Midterm Exam Solutions

Word – Short Answer

1. Where should you click to change the table in Figure 1, "Table: Before" to the one in Figure 2, "Table: After"?

Figure 1: Table: Before

Figure 2: 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.

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

Figure 3: 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 "colroful" is misspelled, so Word warns you by drawing a red wavy 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.]

3. If a paragraph has 12 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 12 points of space below the 1st paragraph and there are 7 points of space above the 2nd paragraph, there will be a total of 19 points of space between the two paragraphs.

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

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Font arrow → Scroll down until you find the font name → Click on the new font name

5. 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!

6. 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".

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.

Figure 4: Window Area

(b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

Correct answer:

(a) This is the Quick Access Toolbar.

(b) (For example:) The Save button saves the recent changes made to the Word document.

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 5? **Hint**: Look at the screenshots given on the textbook pages listed below.
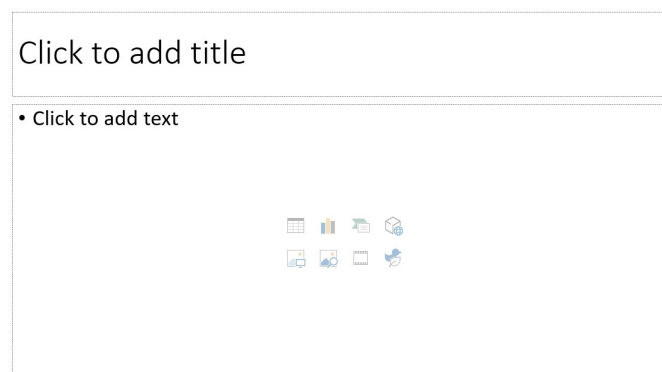

Figure 5: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title and Content.

9. (a) What is the name of the PowerPoint object appearing in the Figure 6?

   (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 6: Object/Box

(Pages: 880 – 883) (7.14 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.

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? 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.

11. 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.

    (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".
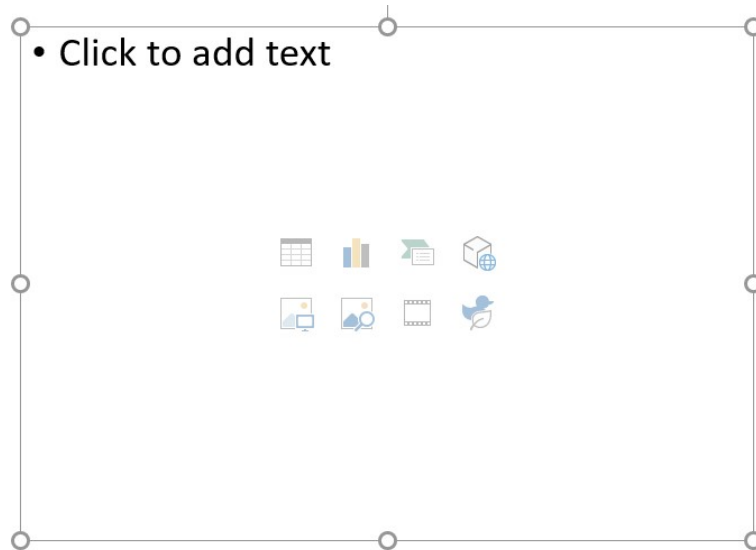
Figure 7: Insert Table Here

Figure 8: My Shapes
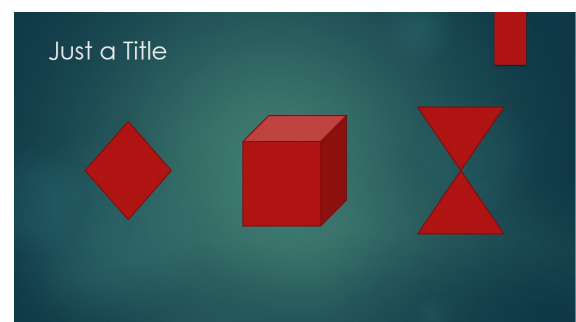

Figure 9: My Shapes: Moved

12. 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.

13. 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 10, "My Slides". Where should you click to change the Slides tab to the one in Figure 11, "My Slides: Changed"?

    (Pages: 907 – 908) (7.14 points)

    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!

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.

Figure 10: My Slides

Figure 11: My Slides: Changed

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:

    - My name is Jane.
    - I love cats.
    - I also love pizza.

    (Pages: 438 – 441) (2.5 points)

    Correct answer: Select the paragraphs → Click the Home Tab → Click the Bullets button

16. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

    (Pages: 772 — 774) (2.5 points)

    Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

PowerPoint

17. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
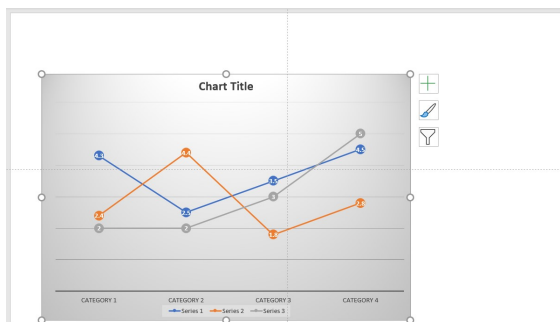

Figure 12: Chart: Before

Figure 13: Chart: After

(Pages: 1126 – 1133) (2.5 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".

18. 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) (2.5 points)

    Correct answer: Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –