Midterm Exam Solutions

Word − Short Answer

1. Explain where you should click to:

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

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

   (Pages: 372 − 378, 544) (7.14 points)

   Correct answer:

   (a) (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".

   (b) (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".

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

Figure 1: 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. 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.

Figure 2: Table: Before

Figure 3: Table: After

4. Where should you click to change the table in Figure 2, "Table: Before" to the one in Figure 3, "Table: After"?

   (Pages: 494 – 498) (7.14 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.

5. Where should you click to change the text layout in picture 4, "My Text Layout: Before" to the one in the picture 5, "My Text Layout: After" inside a Word document?

Figure 4: My Text Layout: Before

Figure 5: 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 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".

6. 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

7. 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

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.

    (Pages: 962 – 964) (7.14 points)

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

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 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!

10. 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.
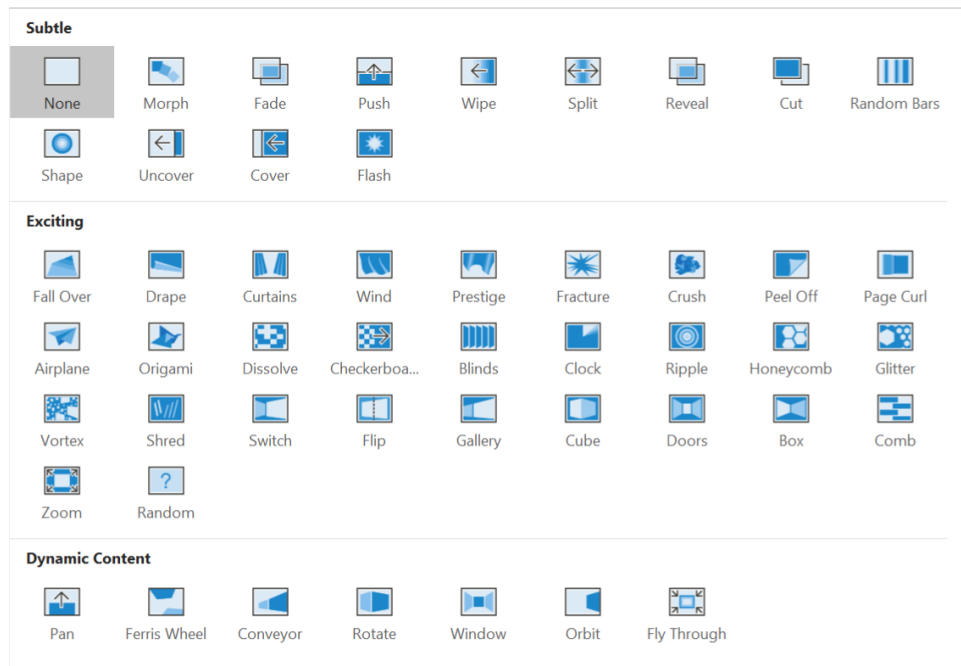
Figure 6: Many Options

11. How do you change the shapes on a PowerPoint slide shown in Figure 9, "Three Shapes" to the shape in Figure 10, "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.

12. (a) What is the object displayed in Figure 11?
    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)

Correct answer:

(a) This is a video added to the PowerPoint slide.
(b) When we click on the triangle button, the video starts playing.

13. 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.

(Pages: 1126 – 1133) (7.14 points)

