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. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

   the colroful flower

   Figure 1: 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. Name **two** commands/buttons on the Design tab of Word.

   (Pages: 557) (7.14 points)

   Correct answer: (For example:) Themes and Colors

4. Explain **one** way to open the Word Application on a Windows 10 computer.

   (Pages: 365 – 366) (7.14 points)

   Correct answer: Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

Correct answer: One of the following answers would suffice:

- A **.docx** Word file belongs the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
- A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
- A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Underline (U) button

PowerPoint – Short Answer

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 2? 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.
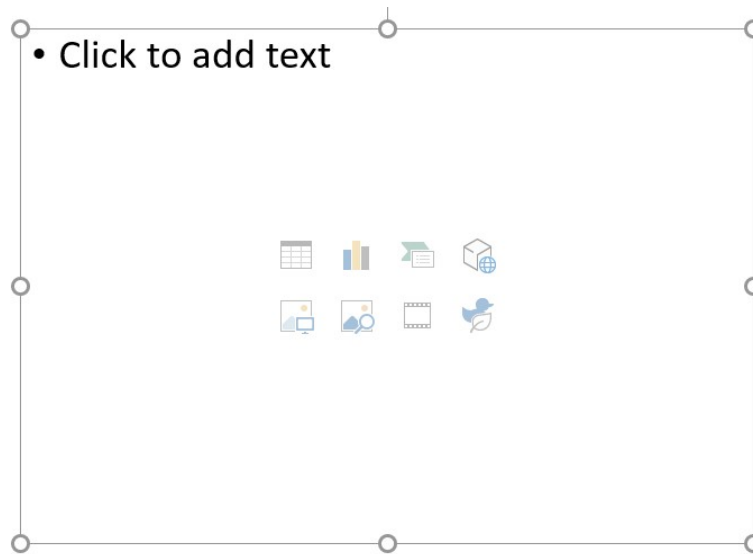
Figure 2: Insert Table Here

9. How can you move the shapes in Figure 3, "My Shapes" so that they are positioned like those in Figure 4, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
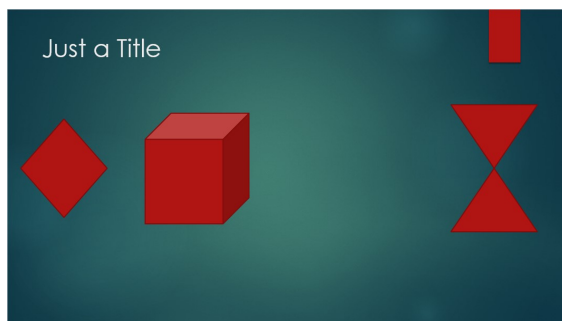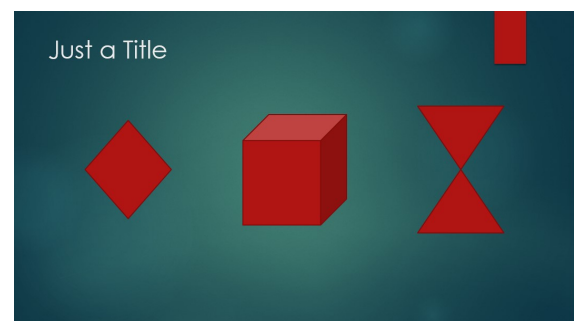

Figure 3: My Shapes

Figure 4: 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. 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 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.

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

(Pages: 524 – 529) (7.14 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.

13. (a) What is the name of the PowerPoint object appearing in the Figure 5?

(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.

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.

> Click to add title

Figure 5: Object/Box

Extra Credit

Word

15. You inserted an oval shape into your Word document shown in Figure 6, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 7, "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."]

    (Pages: 519 – 521) (2.5 points)

    Correct answer: Select the shape $\rightarrow$ Click the Drawing Tools (Shape) Format $\rightarrow$ Click the Position button $\rightarrow$ Click "Position in Top Center with Square Wrapping."

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 $\rightarrow$ Margins button $\rightarrow$ Click the "Narrow" option.

PowerPoint

17. Where do you need to click to change the table in Figure 8, "Table: Before" to the table in Figure 9, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

    (Pages: 549 – 551) (2.5 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.
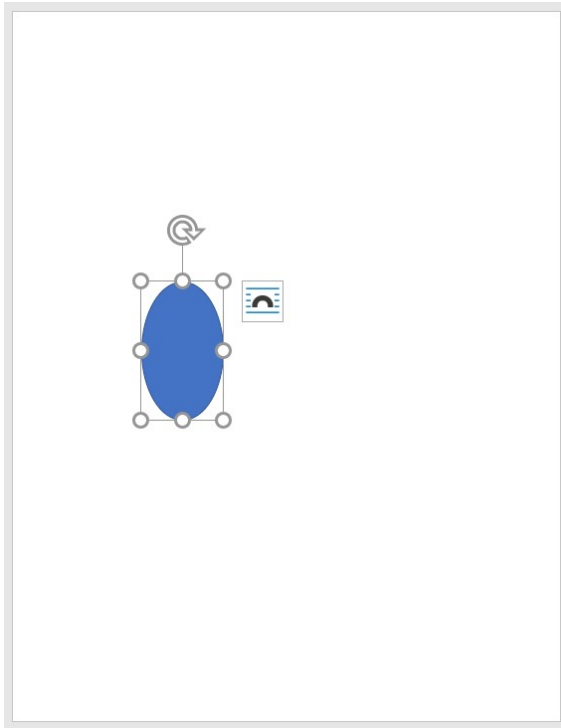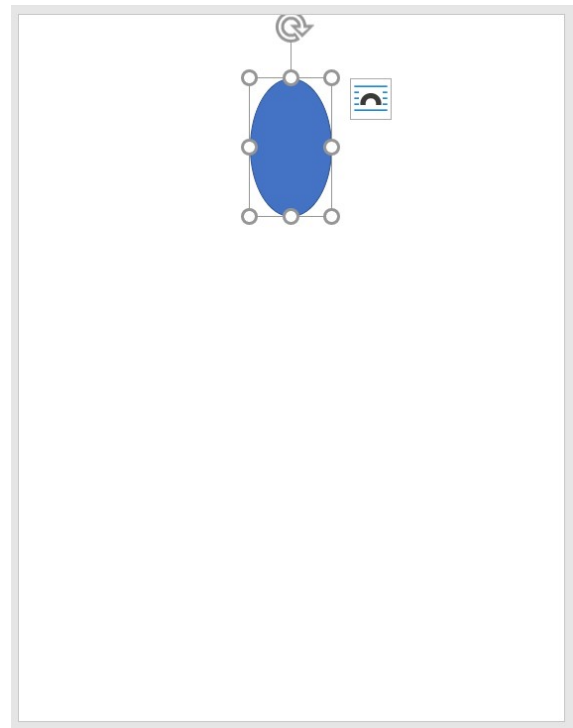
Figure 6: Added Oval Shape

Figure 7: Moved Oval

Figure 8: Table: Before

Figure 9: Table: After

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 –