

Midterm Exam Solutions

Word – Short Answer

1. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Bullets button

2. 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.

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

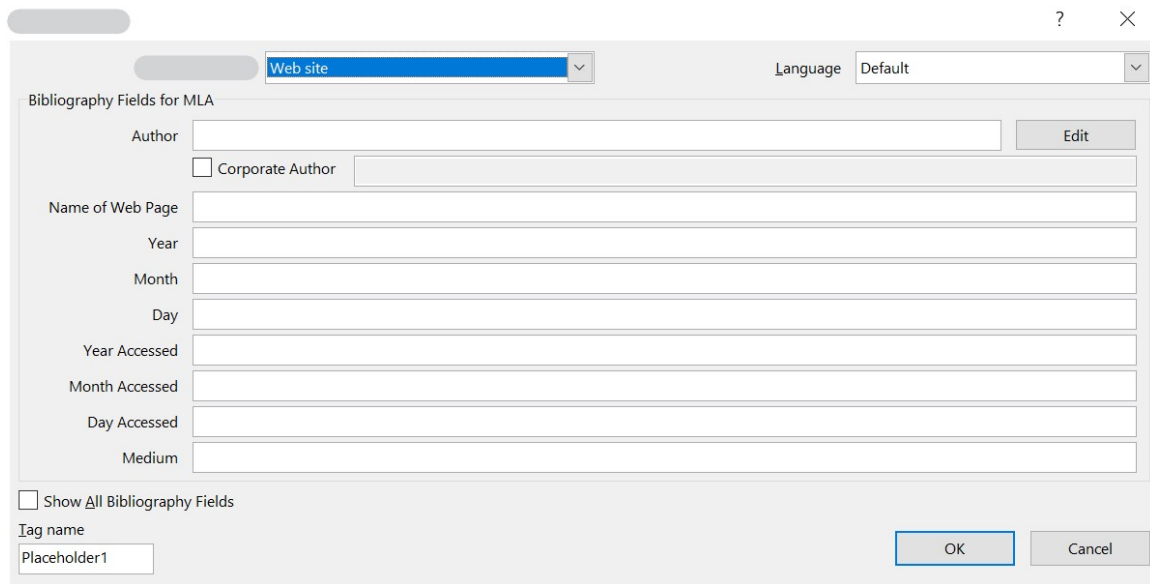
(Pages: 569 – 570) (7.14 points)

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.

4. What is the purpose of the buttons displayed in Figure 2?

(Pages: 772 — 774) (7.14 points)

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



A dialog box titled "Bibliography Fields for MLA" with a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The form contains several input fields for bibliographic information: Author, Corporate Author (checkbox), Name of Web Page, Year, Month, Day, Year Accessed, Month Accessed, Day Accessed, and Medium. An "Edit" button is next to the Author field. At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" text, and "OK" and "Cancel" buttons.

