Midterm Exam Solutions

Word – Short Answer

1. 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.

2. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab \rightarrow Margins button \rightarrow Click the "Narrow" option.

- 3. Explain where you should click to:
 - (a) Save the Word document for the 1st time (mention just **one** way.)
 - (b) Open an existing 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 \rightarrow Save As \rightarrow This PC \rightarrow type the file name and choose the folder to which it will be saved \rightarrow 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".
- 4. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

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 "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.]
- 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?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitior quis fringilla et, suscipit eu nisi. Vestibulum a hendrent arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse i al accursan ligila. Donec ut or rion nellus i aculti venenatsi non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus utilirese. Etiam quis cursus exi.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id solicitudin neque euismod ut. Sed volutașt ipsum nibi, ac rhoncus nisi rhoncus pretimu. Lorem ipsum dolor sta nance, consecteur adipsicing elit. Plasellus in blandit neque, in semper enim. Etiam ullamcorper a tellus vitae tempus. Nullam consequa quam sit amet laoreet ultricise. Vestibulum in jusu notro, rhoncus at dolor in, dapibus pharteur arusa. Donec tempus in libero eu suscipit.

Praesent porta neque un teaque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commondo, ultricies arcu at, elementum nisi. Ut velit urva, semper id ornare interdum, accumsan quis sapien. Vestibulum ristique odio nisi, sed inicidunt semi localis. a In ornare, pursu suju fermentum interdum, netus nure sagititis sem, eu mollis libero ipsum eu urna. Sed vivera urna nec est suscipit, quis ullamcorper nis blandit. Nam vel quam soliitudini, icualit surpis id, maximus tellus. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutața arcu di suscipit henderiri, nial sapien vestibulum mi, ut ennemtum odin orange at sapien. Sed ega purus dolor. Praesent eu facilisis eros, eget Uniticies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nid consequat. Donec massa laucu, commodo a carcu convallis, hendrerit lacinia sapien, Proin sed ex a massa feugita auctor.

Mauris effictur tellus turpis, non semper lectus viverra at armet. Duis blandit enim nulla, non conque elit elefend non. Duis ac enim sed eni

Figure 2: My Text Layout: Before

Lorem ipsum dolor at amet, consectetur maximus tellus. Aenean viverra sit amet, adipicing elit. Prasent id massa disconsecteur phasellus in blandit dan pracent maria viverra eu maria prottor qui maria maria prottor maria viverra eu viverra eu maria viverra eu maria viverra eu maria viverra eu viverra eu maria viverra eu viverra viverra eu viverra viverra eu vintro eu viverra eu viverra eu viverra eu viverra eu viverra eu viverra eu v

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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

6. What is change has been made to the picture in Figure 4, "Dino: Before", so that it became the picture in Figure 5, "Dino: After"?

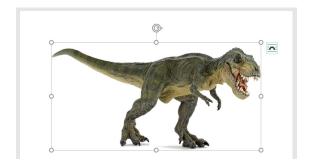


Figure 4: Dino: Before

Figure 5: 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 \rightarrow Click the Picture Tools: Format Tab \rightarrow Click the Color button \rightarrow Click on the Gold or Yellow color.

7. 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 \rightarrow Click the "100%" button.
- (b) Status Bar \rightarrow Click the or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.

PowerPoint - Short Answer

8. Where do you need to click to change the chart in Figure 6, "Chart: Before" to the chart in Figure 7, "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 \to click on the Chart Tools: Format tab \to Click on the Align button \to click on "Align Center" \to Click on the Align button again \to click on "Align Middle".

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 - 903) (7.14 points)

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

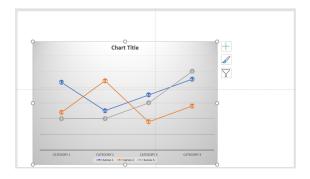


Figure 6: Chart: Before

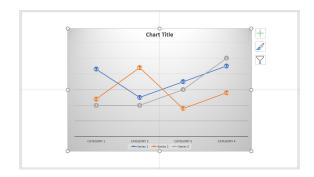
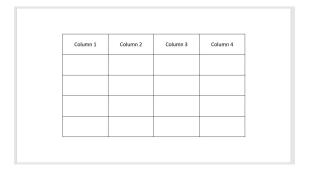


Figure 7: Chart: After

Click to add title

Figure 8: My Slide

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



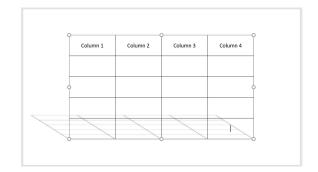


Figure 9: Table: Before

Figure 10: Table: After

(Pages: 549 - 551) (7.14 points)

