Midterm Exam Solutions

Word – Short Answer

1. What is change has been made to the picture in Figure 1, "Dino: Before", so that it became the picture in Figure 2, "Dino: After"?

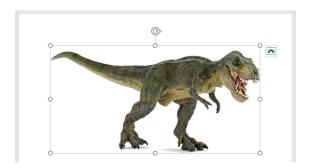


Figure 1: Dino: Before

Figure 2: 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.

2. 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?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accuman ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas Incidun rulla diam, il dempor ante vivera quis. Vestibulum in orem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

| Morbi act etilir, placente et doio vel, ultamorper eu simnod est. Ut laorest diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi honcus pereium. Lorem ipsum dolori at maer, connecteur adojocing elit. Phaseellus in blandit neque, in semper enime. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultricise. Vestibulum injusum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero e u suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies acru at, elementum nisi. Ut velit urns, semper il ornare interdum, accumsan quis sapien. Vestibulum tristique odori nisi, sed tincidunt sem iaculis a. In ornare, purus quis fermentum interdum, meta runs esglits sem, en mollis liber lo jusme ue una. Sed vivera run ne cet at suscipit, quis ullamcorper nid blandit. Nam vel quam solicitudin, iaculis turpis id, maximus tellus. Praesent di massa dam. Praesent malesudas sodales mi, a imperdet mauris vivera au. Man voltique, acut di suscipit her present, est disciture vivera si mente. Dus blandit enim nulla, non conque el di conseque. Donec massa lacus, commodo a acu convalis, hendrerit bachia saplem. Proin sed ex a massa feugiat autor.

Mauris efficitur tellus turpis, non semper lectus vivera si at amet. Duis blandit enim nulla, non conque el di elefend non. Duis a cenim sed enim convalis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut a cenim a

Figure 3: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur sit amet, adipiscing elit. Praesent id massa idam. Praesent idam. Praes

Figure 4: 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".

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

Good morning!

to the following text:

Good morning!

(Pages: 399 - 401) (7.14 points)

Correct answer: Select the phrase \rightarrow Click the Home Tab \rightarrow Click the Font Color arrow \rightarrow Click on the Blue color

4. 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 \rightarrow 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File \rightarrow 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

5. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 - 459) (7.14 points)

Correct answer: The Rulers can help you creating first-line indentation in a research paper.

6. Name three commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

Correct answer: (For example:) Save, Undo, and Redo

7. 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.

PowerPoint - Short Answer

- 8. (a) What is the object displayed in Figure 5?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

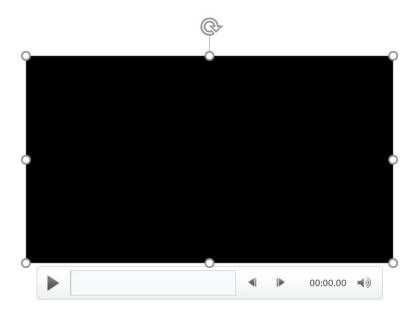


Figure 5: Object with Buttons

(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.
- 9. The bulleted list in Figure 6, "My List" was converted into the object displayed in Figure 7, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 7, "My New List"?)

(Pages: 930 - 937) (7.14 points)

- ▶ About Word
- ▶ About PowerPoint
- About Excel, and
- ▶ About Access

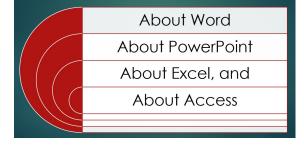


Figure 6: My List

Figure 7: My New List

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.

- 10. 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.

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 8? Your answer must use the box shown in that Figure.

(Pages: 1055 - 1059) (7.14 points)

Column 4

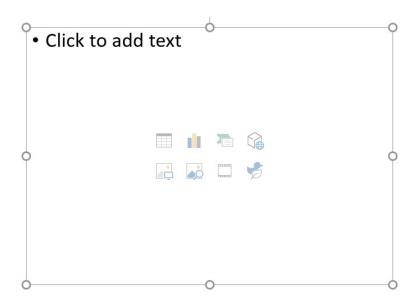


Figure 8: Insert Table Here

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

12. 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.

13. 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.

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

(Pages: 1155 - 1156) (7.14 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.

Extra Credit

Word

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

(Pages: 63 - 64) (2.5 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.

- 16. 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) (2.5 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".

PowerPoint

17. 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 11, "My Slides". Where should you click to change the Slides tab to the one in Figure 12, "My Slides: Changed"?

(Pages: 907 - 908) (2.5 points)



Figure 11: My Slides



Figure 12: My Slides: Changed

Correct answer: Click on Slide 2 in the Slides tab/area \rightarrow Drag it below the Slide 3 \rightarrow When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 13?



Figure 13: Button with Arrow

(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 –