

Midterm Exam Solutions

Word – Short Answer

1. 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

2. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

3. 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

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture’s corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

5. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (7.14 points)

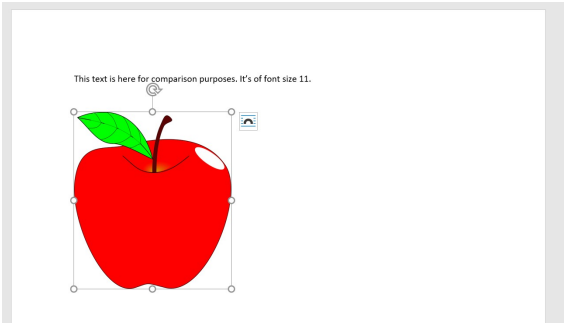


Figure 1: Apple: Before

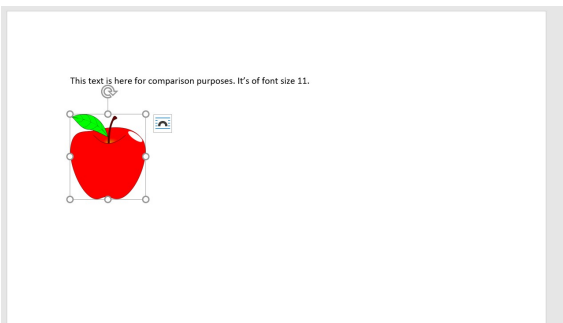


Figure 2: Apple: After

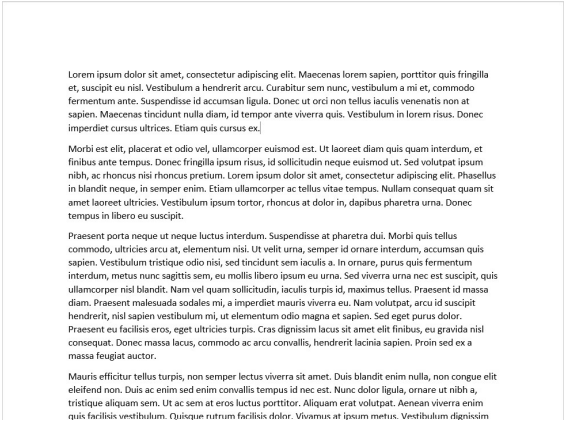


Figure 3: My Text Layout: Before

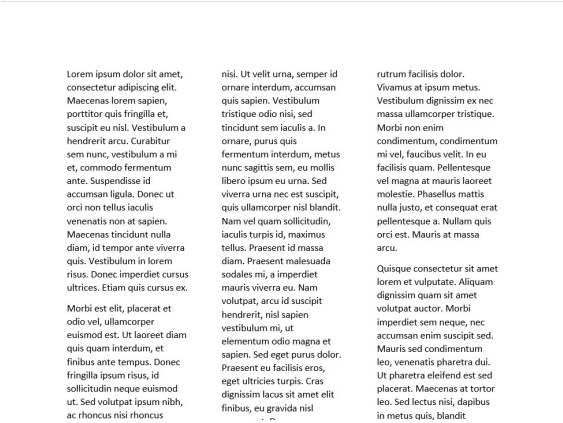


Figure 4: My Text Layout: After

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. What is the purpose of the following partially-shown dialog box in Figure 5?

Figure 5: 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.

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Underline (U) button

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.)

Just a Title

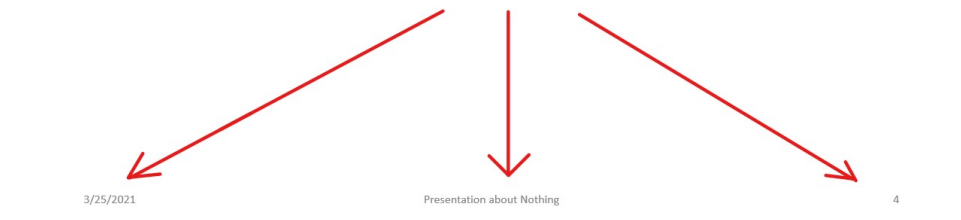


Figure 6: What is This

(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.