Figure 7: My Slides

Figure 8: My Slides: Changed

Figure 9: Three Shapes
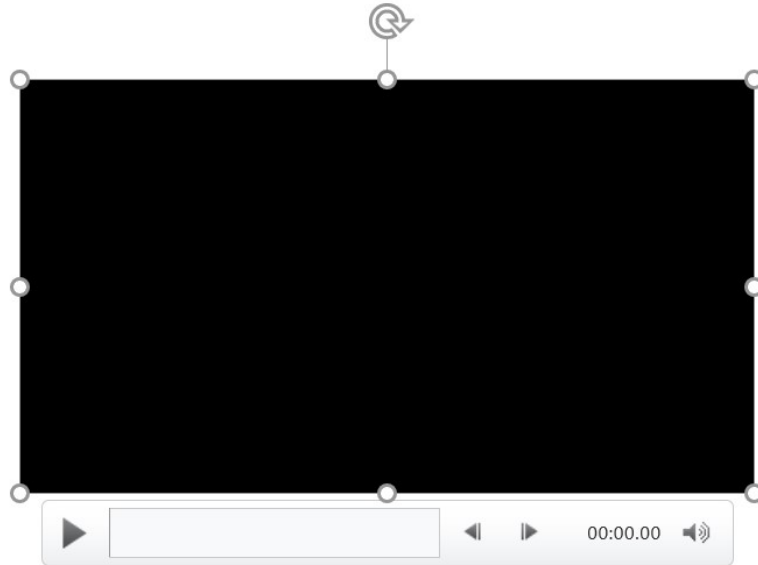

Figure 10: Three Shapes: Changed
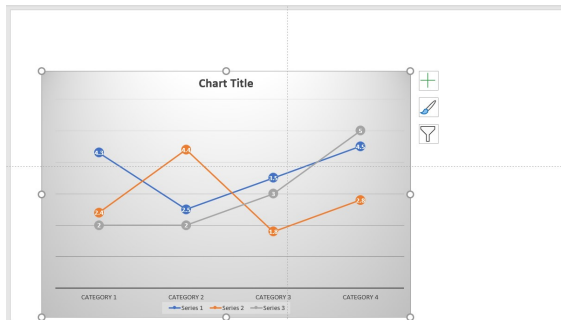
Figure 11: Object with Buttons
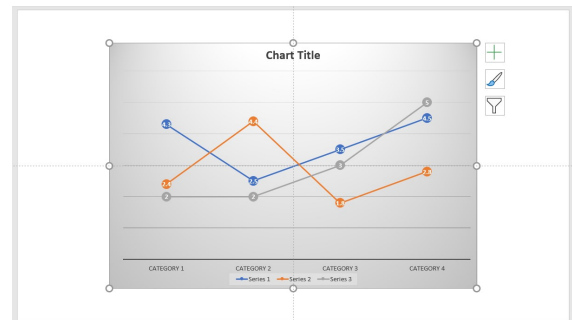

Figure 12: Chart: Before

Figure 13: 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 were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?
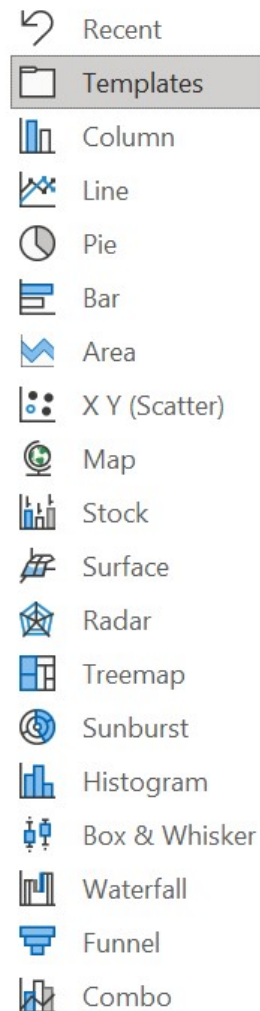

Figure 14: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

Extra Credit

Word

15. Which button in Word should you click to change the text:

    Good morning!

    to the following text:

    Good morning!

    (Pages: 396 – 399) (2.5 points)

    Correct answer: Select the phrase $\rightarrow$ Click the Home Tab $\rightarrow$ Click the Font arrow $\rightarrow$ Scroll down until you find the font name $\rightarrow$ Click on the new font name

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 15.
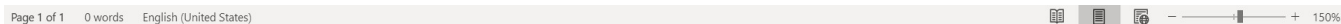

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Figure 15: Window Area

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

    (Pages: 368 – 370) (2.5 points)

    Correct answer:

    (a) This is the Status Bar.
    (b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)

PowerPoint

17. 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 $\rightarrow$ Home tab $\rightarrow$ New Slide arrow $\rightarrow$ Click 'Duplicate Selected Slides'.

18. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

    (Pages: 770) (2.5 points)

    Correct answer: Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –