

# Midterm Exam Solutions

## Word – Short Answer

1. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

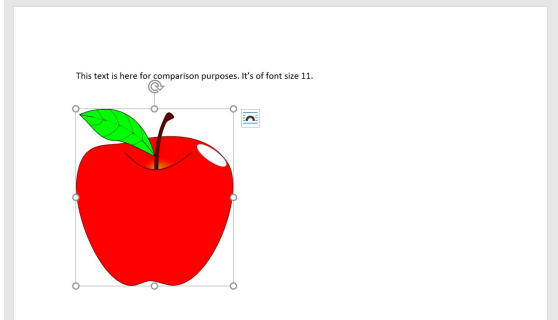


Figure 1: Apple: Before

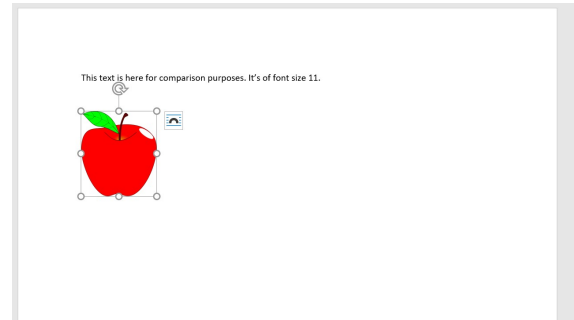


Figure 2: Apple: After

(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.

2. You inserted an oval shape into your Word document shown in Figure 3, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 4, “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) (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.”

3. What is the purpose of the following partially-shown dialog box in Figure 5?

(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.

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.  
(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)