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

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

12. 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

- 13. (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.
- 14. How do you change the shapes on a PowerPoint slide shown in Figure 12, "Three Shapes" to the shape in Figure 13, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)

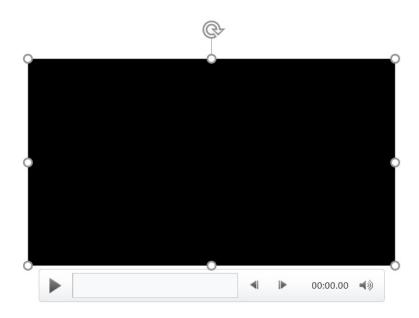


Figure 11: Object with Buttons

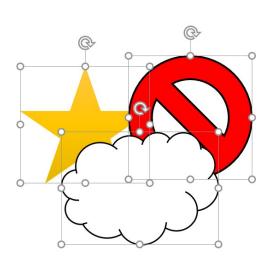


Figure 12: Three Shapes

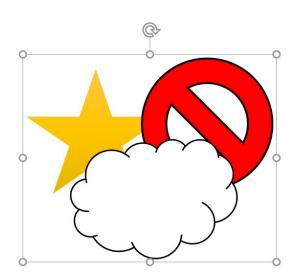


Figure 13: Three Shapes: Changed

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 \rightarrow Arrange button \rightarrow Group option to group the shapes.

Extra Credit

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 14.



Figure 14: 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 Search Bar (also called "Tell Me Box.")
- (b) The Search Bar lets you search for buttons and options in Word.
- 16. Where should you click to change the watermark in the picture 15, "Watermark: Before" to the watermark in the picture 16, "Watermark: After"?

(Pages: 556 - 560) (2.5 points)

Correct answer: Click the Design tab \rightarrow click the Watermark arrow \rightarrow click the "Custom Watermark..." option \rightarrow next to the option Layout, click on "Horizontal" instead of "Diagonal" \rightarrow click on Apply, and close the dialog box.

PowerPoint

17. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 - 1156) (2.5 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.

18. How can you move the shapes in Figure 17, "My Shapes" so that they are positioned like those in Figure 18, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 - 943) (2.5 points)

Lorem jasum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo frementum ante. Suspendisse i al ecuramas ligiula. Donce tu or cin no tellus isculie varenstal non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Doncc imperdite cursus ultrices. Estiam quis cursus ex.

Morbi est ellt, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla i psum risus, id sollicitudin neque euismod ut. Sed volutapt i psum nibh, a crhoncu nis rhoncus prettum. Lorem i psum dolore sit amet, consecture adipicing ellic Phasel in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam amet laoreet utricies. Vestibulum i psum tortor, rhoncus at dolor in, dapibus pharetra uma. Donec tempus in libero eu suscipit.

tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharteta dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut veilit um; sempen d'ornize interdum, accuman quis sapien. Vestibulum tristique odio nisi, sed tincidum sem iaculis a in ornare, punta quis fermentum interdum, metum una sgatitis sem, e umilisi libero jeures u ums. Sed vivera Puni a ces at suscipit, qu'ilamcorper nisi blandit. Nam vel quam sollicitudin, iaculis turpis di maximus tellus. Traesent in massi dann. Praesent malesuada sodiales ma, il imperdiet munici vevera eu la Nen volupta, arcui da fuscipit hendrent, nisi sapien vestibulum mi, ut elementum odio magne et sapien Sed gest purus dolor. Praesent eu facilis eros, gest utricitos trupic. Gis diginatin lasus si stame tali, finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac ercu convalis, hendrent lacinia sapien. Proin sed ex a massa feuglat auctor.

Mauris efficitor tellus trunis a commodo ac ercu convalis, hendrent lacinia sapien. Proin sed ex a massa feuglat auctor.

massa faugist auctor.

Mauris effictur tellus turpis, non-semen fectus vivers ast amet. Dus blandt enim mulla, non congue eltielerien non. Dus ja aceim sed enim consolitation publication in the delerient non. Dus ja aceim sed enim consolitation publication in the second responsibility of the second responsibility. Alternative where enim condimentum, condimentum mi vel, fauchus velici ne ur forlistic agent mellentesque ve mapsa at rangis loarer molestie. Phasiculus matis nulla justo, et consequal erang pallentesque a. Nullam quis cori est. Mauris at massa arou.

