6: Many Options

(Pages: 930 – 934) (7.14 points)

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

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 7, “My Slides”. Where should you click to change the Slides tab to the one in Figure 8, “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!



Figure 7: My Slides



Figure 8: My Slides: Changed

10. 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) (7.14 points)

Correct answer: (Example:) Transitions, Animations

11. 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.

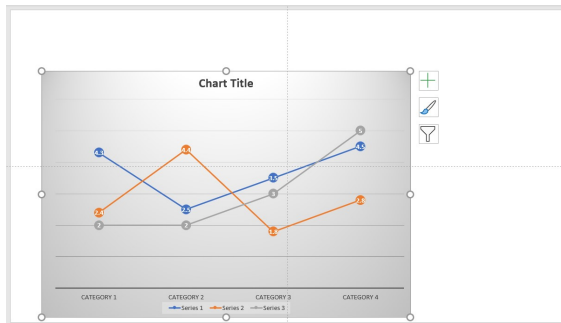


Figure 9: Chart: Before



Figure 10: 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 11? (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.

13. 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.

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

(Pages: 524 – 529) (7.14 points)

Just a Title

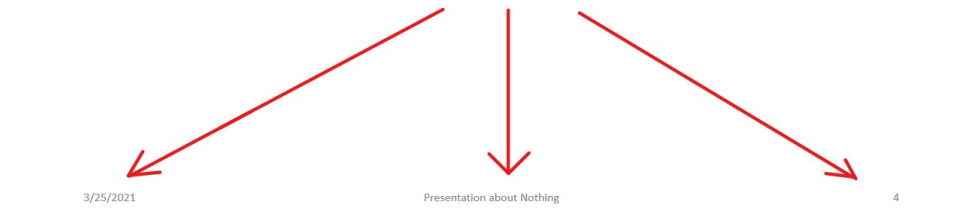


Figure 11: What is This

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. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (2.5 points)

Correct answer: The Rulers can help you creating first-line indentation in a research paper.

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

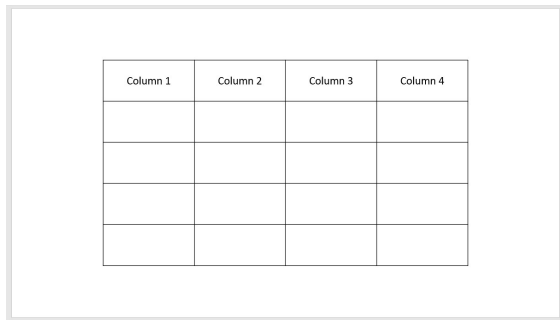
(Pages: 63 – 64) (2.5 points)

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.

PowerPoint

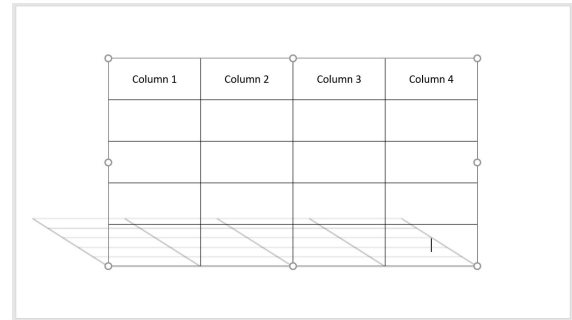
17. Where do you need to click to change the table in Figure 12, “Table: Before” to the table in Figure 13, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (2.5 points)



Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 13: Table: After

Correct answer: Select the table → click on the Table Tools: Design tab → Click on the Effects button → Move the mouse over the “Shadow” option → Click on the “Perspective: Upper Left” shadow option to add it.

18. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 14: My Shapes

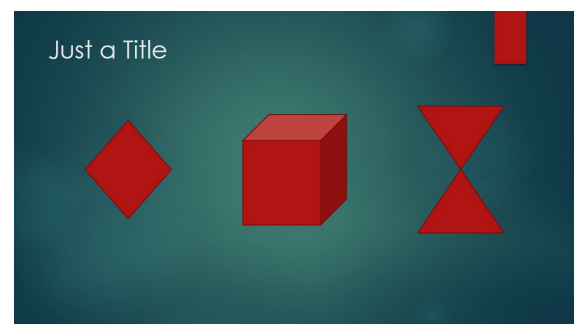


Figure 15: My Shapes: Moved

(Pages: 939 – 943) (2.5 points)

Correct answer: Select all the 3 shapes by clicking and holding the Control button on the keyboard and clicking on each of the shapes → Click the Drawing Tools (Shape) Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

– End of Midterm Exam Solutions –