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".
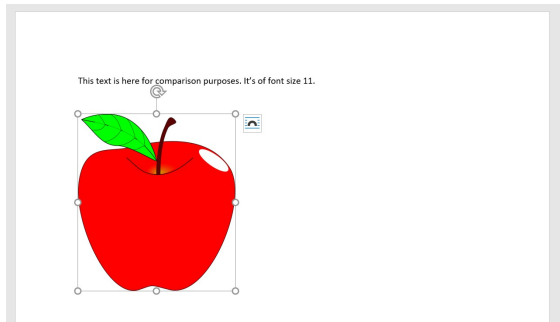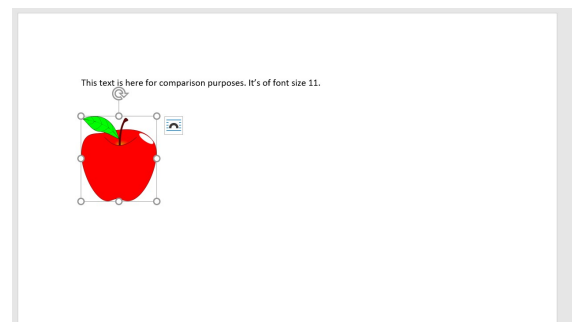

Figure 1: Apple: Before

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. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

3. What does the button displayed in the Figure 3 do?

Figure 3: 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.

4. 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.

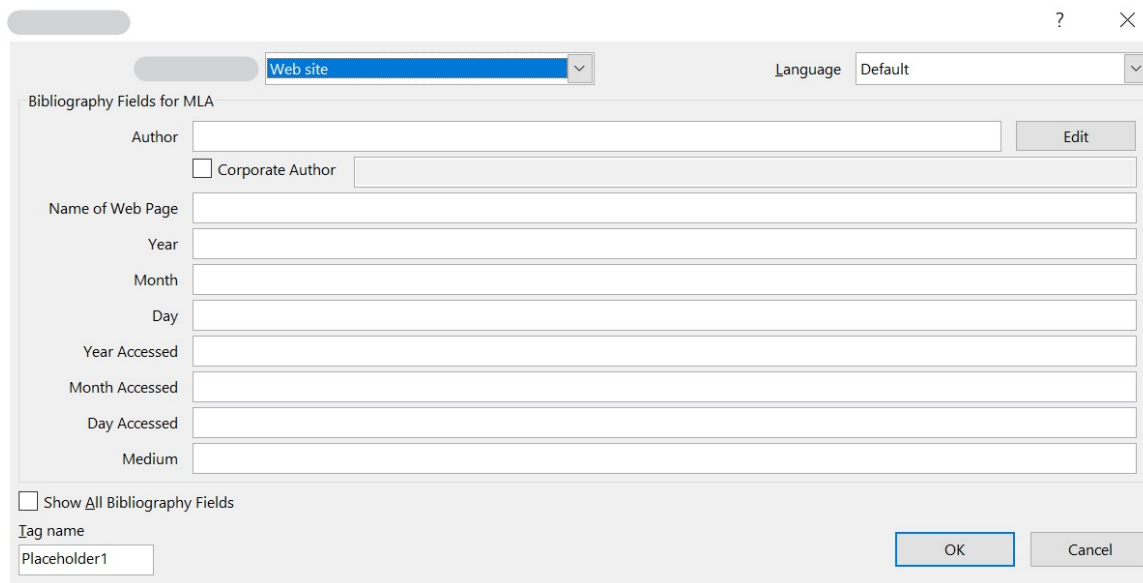5. What is the purpose of the following partially-shown dialog box in Figure 4?

Figure 4: 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.

6. You inserted an oval shape into your Word document shown in Figure 5, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 6, "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."

