

Midterm Exam Solutions

Word – Short Answer

1. (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.]
2. The following text appears in a Word document:
Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer’s browser. However, you don’t want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 – 531) (7.14 points)

Correct answer: The clickability feature about which the question talks is called a “hyperlink” (the question didn’t use the word hyperlink so that you won’t be easily able to find the answer online! :)) To remove it, right-click over the text “United Nations” → click “Remove Hyperlink” to remove the hyperlink!

3. 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.

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

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

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

(Pages: 772 — 774) (7.14 points)

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

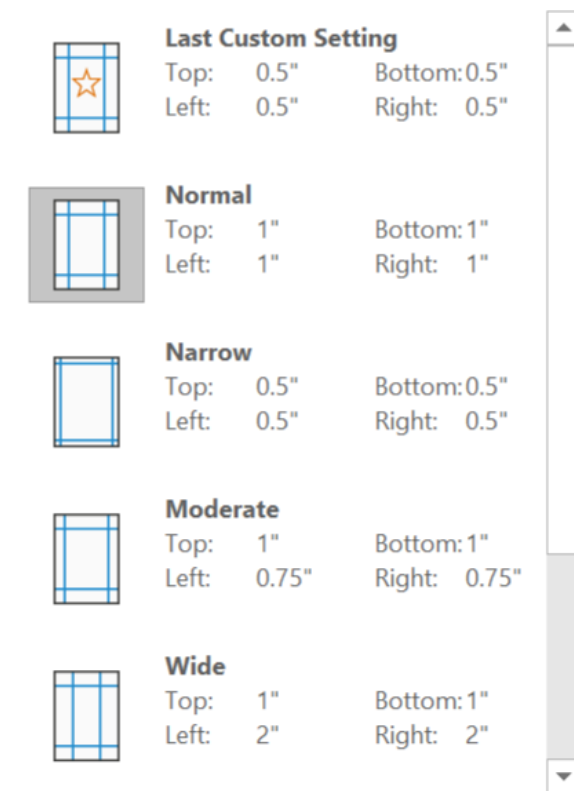


Figure 4: Five Buttons

6. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “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.”]

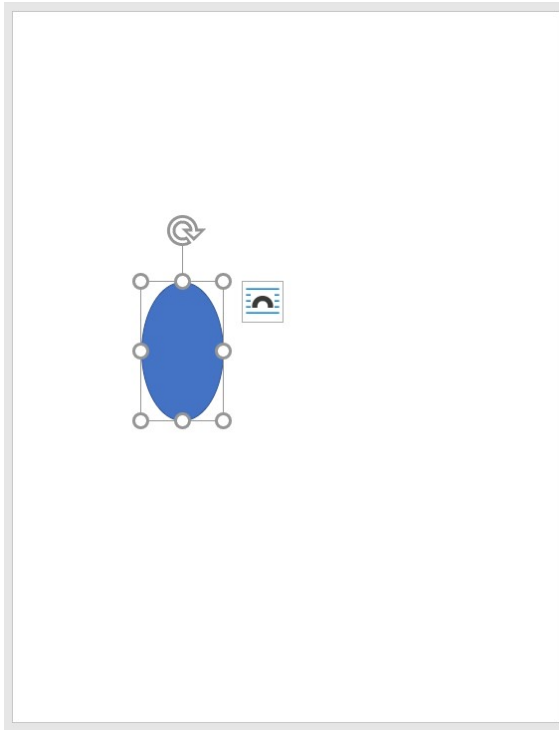


Figure 5: Added Oval Shape

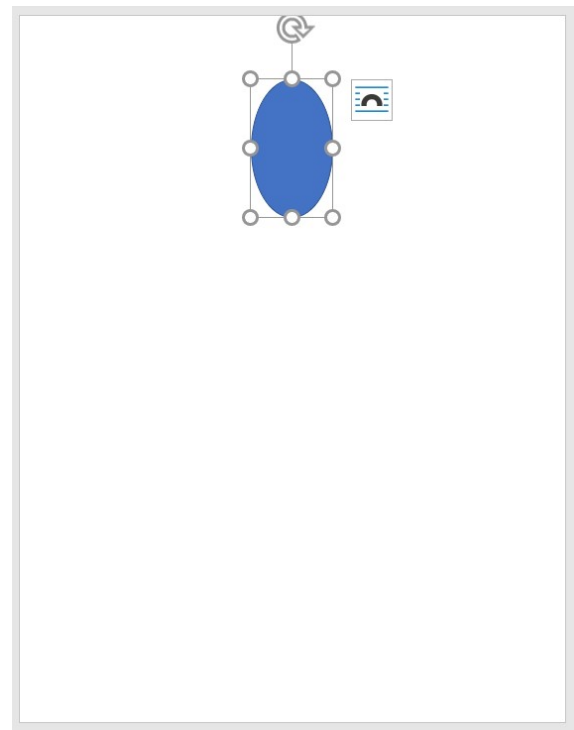


Figure 6: Moved Oval

(Pages: 519 – 521) (7.14 points)

