

Midterm Exam Solutions

Word – Short Answer

1. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

Correct answer: It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

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

the colroful flower

Figure 2: 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. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

Correct answer: Click the Design tab → click the Watermark arrow → click the “Custom Watermark...” option → next to the option Layout, click on “Horizontal” instead of “Diagonal” → click on Apply, and close the dialog box.

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Figure 3: Watermark: Before

Figure 4: Watermark: After

4. 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) (7.14 points)

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

5. 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 Italic (*I*) button

6. Where should you click to change the text layout in picture 5, “My Text Layout: Before” to the one in the picture 6, “My Text Layout: After” inside a Word document?

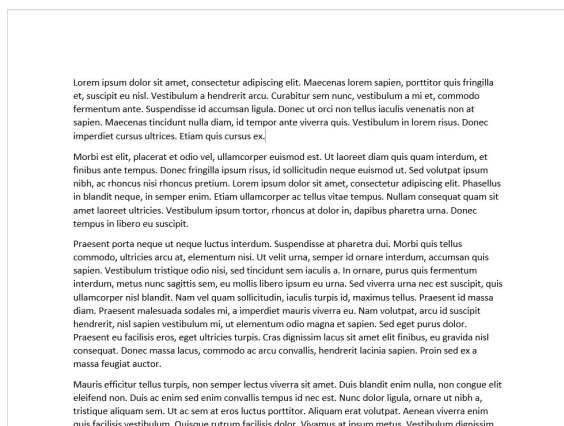


Figure 5: My Text Layout: Before

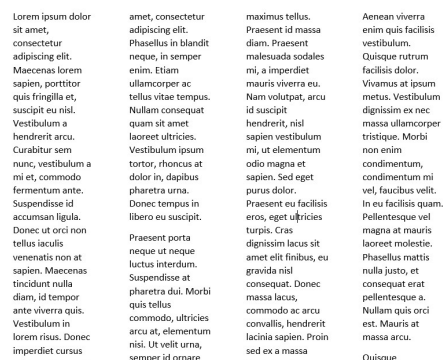


Figure 6: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

Correct answer: The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 1 columns, the “My Text Layout: After” image has 4 columns. To change the layout to the one shown on the “My Text Layout: After” image, you could select the entire text in the document → click on the Layout tab → click the Column arrow → click the “More Columns...” option, and then type the number 4 next to “Number of Columns”.

7. What is change has been made to the picture in Figure 7, “Dino: Before”, so that it became the picture in Figure 8, “Dino: After”?

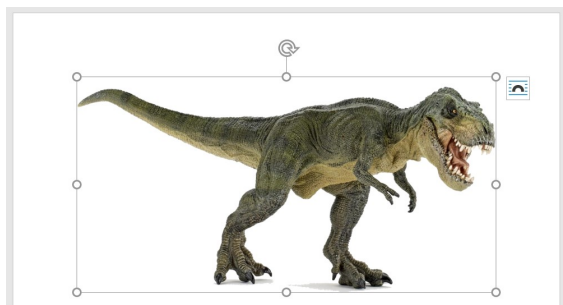


Figure 7: Dino: Before

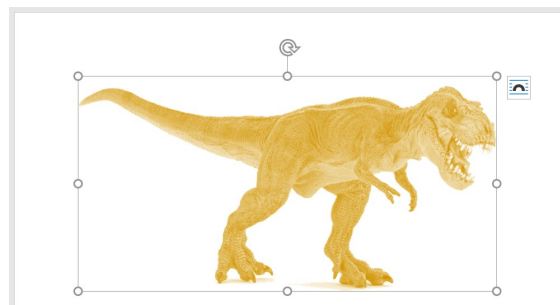


Figure 8: Dino: After

(Pages: 514 – 516) (7.14 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

PowerPoint – Short Answer

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



Figure 9: My Shapes

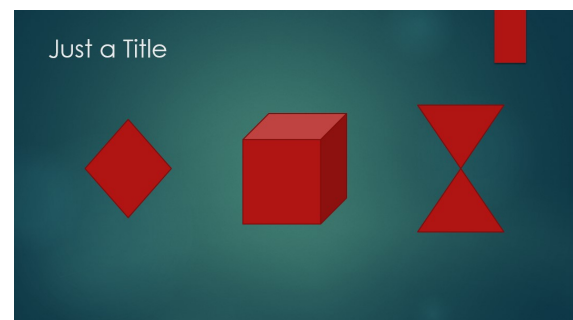


Figure 10: My Shapes: Moved

(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”.