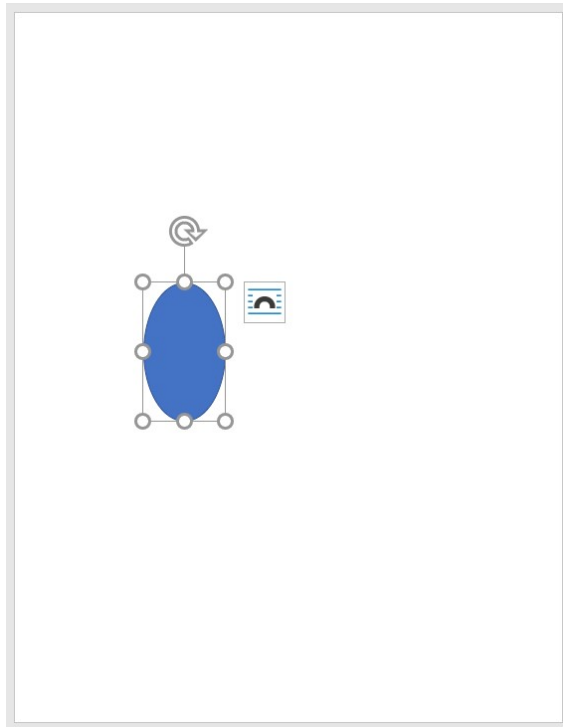


Figure 3: Added Oval Shape

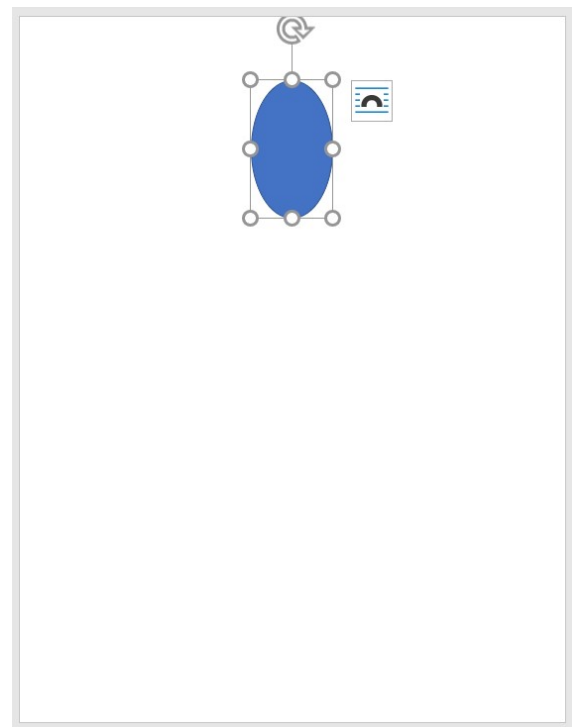


Figure 4: Moved Oval

A screenshot of a software dialog box titled "Bibliography Fields for MLA". At the top, there is a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". The main area contains several input fields: "Author" (with an "Edit" button), "Corporate Author" (with a checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox for "Show All Bibliography Fields" and a "Tag name" field with "Placeholder1" entered. At the bottom right are "OK" and "Cancel" buttons.

Figure 5: Dialog Box

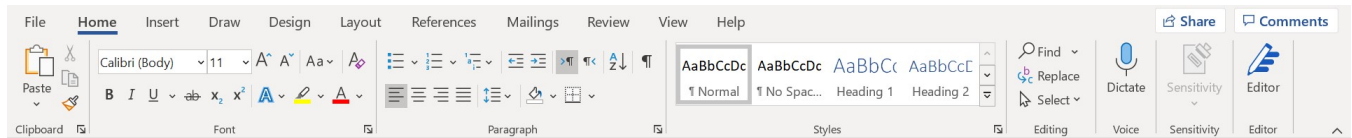


Figure 6: Window Area

**Correct answer:**

- (a) This is the Ribbon.
  - (b) (For example:) The Bold button makes the text look bold (thicker.)
5. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

the colroful flower

Figure 7: 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.]
6. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 6 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 6 points of space above the 2nd paragraph, there will be a total of 19 points of space between the two paragraphs.

7. 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 → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

### PowerPoint – Short Answer

8. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)

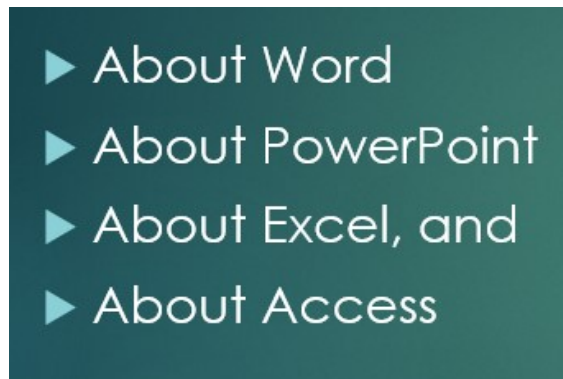


Figure 8: My List

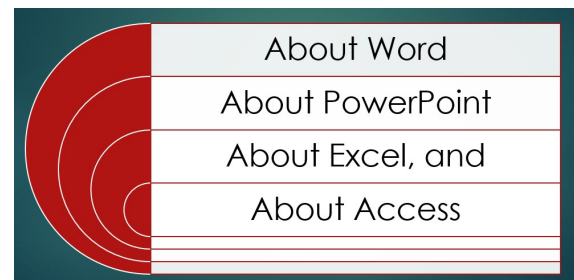


Figure 9: My New List

(Pages: 930 – 937) (7.14 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.

9. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

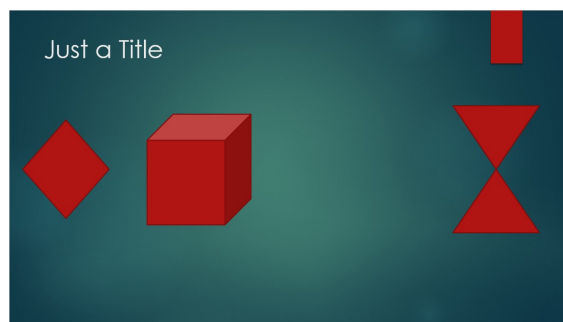


Figure 10: My Shapes

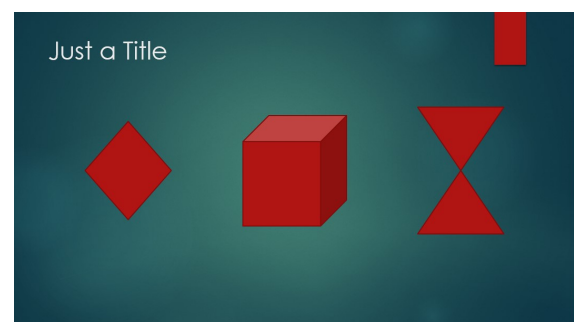


Figure 11: My Shapes: Moved

(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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages listed below.

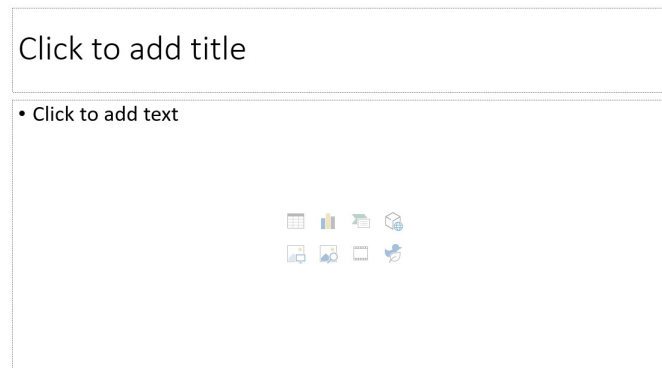


Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

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

11. How do you change the shapes on a PowerPoint slide shown in Figure 13, “Three Shapes” to the shape in Figure 14, “Three Shapes: Changed”?



Figure 13: Three Shapes

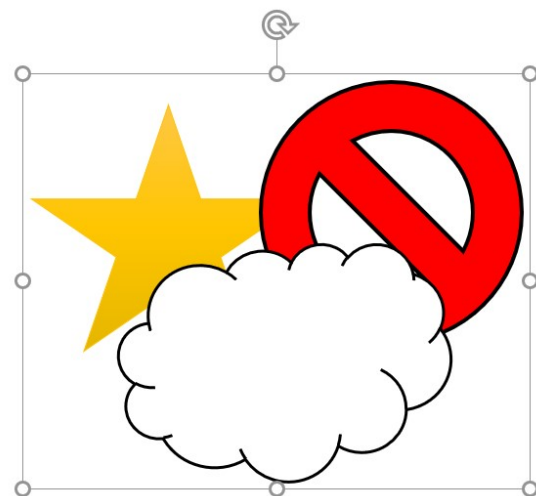


Figure 14: Three Shapes: Changed

(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.

12. (a) What is the object displayed in Figure 15?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 15: 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.
13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 16?

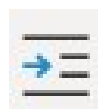


Figure 16: Button with Arrow

(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.

14. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

**Correct answer:** Select the slide you want to duplicate → Home tab → New Slide arrow → Click ‘Duplicate Selected Slides’.

## Extra Credit

### Word

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

(Pages: 365 – 366) (2.5 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.

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

(Pages: 380 – 382) (2.5 points)

**Correct answer:** One of the following answers would suffice:

- A **.docx** Word file belongs to 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.

### PowerPoint

17. If you click on any of the options shown in Figure 17, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (2.5 points)

**Correct answer:** The style of the table on the PowerPoint slide will change to the one that you click among the “Many options”.

18. Where do you need to click to change the chart in Figure 18, “Chart: Before” to the chart in Figure 19, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(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”.