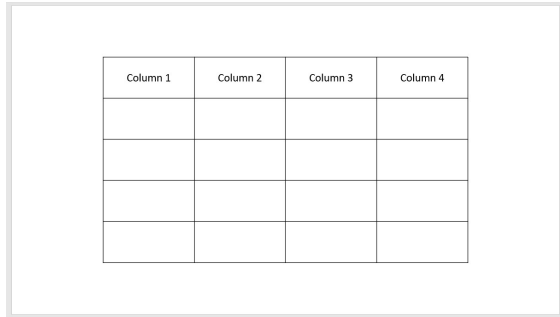
Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

7. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

Correct answer: Since there are 13 points of space below the 1st paragraph and there are 7 points of space above the 2nd paragraph, there will be a total of 20 points of space between the two paragraphs.

PowerPoint – Short Answer

8. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before

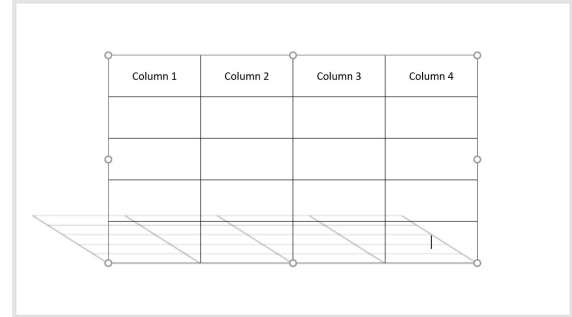


Figure 8: Table: After

(Pages: 549 – 551) (7.14 points)

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.

9. 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.

10. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.

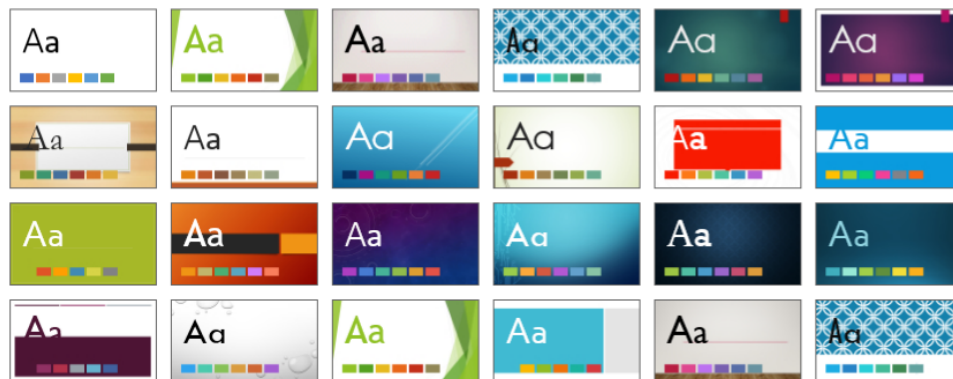


Figure 9: Many Options

(Pages: 885 – 889) (7.14 points)

Correct answer: Clicking on one of these squares will change the theme of the presentation.

11. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

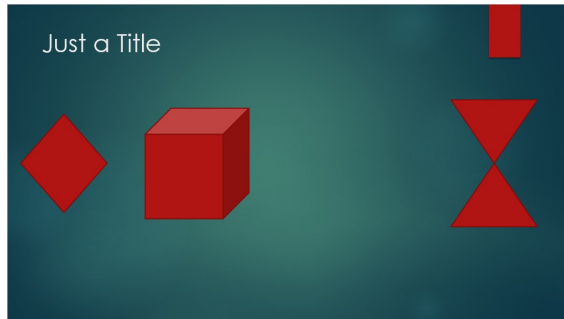


Figure 10: My Shapes

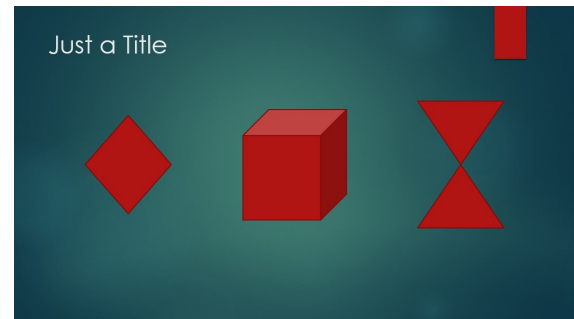


Figure 11: My Shapes: Moved

(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”.

12. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

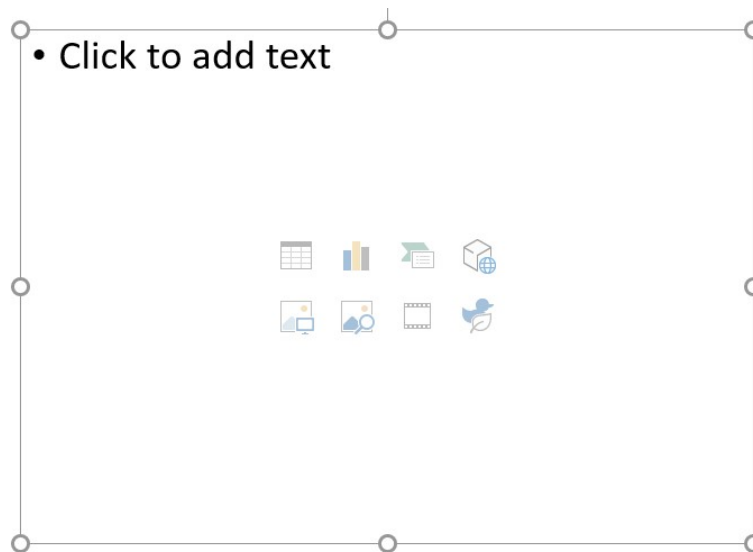


Figure 12: Insert Picture Here

(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.

13. 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.

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. Where should you click to change the text layout in picture 13, “My Text Layout: Before” to the one in the picture 14, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (2.5 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:

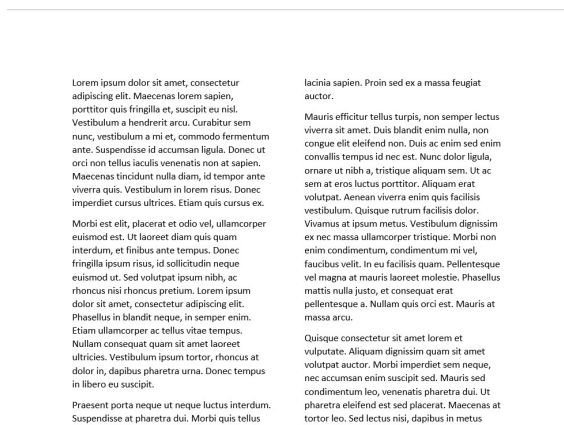


Figure 13: My Text Layout: Before

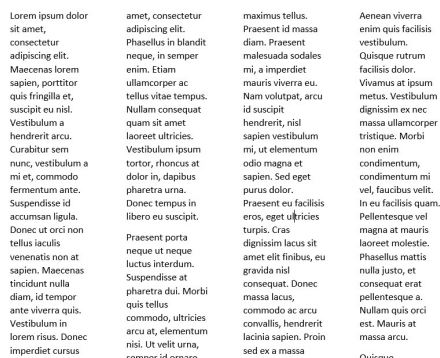


Figure 14: My Text Layout: After

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”.

16. What is the purpose of the following partially-shown dialog box in Figure 15?

Figure 15: Dialog Box

(Pages: 569 – 570) (2.5 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.

PowerPoint

17. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (2.5 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

18. The bulleted list in Figure 16, “My List” was converted into the object displayed in Figure 17, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 17, “My New List”?)

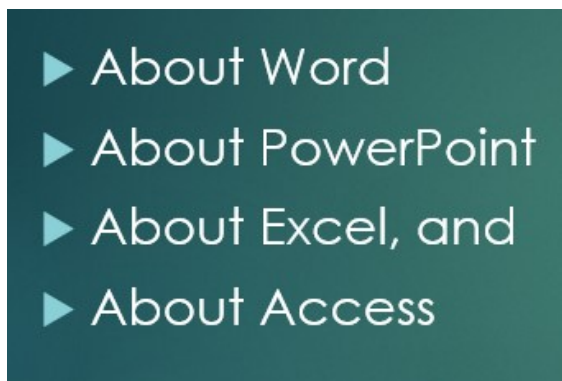


Figure 16: My List

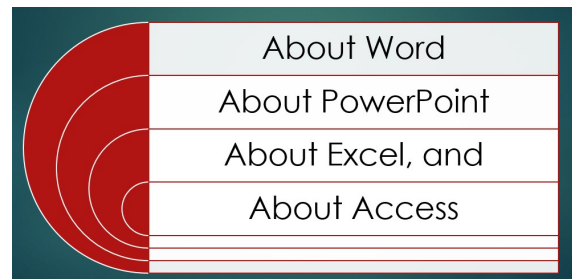


Figure 17: My New List

(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.

– End of Midterm Exam Solutions –