9. Where do you need to click to change the table in Figure 11, “Table: Before” to the table in Figure 12, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

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



Figure 13: 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.

11. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

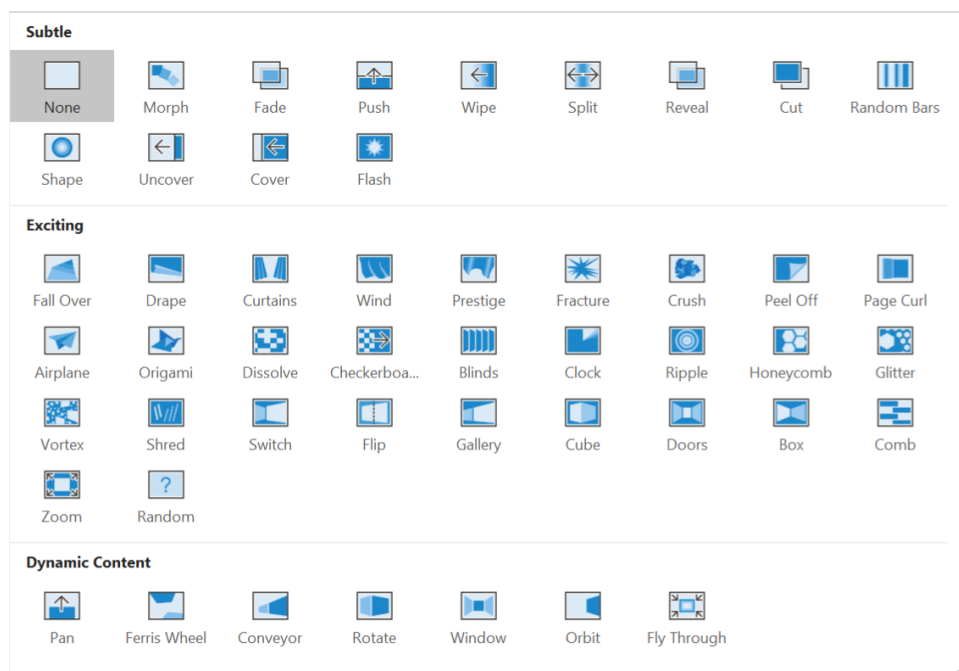


Figure 14: Many Options

(Pages: 962 – 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

12. You 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 15, “My Slides”. Where should you click to change the Slides tab to the one in Figure 16, “My Slides: Changed”?



Figure 15: My Slides



Figure 16: 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!

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

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Comparison.

14. (a) What is the object displayed in Figure 18?

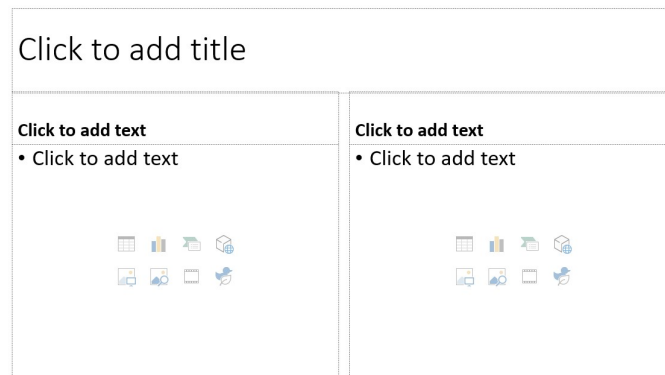


Figure 17: My Slide

- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 18: 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.