Quisque consectetur it amet forem et vulgutate. Aliquam digrissim quam sit amet volutpat auctor. Morbi imperdiet sem vechu, ne a coursan enim suscipi sed. Mauris sed condimentum leo, venenatis phrastra du. Ur pharetra effer di ses del placerat. Naecensa sit corror leo. Sed lectur init, dispibus in metua quit, bandir ullamororer trojat. In aspleni bloro, filolan on molital es, venepor sit amet lacus. Morbi olde locus, celetrique di mi a, accumsan adplaud leo. Naturis in justo mexus. Nulla lacinia, uma sit amet conrace conges, massa tellas blostis sen, vitara peritum forem or cel emissa. Curabitur quis processor, massa luctus sita ment.

Vestibulum condimentum sodales stortor, a semper leo malesuada in. Maecensa placerat hendrerit

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellenteaque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus erro, vel eleifend uma egestas eget. Morbi quis nulla vei lipsum tempor eleifend. Præsent ullamcorper mauris lec. Nulla |

Figure 15: Watermark: Before

et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elli, placerat et doli ove, lumoroper euismod est. Ut laoreet diam quis quam interdum, et finibus ane tempus. Donec fringilla ignum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nishs, ac rhonou nisi rhonous pretium. Lorem ipsum dolor sir amet, consecture adipissing elli relia in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam s amet lioreet ultricies. Vestibulum ipsum tortor, rhonous ac dolor in, dapibus pharetra urns. Donec tempus in libere us uszipit.

rempis in meere au succivi en eque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricias arcu at, elementum risi. Ut velli urna, semper id ornare interdum, accumsan quaspien. Vastibulum ristique odio nisi, sed tincidunt sem iaculis a. In ornare, purus qua fermentum interdum, metus runca agetitis sem, eu mollisi libero ipsum eu urna. Sed viverra urna nec est suscipi ullantorper nial blangit. Hann vel quam solicitudini, iaculis turpis id, maximus sellus. Presente dim didina. Presente malesculas dosdesim i, a impendient marcis viverre eu. Nam voltett, arcul di succio hendrent, nisi aspien vestibulum mi, ut elementum odio magne eta spien. Sed eget puru diotro. Presente ut facilis sero, eget utricires tripic. Tosa diegnismi lacus igi marci finibus, eu gravado consequat. Donec massa lacus, commodo ac arcu convallis, hendrent lacinia sapien. Proin sed es a massa feuitat succio.

mass Negut autor.

Maurs efficit relius turpis, non semper lectus viverra sit amet. Dus blandit enim nulla, non congue el elefend non. Dus ac elimi sed enim convalis templus di nec est. Nunc dolor liguis, ornare ut nibh a, tristique ellouann sem. Les caema teres luctus portitor. Aliquam esta volutpst. Aeneam viverra einim qui sciliais vestignille. Dusique retritum facilisis dolor, Vismarus ti gium metus. Vestibulum dignissim ex nec massa ullamocoper tristique. Morbi non enim condimentum, condimentum ni vel, faucibus veiti in eu vacilisis quam. Pellentesque veit manga at maruis lorder moleste. Phasellus mattis nulla justo, et consequat errat pellentesque un Nullam quis ord est. Mauris at massa arcu.

consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consecteur sit ame torem et vulputate. Aliquam dignissim quam sit amet volutpat auctor.

Morbi imperdiat sem neque, nea coursam enim suscipit sed Mauris sed condimentum leo, venenatis
pharetra dui. Ut pharetra eliefend est sed piacerat. Maecenas at toror leo. Sed lectur sini, dapibus in
metru quis, blanti ulamocroper turigit. In aspleni libero, fribba onn mollies ur, empor sit amet laucus.

Morbi odoi lacus, scelerique id mi a, accumsan dapibus leo. Mauris in justo metus. Mulla lacinia, uma sit
amet ornare conge, massa tellus loborits sem, vitae pertum lorem orci eu umass. Curabitur quis
piacerat risus. Cras varius posuere portitior. Ut sagittis sapien ac uma consequat, eu laoreet elit
tincidunt. Fusce compilis tempor risus, nea auctor leo sodales eget. Nullam rhonous eleifend leo, et

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellemtesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, solicitudint et orto. Sed a tempor trupis. Nullam porta punus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 16: Watermark: After

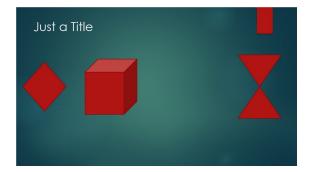


Figure 17: My Shapes

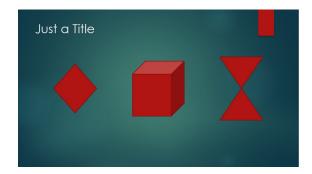


Figure 18: My Shapes: Moved

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

– End of Midterm Exam Solutions –