

# Midterm Exam Solutions

## Word – Short Answer

1. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 6 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 19 points of space below the 1st paragraph and there are 6 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

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

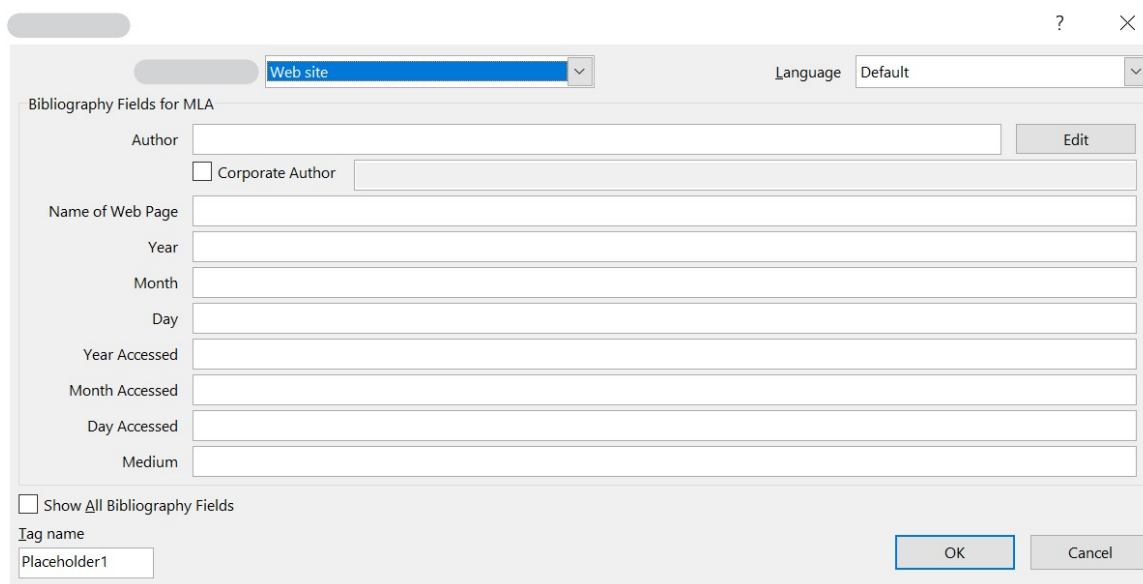


Figure 1: Dialog Box

(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.

3. What is change has been made to the picture in Figure 2, “Dino: Before”, so that it became the picture in Figure 3, “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.

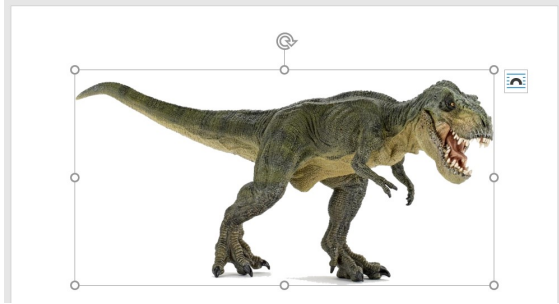


Figure 2: Dino: Before

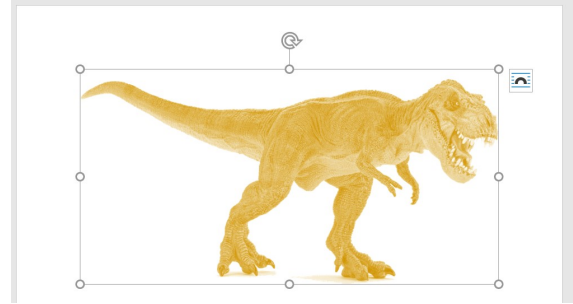


Figure 3: Dino: After

4. 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.

5. 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”.

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

(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”.

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Figure 4: My Text Layout: Before

Figure 5: My Text Layout: After

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

The girl eat this.

Figure 6: 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.]

## PowerPoint – Short Answer

8. 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’.

9. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?

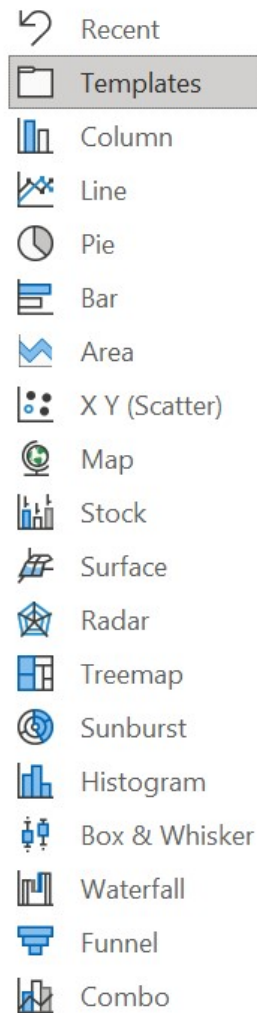


Figure 7: Long Menu

(Pages: 1116 – 1123) (7.14 points)

**Correct answer:** A chart of the option you specify will be added to the PowerPoint slide.

10. 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.

