

Midterm Exam Solutions

Word – Short Answer

1. What is the purpose of the following partially-shown dialog box in Figure 1?

The dialog box is titled "Bibliography Fields for MLA". It contains the following fields and controls:

- Web site**: A dropdown menu.
- Language**: A dropdown menu set to "Default".
- Author**: A text input field with an **Edit** button.
- Corporate Author**: A checkbox.
- Name of Web Page**: A text input field.
- Year**: A text input field.
- Month**: A text input field.
- Day**: A text input field.
- Year Accessed**: A text input field.
- Month Accessed**: A text input field.
- Day Accessed**: A text input field.
- Medium**: A text input field.
- Show All Bibliography Fields**: A checkbox.
- Tag name**: A text input field containing "Placeholder1".
- OK** and **Cancel** buttons.

Figure 1: 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.

2. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 11 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 7 points of space below the 1st paragraph and there are 11 points of space above the 2nd paragraph, there will be a total of 18 points of space between the two paragraphs.

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

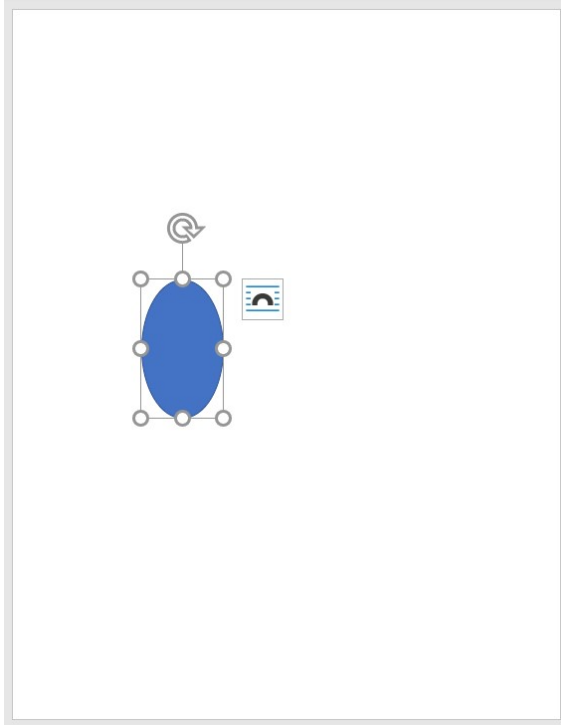


Figure 2: Added Oval Shape

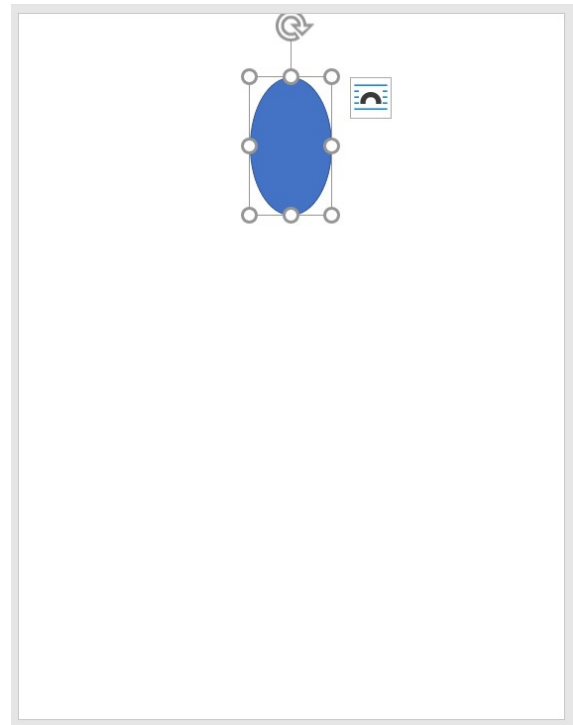


Figure 3: Moved Oval

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 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.

5. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

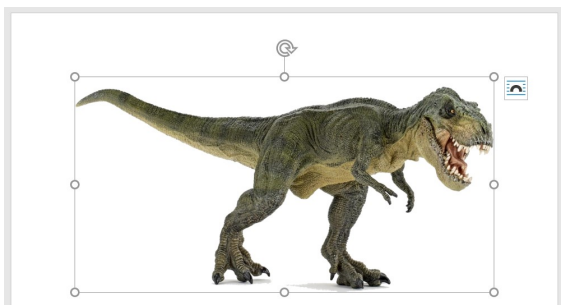


Figure 4: Dino: Before

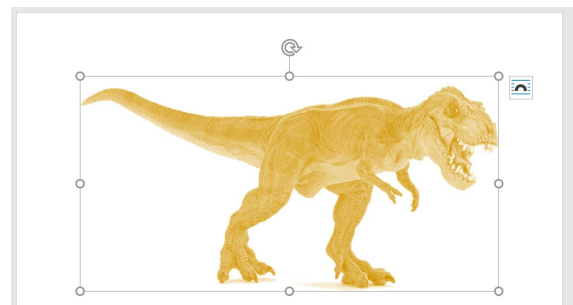


Figure 5: Dino: After

(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.

6. 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 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) (7.14 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!

