# Midterm Exam Solutions

## Word − Short Answer

1. 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.

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 → Margins button → 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 → 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".

4. 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.

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?
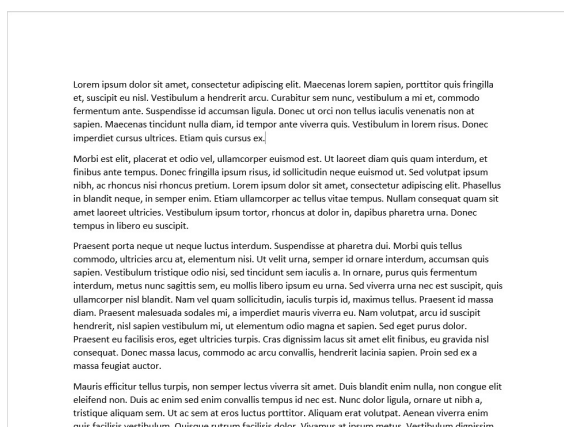
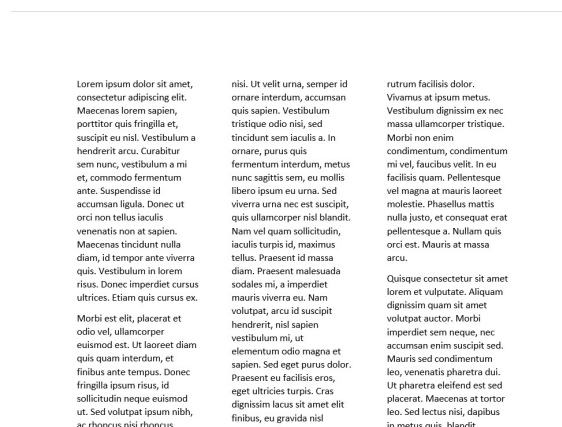

Figure 2: My Text Layout: Before



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 3 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 3 next to "Number of Columns".

6. You inserted an oval shape into your Word document shown in Figure 4, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 5, "Moved Oval"? [**Note**: you must use a button on the Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]
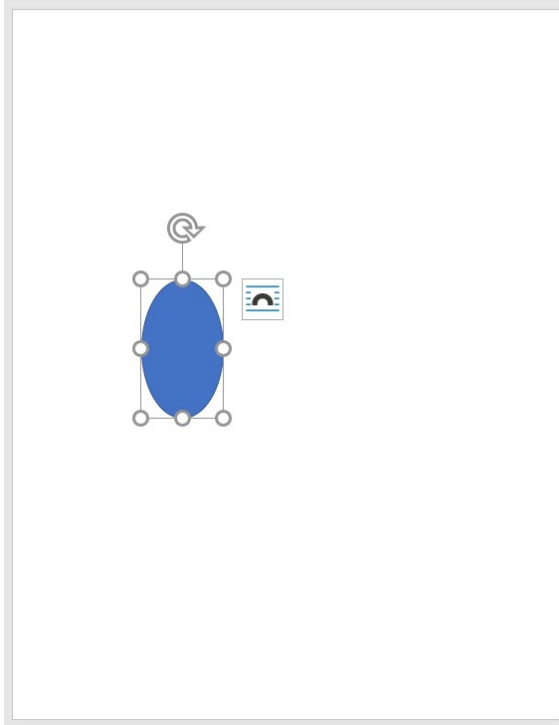
    (Pages: 519 – 521) (7.14 points)
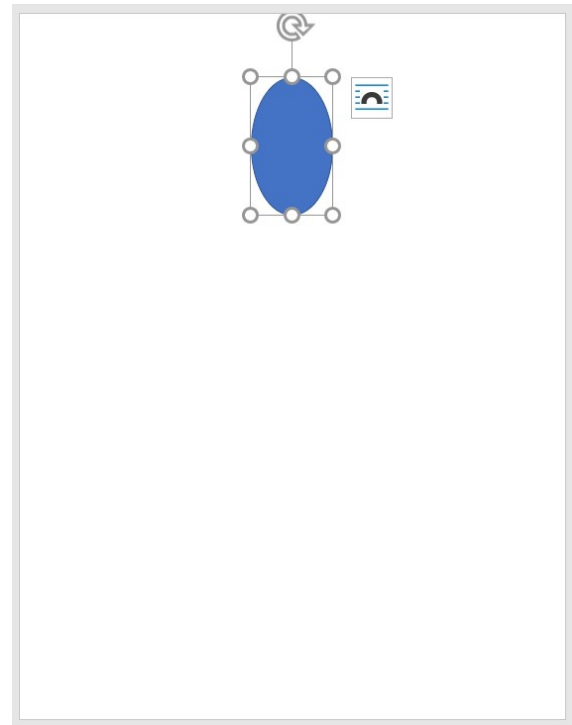
Figure 4: Added Oval Shape