7. 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:
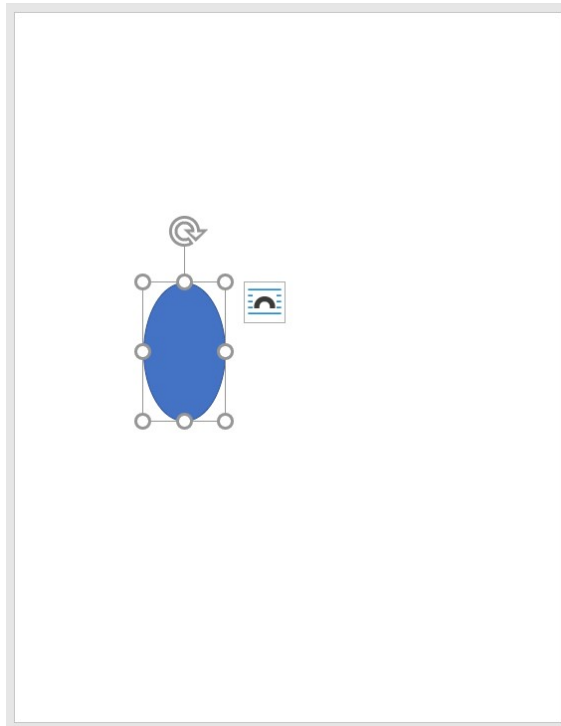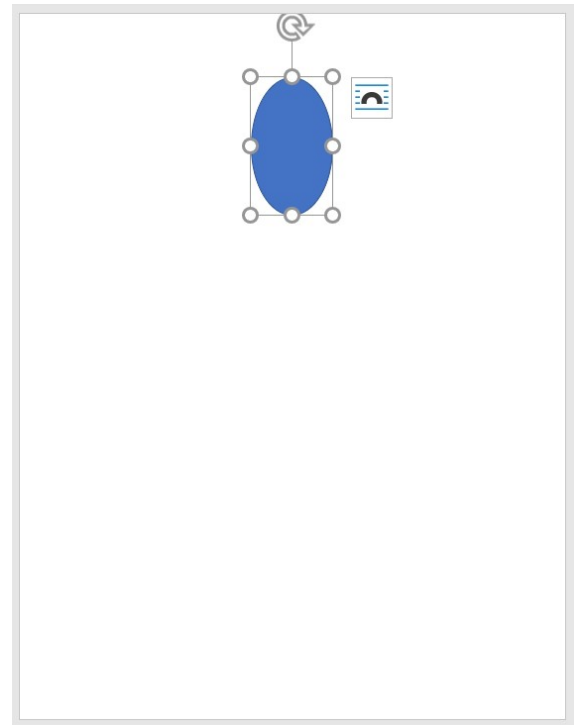
Figure 5: Added Oval Shape

Figure 6: Moved Oval

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.

PowerPoint – Short Answer

8. How can you move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(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".
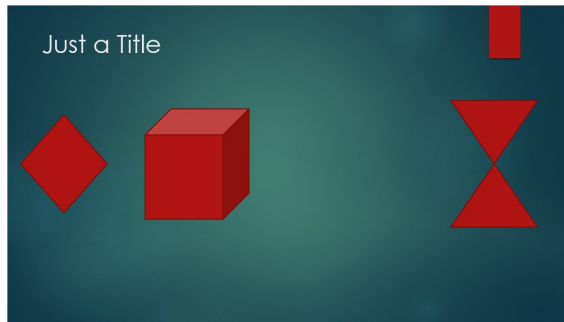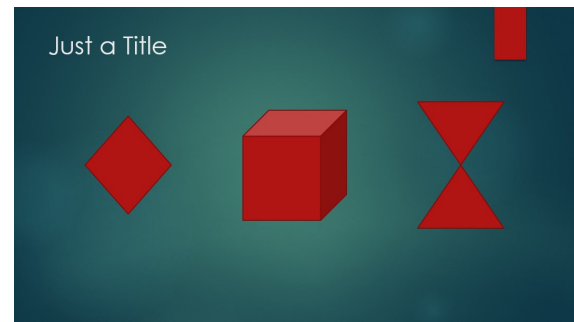
Figure 7: My Shapes

Figure 8: My Shapes: Moved

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 9? Your answer must use the box shown in that Figure.
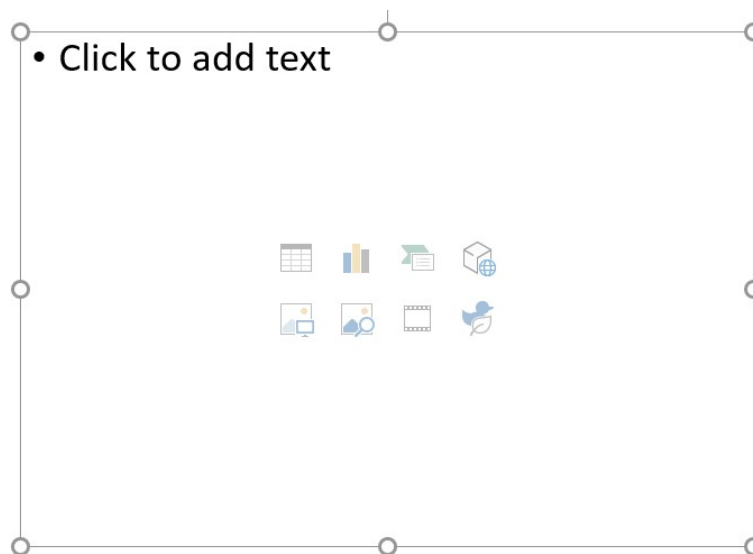

Figure 9: Insert Table Here

(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.