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

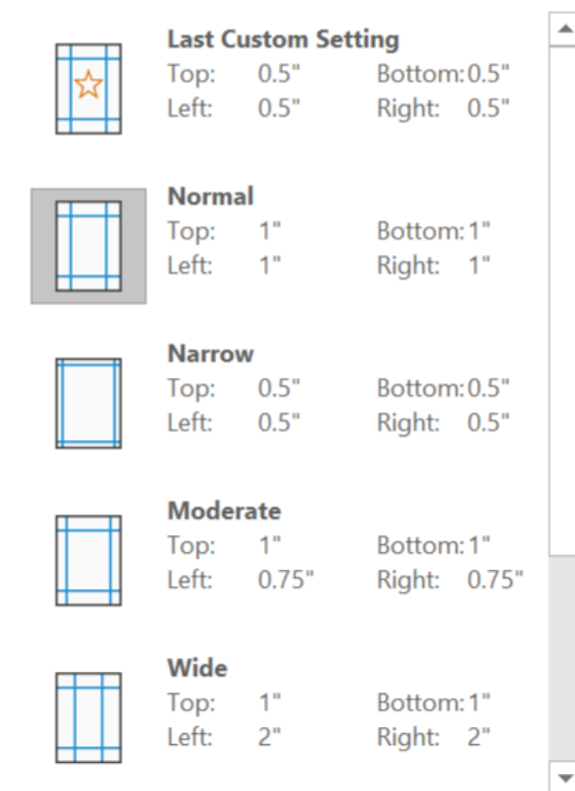
☐ Show All Bibliography Fields

Tag name

Placeholder1

OK Cancel

Figure 1: Dialog Box



A dialog box titled "Five Buttons" showing five button styles with their respective dimensions. The styles are: Last Custom Setting (0.5" top/bottom, 0.5" left/right), Normal (1" top/bottom, 1" left/right), Narrow (0.5" top/bottom, 0.5" left/right), Moderate (1" top/bottom, 0.75" left/right), and Wide (1" top/bottom, 2" left/right). Each style is represented by a small icon of a button with a grid.

Last Custom Setting

Top: 0.5" Bottom: 0.5"

Left: 0.5" Right: 0.5"

Normal

Top: 1" Bottom: 1"

Left: 1" Right: 1"

Narrow

Top: 0.5" Bottom: 0.5"

Left: 0.5" Right: 0.5"

Moderate

Top: 1" Bottom: 1"

Left: 0.75" Right: 0.75"

Wide

Top: 1" Bottom: 1"

Left: 2" Right: 2"

Figure 2: Five Buttons

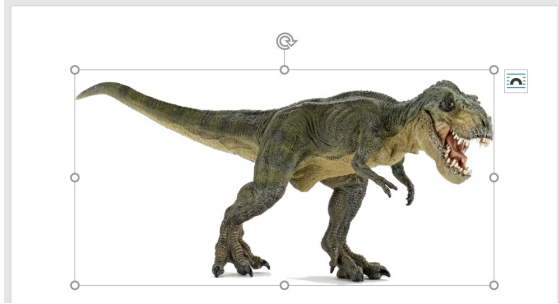


Figure 3: Dino: Before

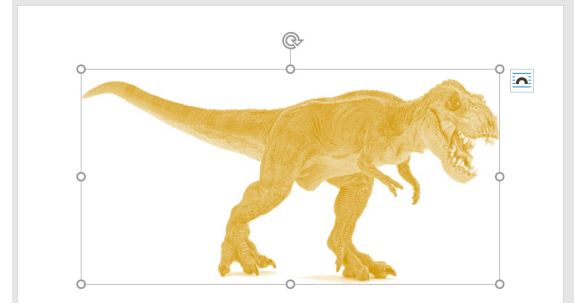


Figure 4: Dino: After

5. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “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.

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

The girl eat this.

Figure 5: 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 “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double 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.]
7. 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?

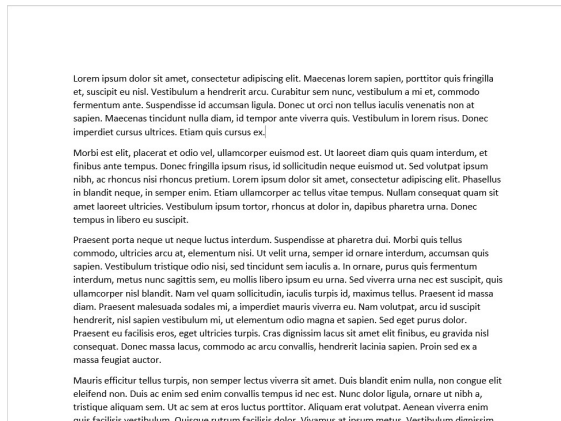


Figure 6: My Text Layout: Before

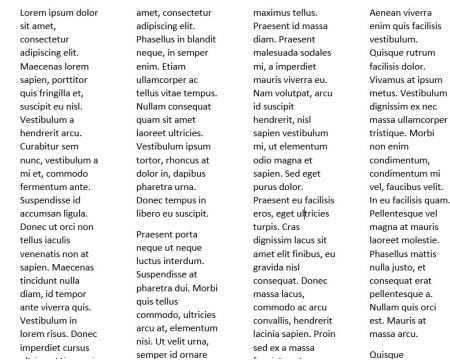


Figure 7: My Text Layout: After

(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 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”.

