

# Midterm Exam Solutions

## Word – Short Answer

1. 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.

2. 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.

3. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

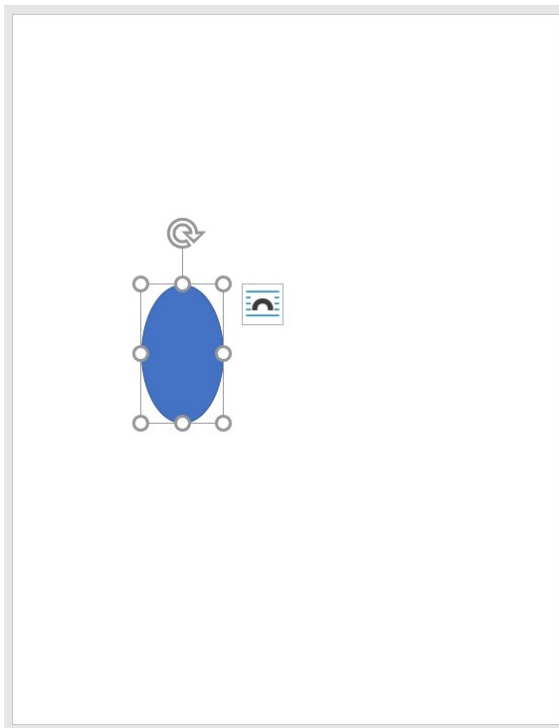


Figure 1: Added Oval Shape

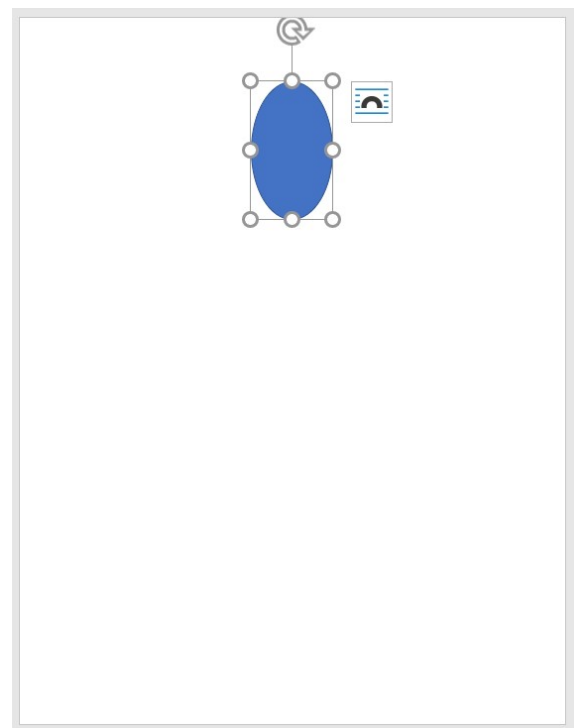


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

**Correct answer:** Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

4. What is the purpose of the following partially-shown dialog box in Figure 3?

Figure 3: 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.

5. 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.

6. Suppose you are working on the SmartArt graphic in Word in Figure 4, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 5, “SmartArt: After”?

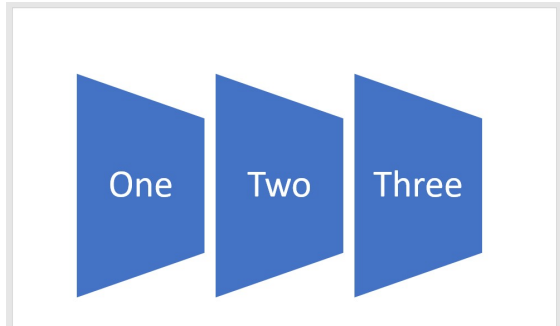


Figure 4: SmartArt: Before

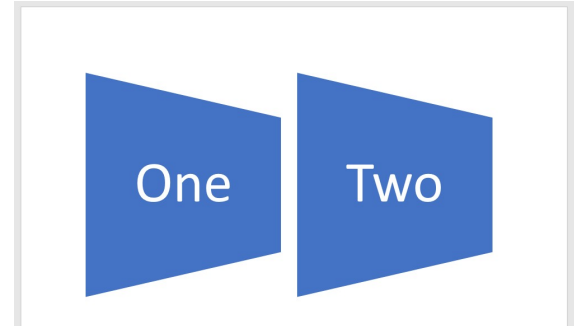


Figure 5: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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

7. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

**Correct answer:** Insert tab → Header button → Blank option

### PowerPoint – Short Answer

8. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

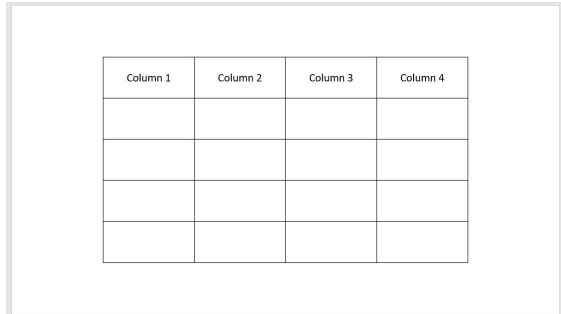
**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

9. Where do you need to click to change the table in Figure 6, “Table: Before” to the table in Figure 7, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(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.

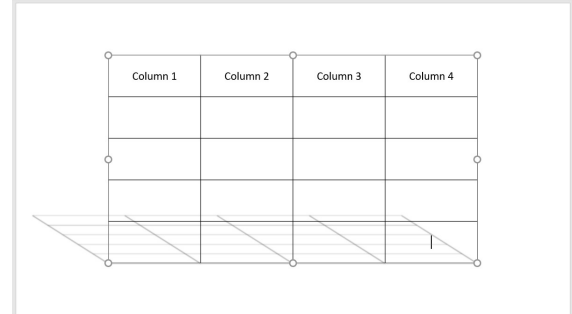
10. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)



A simple 4x4 table with four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4'. The table is contained within a light gray rectangular frame.

Column 1	Column 2	Column 3	Column 4

Figure 6: Table: Before



The same 4x4 table as in Figure 6, but with a 3D effect. The bottom row is shaded with diagonal lines, and the bottom-right cell contains a small black arrow pointing upwards. The table is enclosed in a light gray frame with small circles at the corners of the grid.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: After

Just a Title

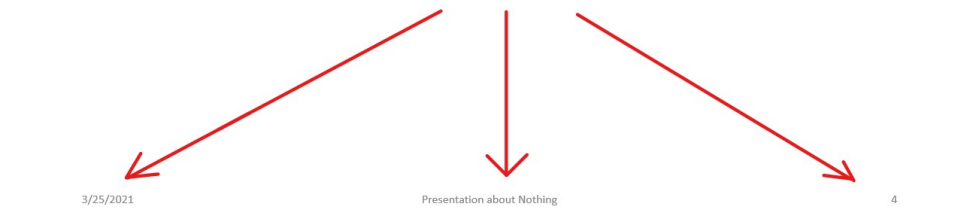


Figure 8: What is This

(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.

11. 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.

12. (a) What is the name of the PowerPoint object appearing in the Figure 9?  
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 9: 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.
13. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(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”.

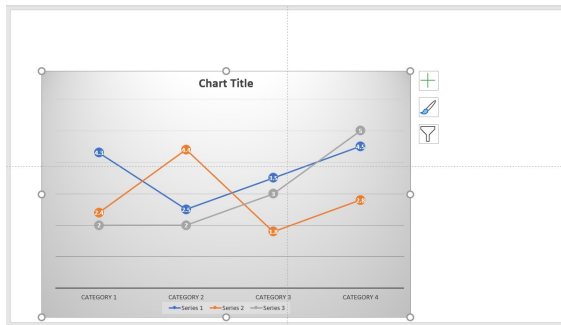


Figure 10: Chart: Before

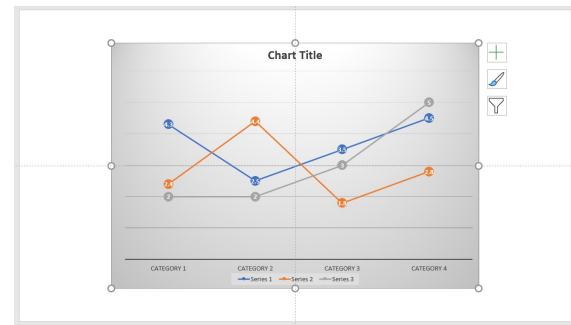


Figure 11: Chart: After

14. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

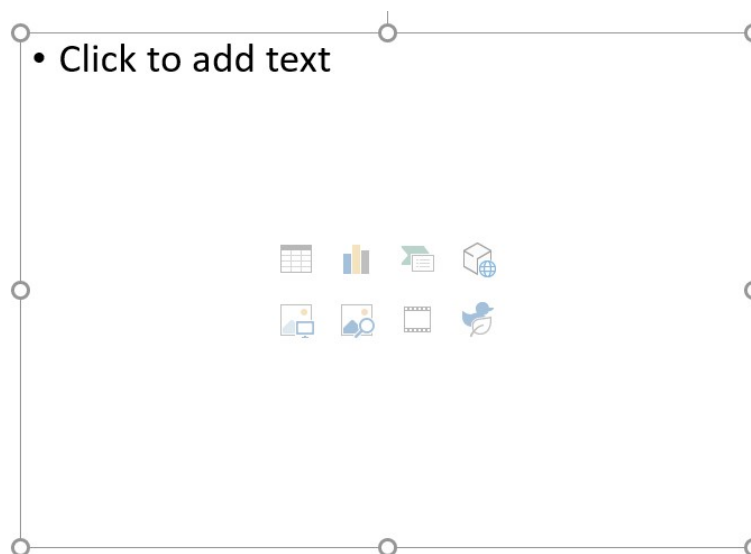


Figure 12: Insert Picture Here

(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.

## 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. What is the purpose of the buttons displayed in Figure 13?

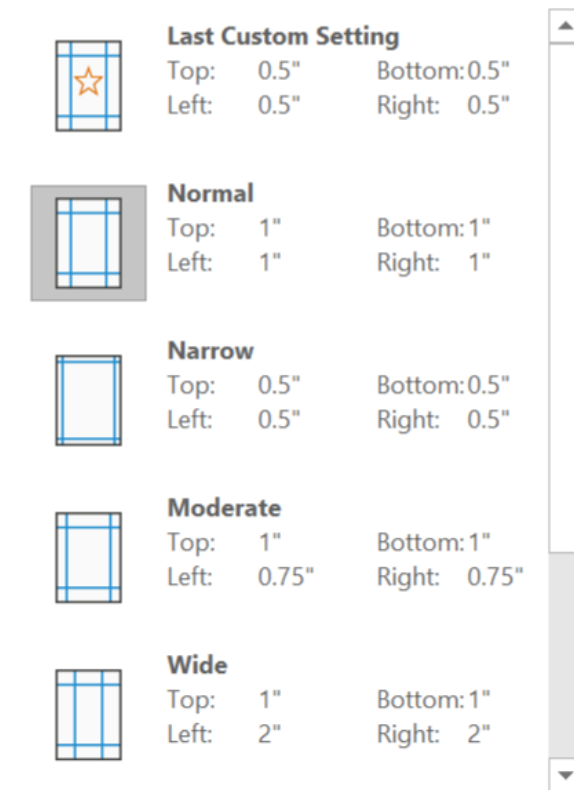



Figure 13: Five Buttons

(Pages: 772 — 774) (2.5 points)

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

**PowerPoint**

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 14? **Hint:** Look at the screenshots given on the textbook pages listed below.

A screenshot of a PowerPoint slide. The slide has a light gray background. At the top, there is a white rectangular box with a thin gray border. Inside this box, the text "Click to add title" is written in a black, sans-serif font.

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Figure 14: My Slide

(Pages: 900 – 903) (2.5 points)

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

18. If you were to click on an option from the menu in the Figure 15, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (2.5 points)

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

– End of Midterm Exam Solutions –



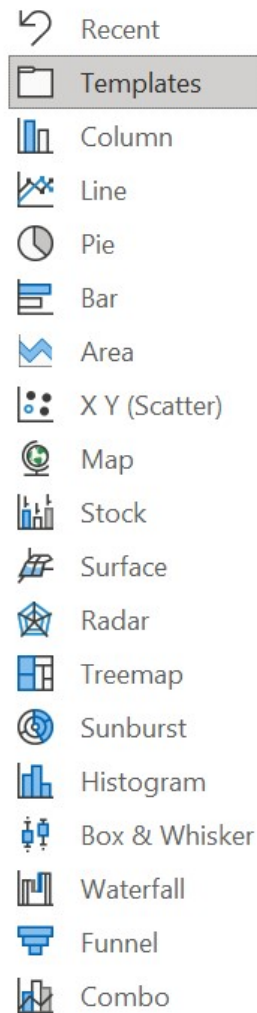


Figure 15: Long Menu