Figure 5: Moved Oval

**Correct answer:** Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click "Position in Top Center with Square Wrapping."

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. 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.

(Pages: 900 – 903) (7.14 points)

**Correct answer:** This slide is of the type Title Slide.

9. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
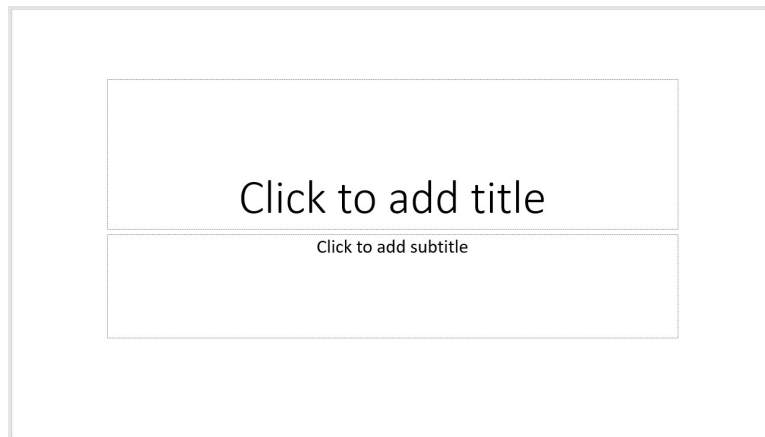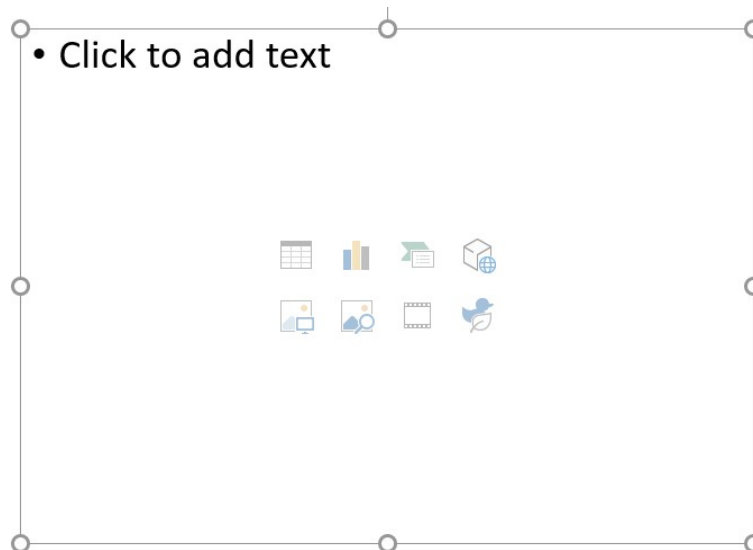
Figure 6: My Slide



Figure 7: Insert Picture Here

(Pages: 921 – 924) (7.14 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.

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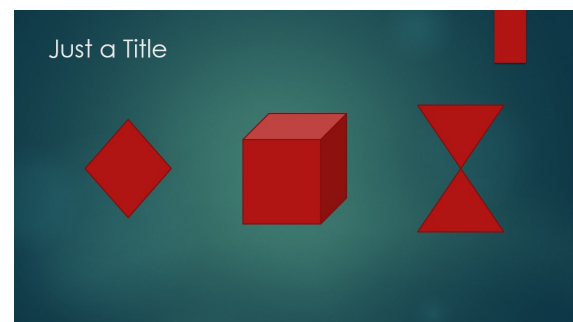


Figure 8: My Shapes　　　　　　　　　　Figure 9: My Shapes: Moved

(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".