PowerPoint – Short Answer

8. (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.
9. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

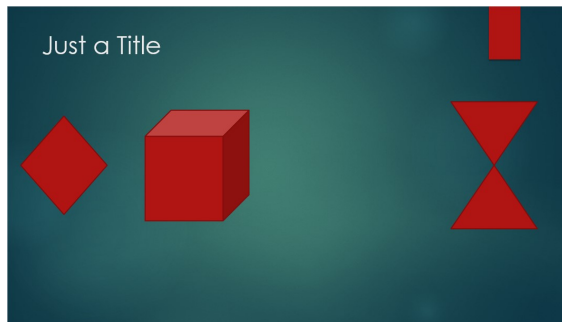


Figure 9: My Shapes

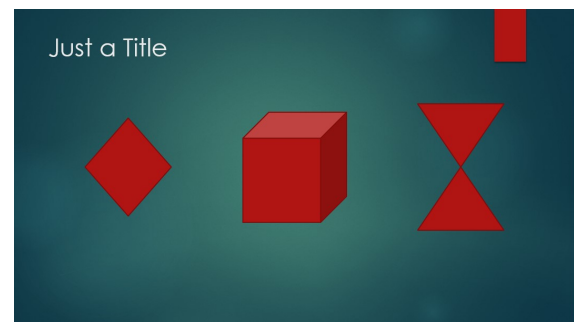


Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 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”.

10. If you were to click on an option from the menu in the Figure 11, 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.

11. 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.

12. 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’.

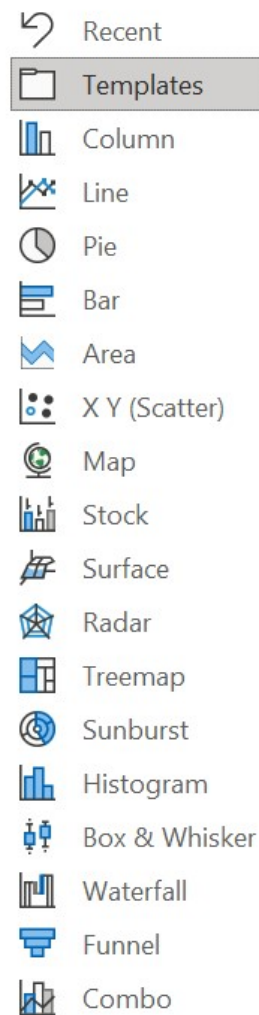


Figure 11: Long Menu

13. 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) (7.14 points)

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

14. 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.

Extra Credit

Word

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

Good morning!

to the following text:

Good morning!

(Pages: 393 – 396) (2.5 points)

Correct answer: Select the phrase → Click the Home Tab → Click inside the “Font Size” text-box → Type the new, large font size → Click ENTER

16. Name **two** commands/buttons on the Design tab of Word.
(Pages: 557) (2.5 points)

Correct answer: (For example:) Themes and Colors

PowerPoint

17. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur?
(**Hint:** what kind of object is displayed in Figure 13, “My New List”?)

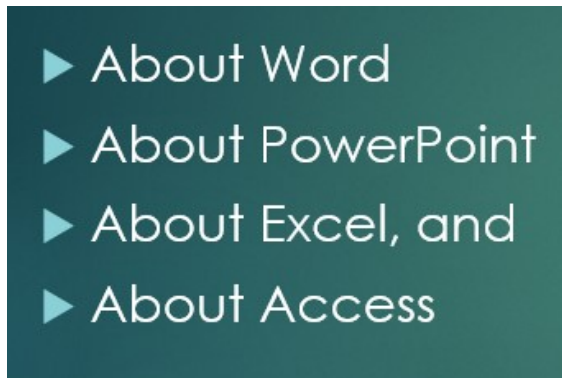


Figure 12: My List

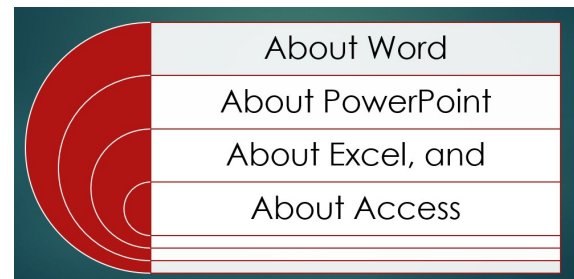


Figure 13: My New List

(Pages: 930 – 937) (2.5 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.

18. 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”?

(Pages: 945 – 949) (2.5 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.

– End of Midterm Exam Solutions –



Figure 14: Three Shapes



Figure 15: Three Shapes: Changed