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

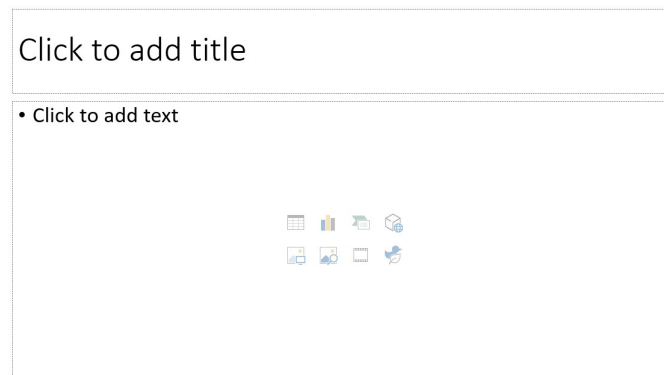**Correct answer:** This slide is of the type Title and Content.

Figure 10: My Slide

11. 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.

12. (a) What is the object displayed in Figure 13?
     (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

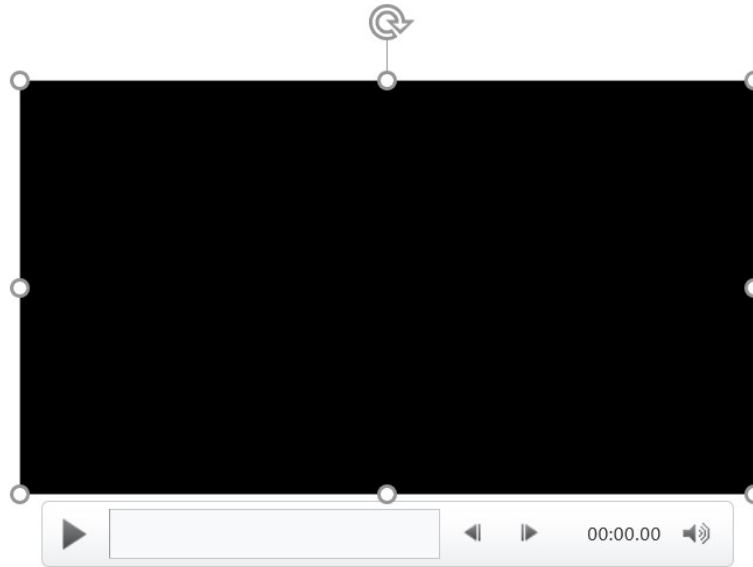(Pages: 980 – 987) (7.14 points)

Correct answer:

Figure 13: Object with Buttons

    (a) This is a video added to the PowerPoint slide.

    (b) When we click on the triangle button, the video starts playing.

13. 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'.

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

    (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. The following text appears in a Word document:
    Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove
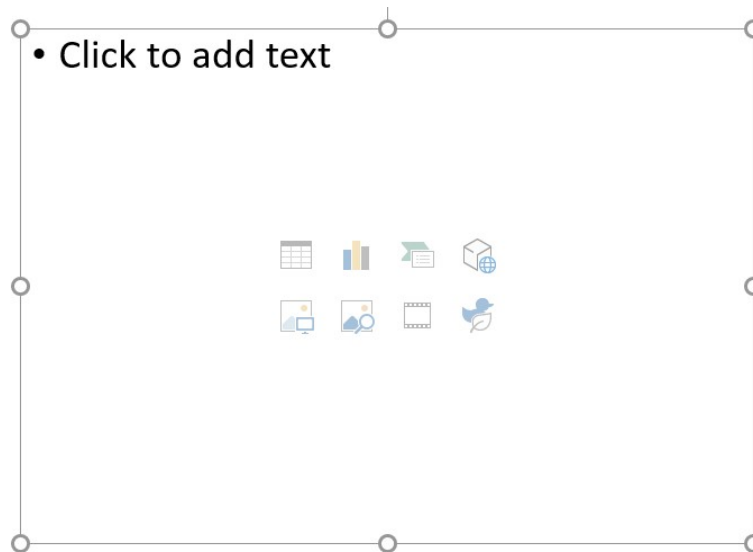
Figure 14: Insert Picture Here

this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 – 531) (2.5 points)

Correct answer: The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :)) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

16. Where should you click to change the text layout in picture 15, "My Text Layout: Before" to the one in the picture 16, "My Text Layout: After" inside a Word document?
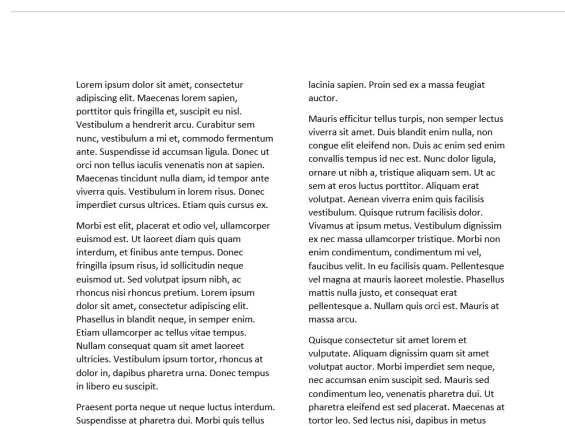

Figure 15: My Text Layout: Before

Figure 16: My Text Layout: After

(Pages: 465 – 469) (2.5 points)

Correct answer: The difference between the layout is in the number of columns: while the "My Text Layout: Before" image has 2 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".