9. If you click on any one of the squares in the picture in Figure 7, 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.

10. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)

(Pages: 930 – 937) (7.14 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.

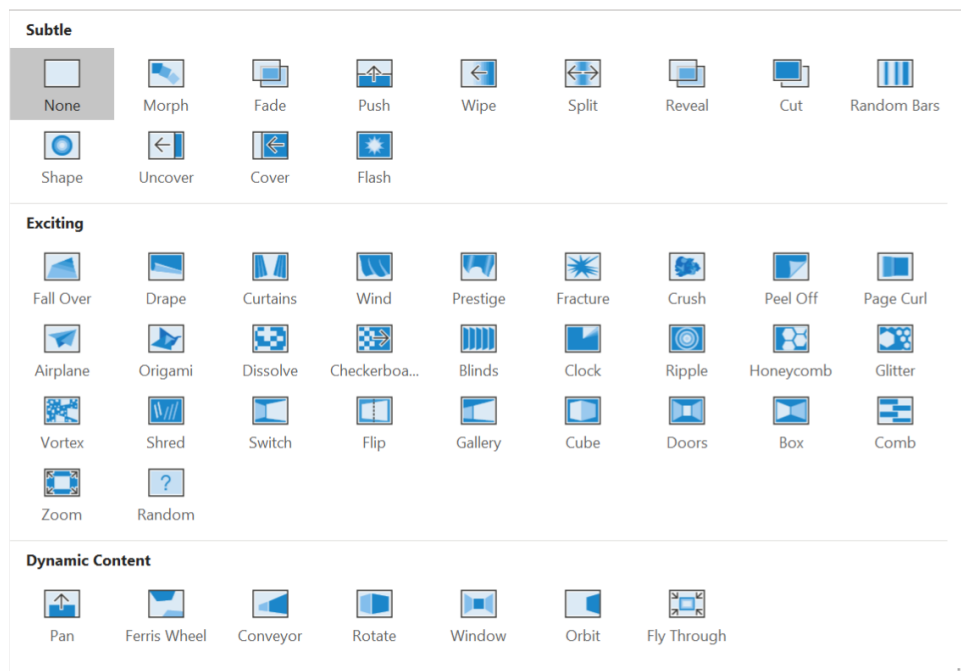


Figure 7: Many Options



Figure 8: My List

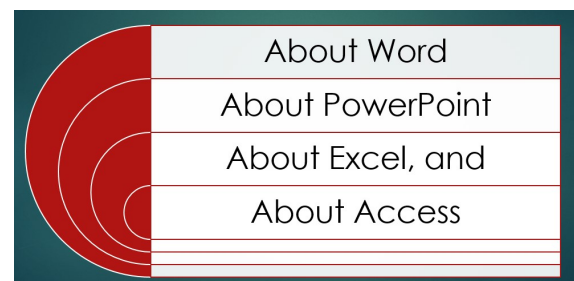


Figure 9: My New List

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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint:** Look at the screenshots given on the textbook pages listed below.

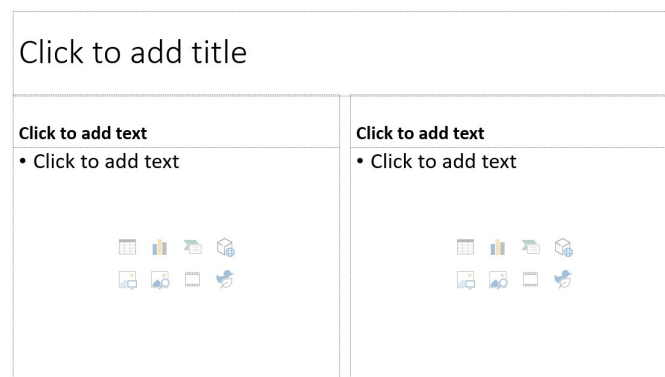


Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Comparison.

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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 11? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

Correct answer: This object is a content placeholder. Click the “Insert Table” icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

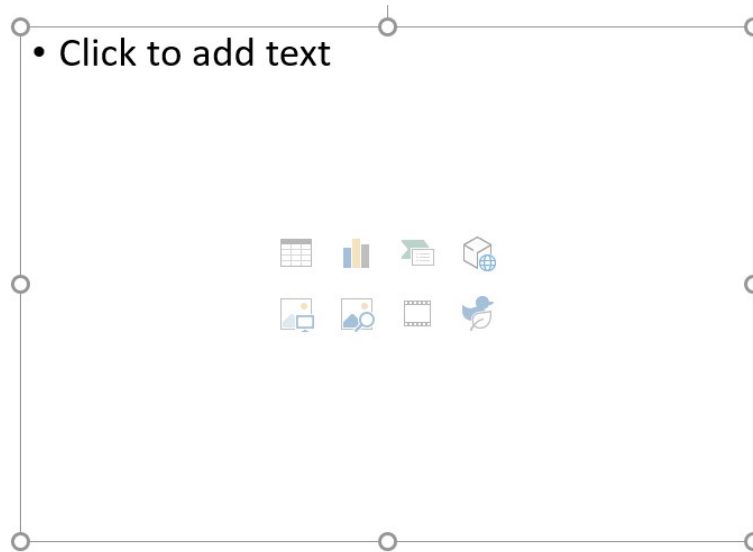


Figure 11: Insert Table Here

Extra Credit

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 12, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 13, “SmartArt: After”?

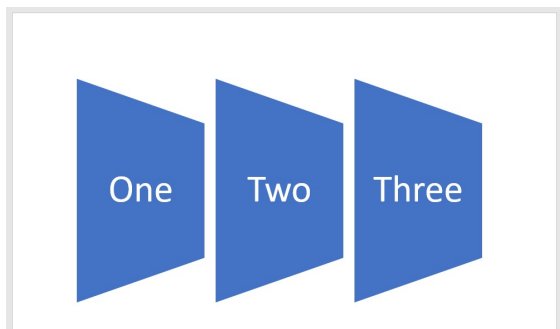


Figure 12: SmartArt: Before

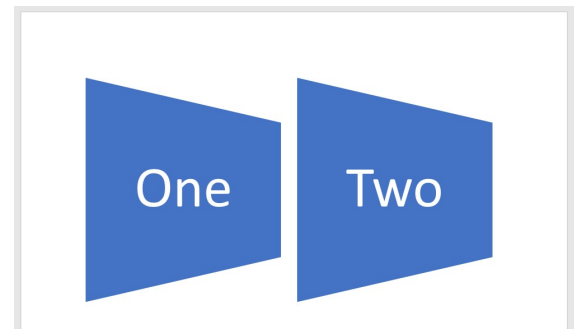


Figure 13: SmartArt: After

(Pages: 930 – 937) (2.5 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

16. Where should you click to change the watermark in the picture 14, “Watermark: Before” to the watermark in the picture 15, “Watermark: After”?

(Pages: 556 – 560) (2.5 points)

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Figure 14: Watermark: Before

Figure 15: Watermark: After

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

PowerPoint

- 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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “My Slides: Changed”?

(Pages: 907 – 908) (2.5 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!

- You are editing a bulleted list. What happens when you click on the button in the image in Figure 18?

(Pages: 443 – 446) (2.5 points)

Correct answer: When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

– End of Midterm Exam Solutions –



Figure 16: My Slides



Figure 17: My Slides: Changed



Figure 18: Button with Arrow