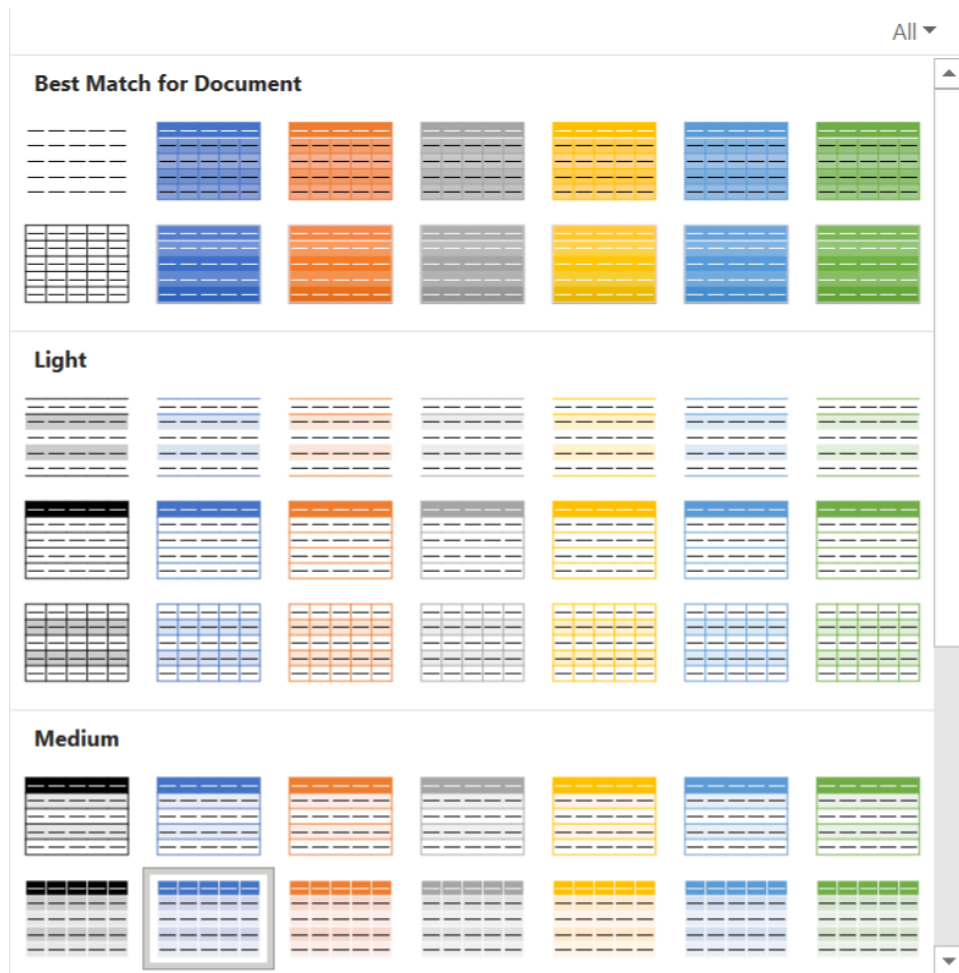


Figure 17: Many options

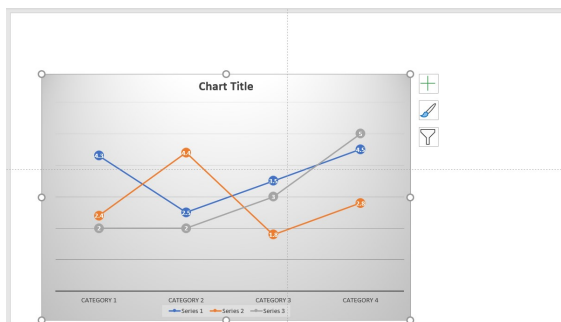


Figure 18: Chart: Before

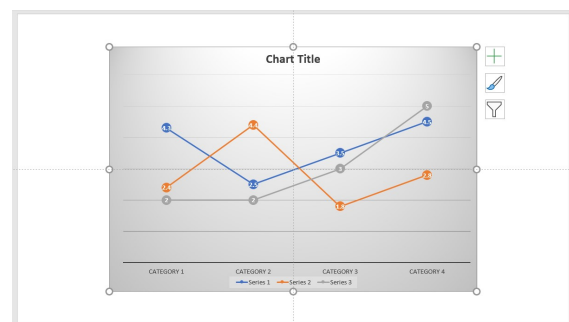


Figure 19: Chart: After



– End of Midterm Exam Solutions –