Extra Credit

Word

15. What is the purpose of the buttons displayed in Figure 19?

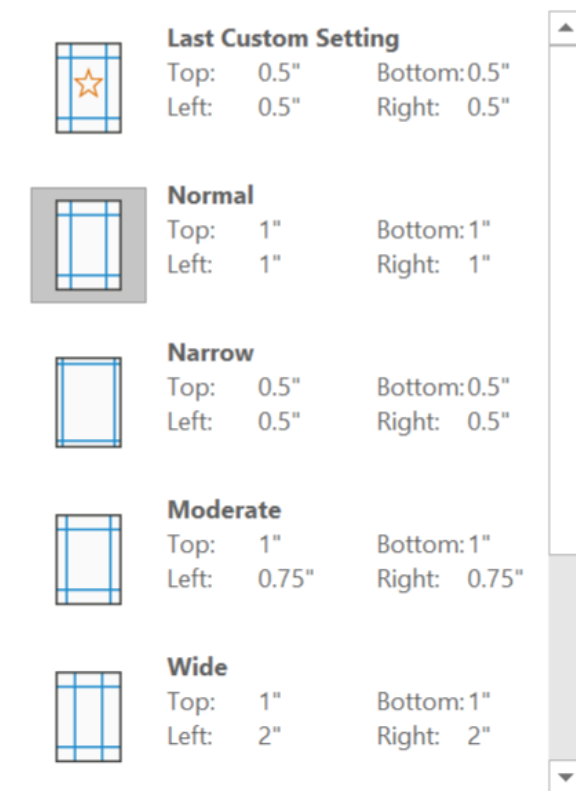


Figure 19: Five Buttons

(Pages: 772 — 774) (2.5 points)

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

16. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (2.5 points)

Correct answer: Since there are 7 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 15 points of space between the two paragraphs.

PowerPoint

17. The bulleted list in Figure 20, “My List” was converted into the object displayed in Figure 21, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 21, “My New List”?)

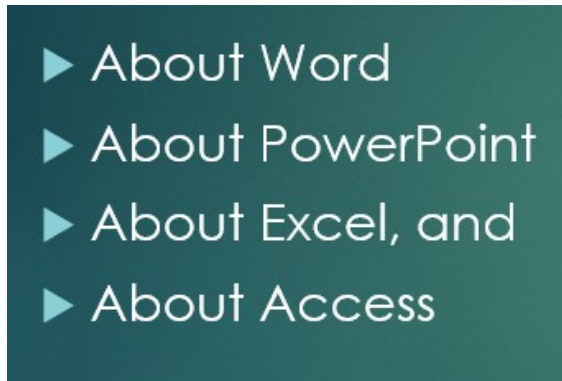


Figure 20: My List

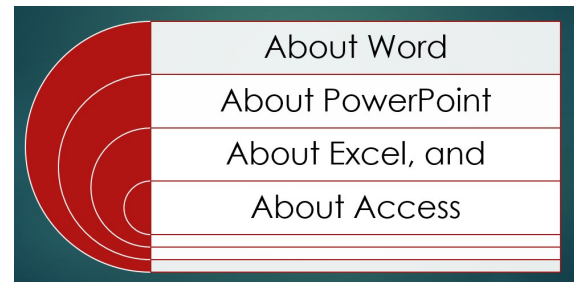


Figure 21: My New List

(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. Where do you need to click to change the chart in Figure 22, “Chart: Before” to the chart in Figure 23, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

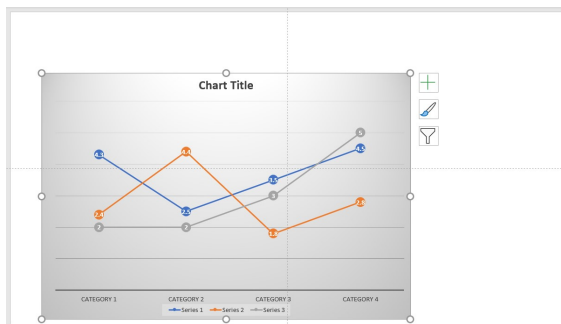


Figure 22: Chart: Before



Figure 23: 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”.

– End of Midterm Exam Solutions –