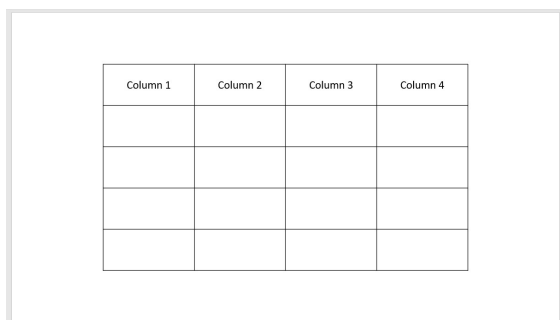
Click to add title

Figure 8: My Slide

(Pages: 900 – 903) (7.14 points)

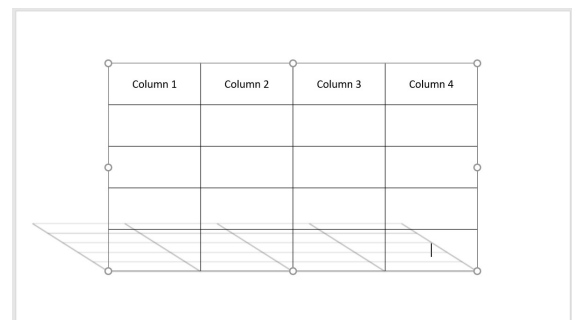
**Correct answer:** This slide is of the type Title Only.

11. 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.



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: 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.

12. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

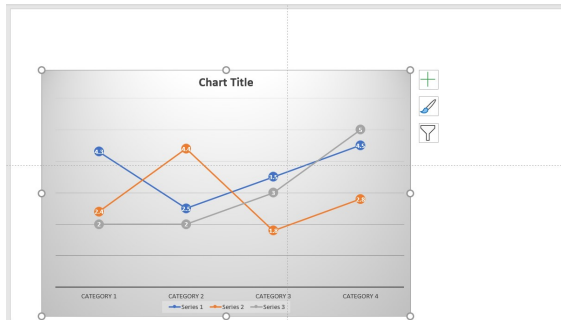


Figure 11: Chart: Before

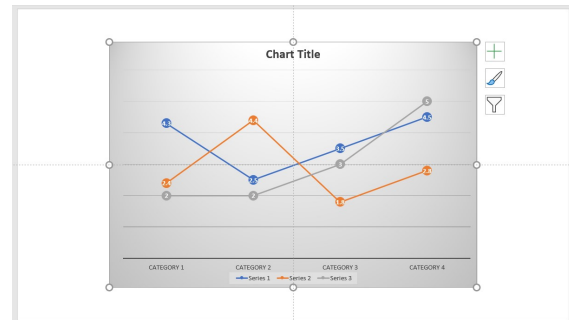


Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

**Correct answer:** Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

13. (a) What is the object displayed in Figure 13?  
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

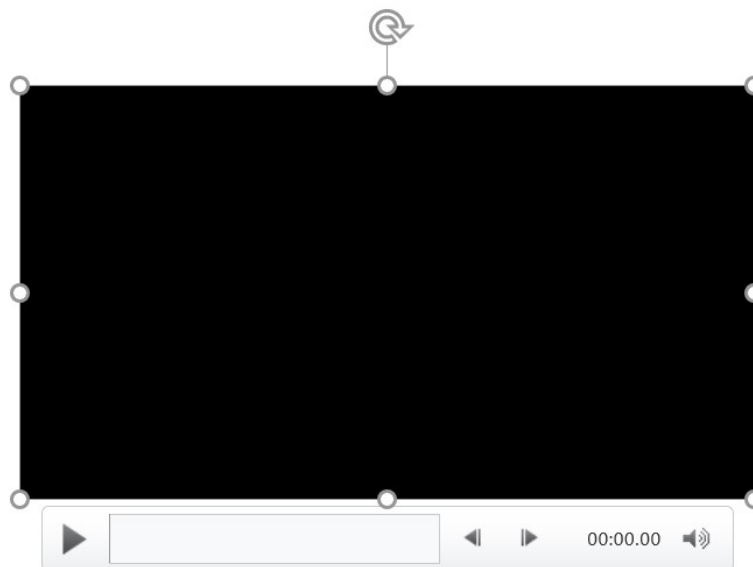


Figure 13: Object with Buttons

(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. 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 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 – 442) (2.5 points)

**Correct answer:** Select the paragraphs → Click the Home Tab → Click the Numbering button

16. 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) (2.5 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!

## PowerPoint

17. 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) (2.5 points)

**Correct answer:** (Example:) Transitions, Animations

18. (a) What is the name of the PowerPoint object appearing in the Figure 14?  
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 14: Object/Box

(Pages: 880 – 883) (2.5 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.

– End of Midterm Exam Solutions –