PowerPoint

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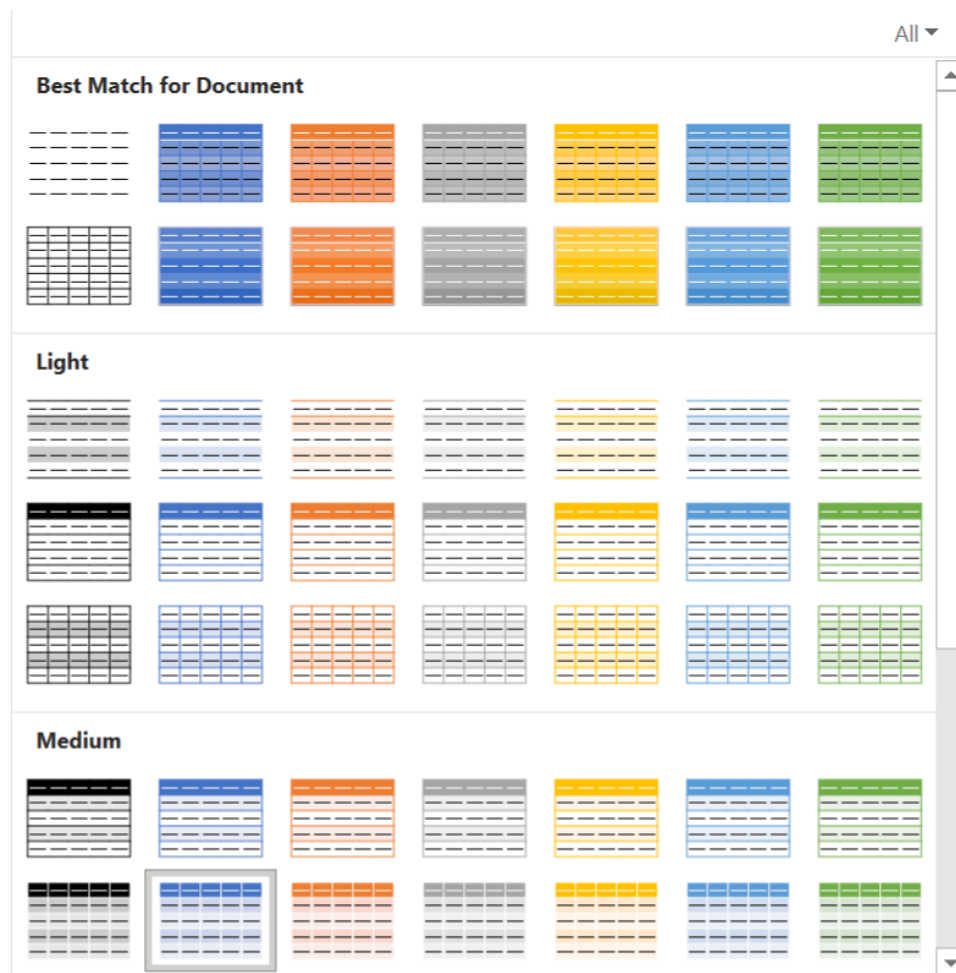

Figure 17: Many options

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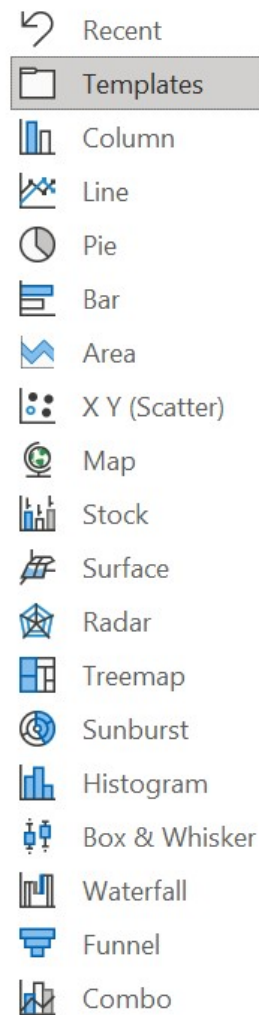

Figure 18: Long Menu

(Pages: 1116 – 1123) (2.5 points)

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

– End of Midterm Exam Solutions –