11. 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.

12. Which button do you need to click to add the text pointed by the red arrows in Figure 10? (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.
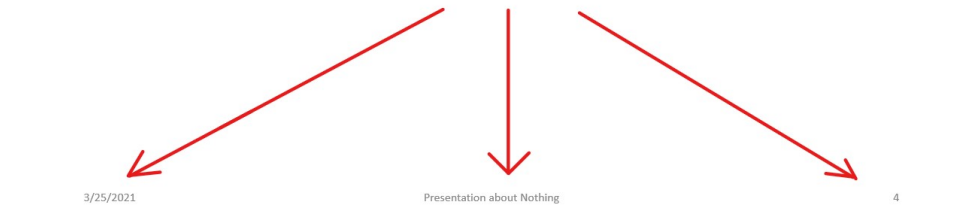
Figure 10: What is This

13. 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.

14. 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.

## Extra Credit

**Word**

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

    (Pages: 380 – 382) (2.5 points)

    **Correct answer:** One of the following answers would suffice:

    - A **.docx** Word file belongs the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
    - A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
    - A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

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

    Good morning!

    to the following text:

    Good morning!

    (Pages: 390 – 391) (2.5 points)

    **Correct answer:** Select the phrase $\rightarrow$ Click the Home Tab $\rightarrow$ Click the Underline (U) button

**PowerPoint**

17. The bulleted list in Figure 11, "My List" was converted into the object displayed in Figure 12, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 12, "My New List"?)
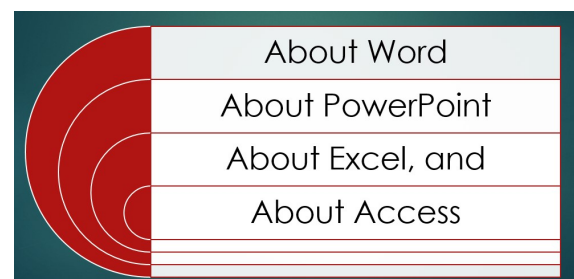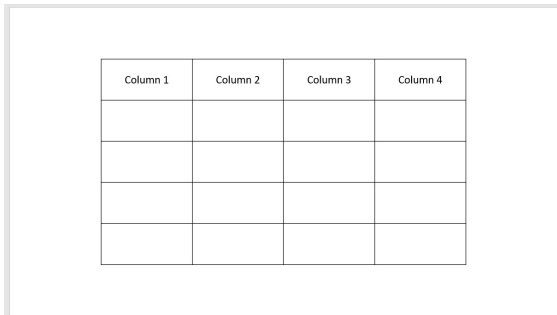


Figure 11: My List



Figure 12: My New List
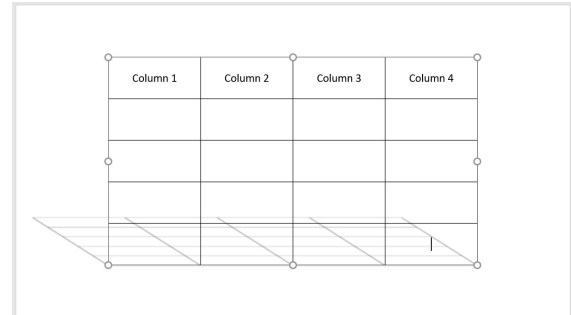
(Pages: 930 – 937) (2.5 points)

**Correct answer:** Select all the bulleted list's items $\rightarrow$ Click the Home Tab $\rightarrow$ Click the "Convert to SmartArt" button $\rightarrow$ 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. Where do you need to click to change the table in Figure 13, "Table: Before" to the table in Figure 14, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Figure 13: Table: Before



Figure 14: Table: After

(Pages: 549 – 551) (2.5 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.

– End of Midterm Exam Solutions –