# Midterm Exam Solutions

## Word − Short Answer

1. 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.

2. 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

3. 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".

4. What is the purpose of the buttons displayed in Figure 2?

**Last Custom Setting**
Top:     0.5"          Bottom: 0.5"
Left:    0.5"          Right:   0.5"

**Normal**
Top:     1"            Bottom: 1"
Left:    1"            Right:   1"

**Narrow**
Top:     0.5"          Bottom: 0.5"
Left:    0.5"          Right:   0.5"

**Moderate**
Top:     1"            Bottom: 1"
Left:    0.75"         Right:   0.75"

**Wide**
Top:     1"            Bottom: 1"
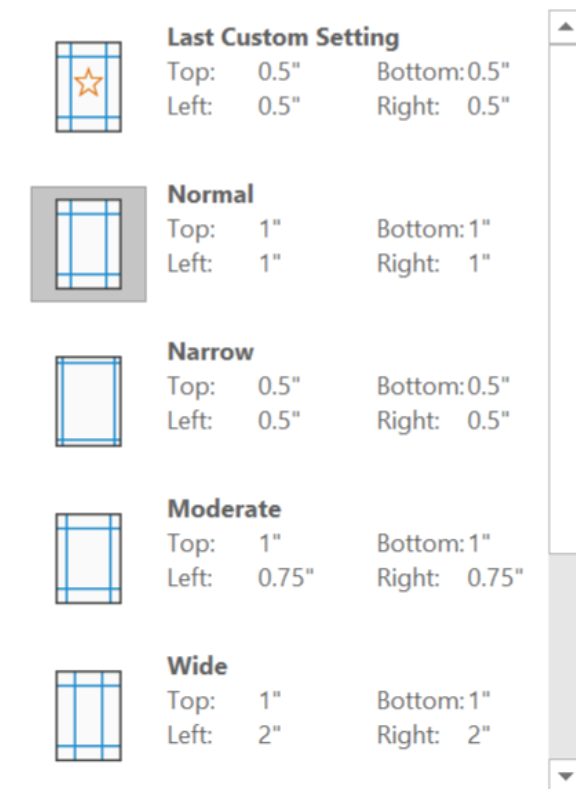Left:    2"            Right:   2"

Figure 2: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

5. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 15 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 15 points of space above the 2nd paragraph, there will be a total of 28 points of space between the two paragraphs.

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".
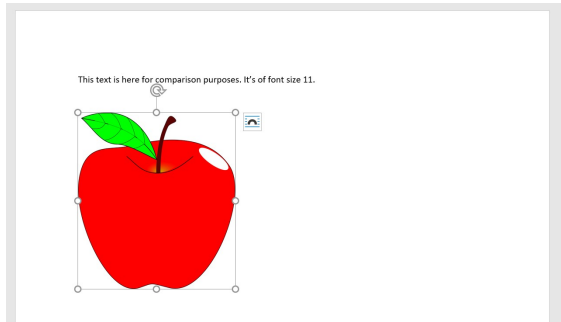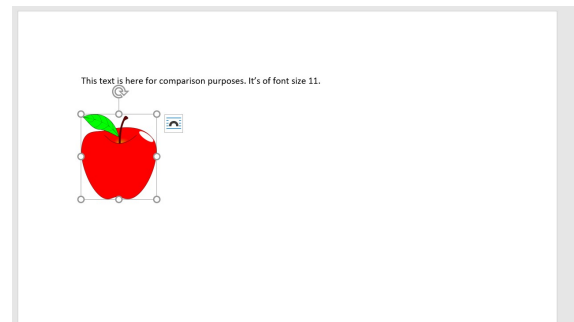


Figure 3: Apple: Before



Figure 4: 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.

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

## PowerPoint – Short Answer

8. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?



Figure 5: Button with Arrow

(Pages: 443 – 446) (7.14 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.

9. How can you move the shapes in Figure 6, "My Shapes" so that they are positioned like those in Figure 7, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
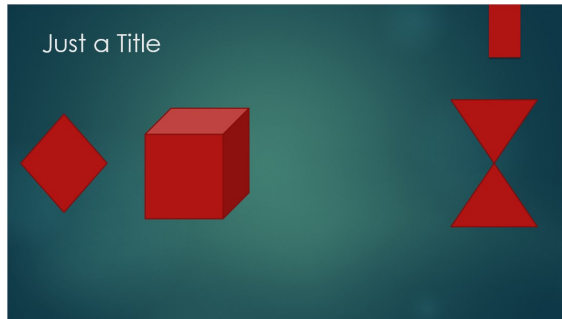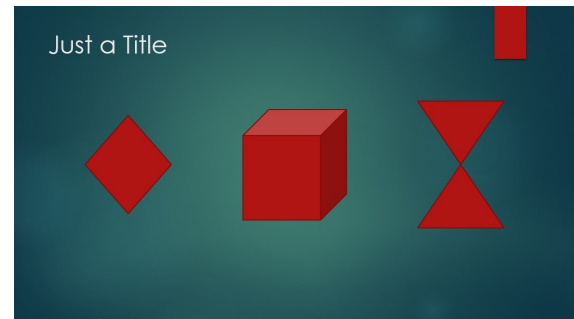


Figure 6: My Shapes



Figure 7: 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".

10. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
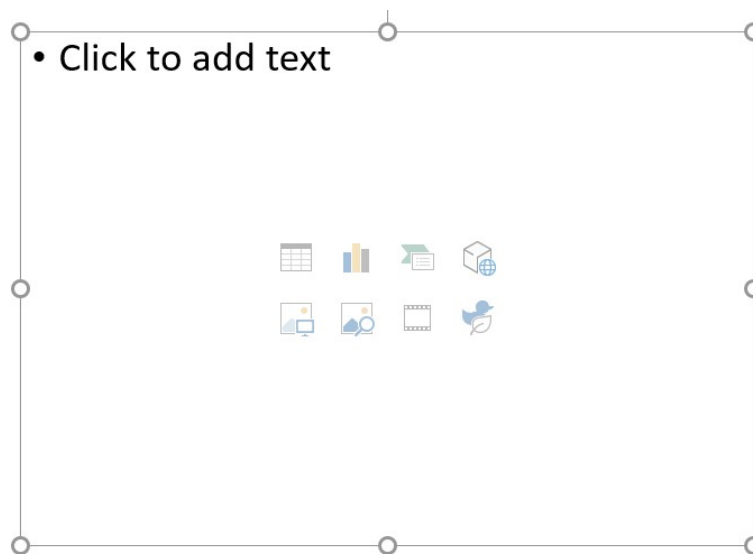


Figure 8: Insert Picture Here

(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.

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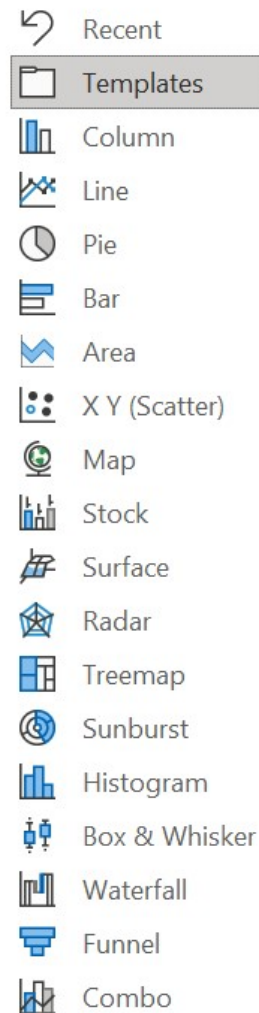


Figure 9: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

12. (a) What is the name of the PowerPoint object appearing in the Figure 10?

Figure 10: Object/Box

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

(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.

13. How do you change the shapes on a PowerPoint slide shown in Figure 11, "Three Shapes" to the shape in Figure 12, "Three Shapes: Changed"?



Figure 11: Three Shapes



Figure 12: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

**Correct answer:** The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab → Arrange button → Group option to group the shapes.

14. 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 13, "My Slides". Where should you click to change the Slides tab to the one in Figure 14, "My Slides: Changed"?



Figure 13: My Slides            Figure 14: My Slides: Changed

(Pages: 907 – 908) (7.14 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!

## Extra Credit

**Word**

15. Suppose you are working on the SmartArt graphic in Word in Figure 15, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 16, "SmartArt: After"?
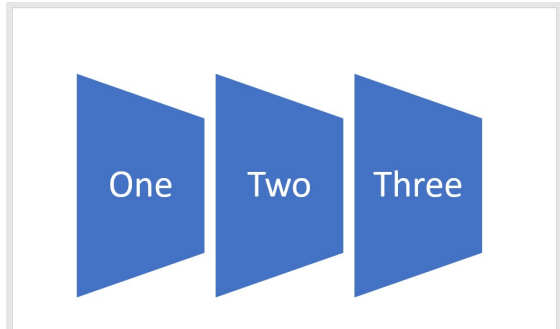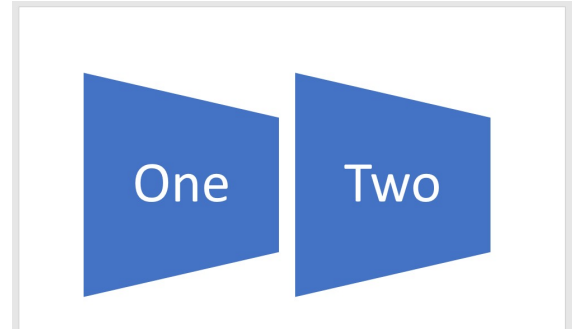


Figure 15: SmartArt: Before



Figure 16: 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 table in Figure 17, "Table: Before" to the one in Figure 18, "Table: After"?



Figure 17: Table: Before



Figure 18: Table: After

(Pages: 494 – 498) (2.5 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.

**PowerPoint**

17. The bulleted list in Figure 19, "My List" was converted into the object displayed in Figure 20, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 20, "My New List"?)
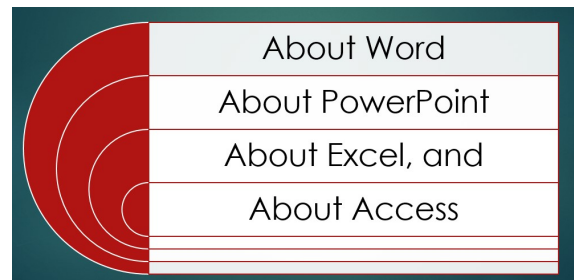


Figure 19: My List



Figure 20: 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.

18. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (2.5 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.

– End of Midterm Exam Solutions –