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 Bold (B) button

PowerPoint – Short Answer

8. Where do you need to click to change the chart in Figure 6, "Chart: Before" to the chart in Figure 7, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

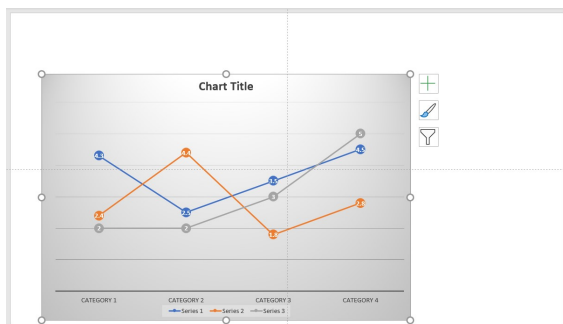


Figure 6: Chart: Before

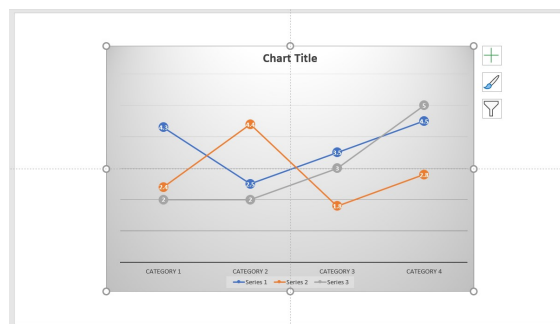


Figure 7: Chart: After

(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”.

9. Which button do you need to click to add the text pointed to 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.)

Just a Title

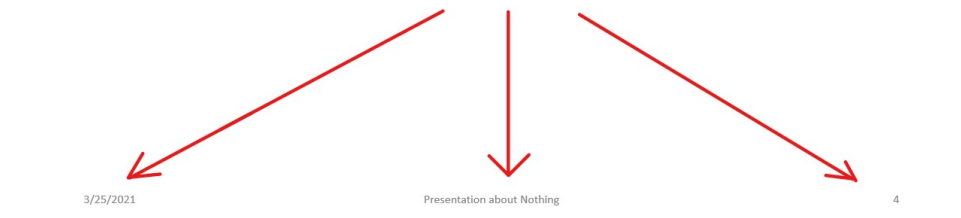


Figure 8: What is This

(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.

10. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

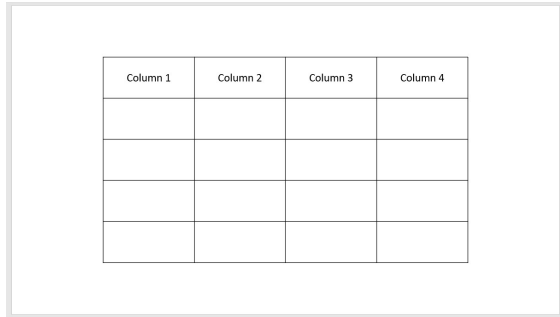
(Pages: 1155 – 1156) (7.14 points)

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.

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

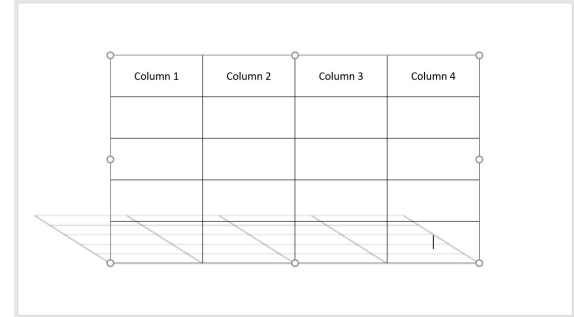
(Pages: 549 – 551) (7.14 points)

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.



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

12. How can you move the shapes in Figure 11, “My Shapes” so that they are positioned like those in Figure 12, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

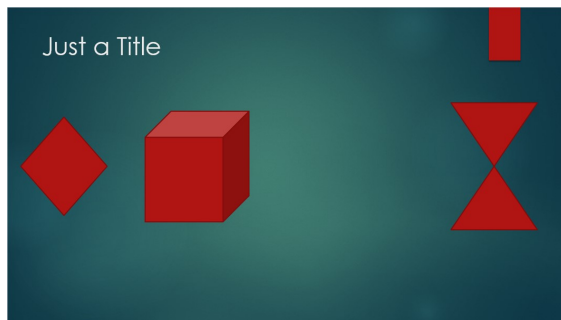


Figure 11: My Shapes

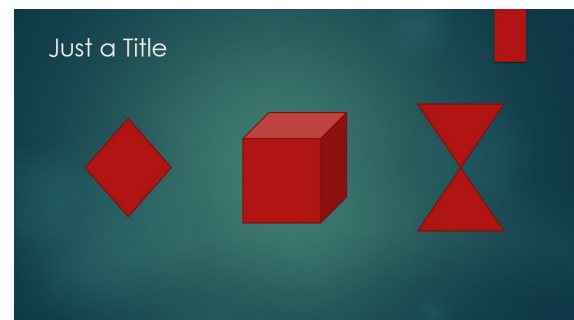


Figure 12: My Shapes: Moved

(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”.

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 13? **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.

14. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint’s tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

Correct answer: (Example:) Transitions, Animations

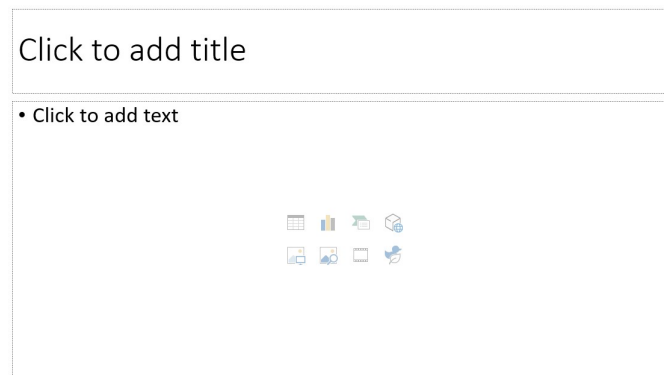


Figure 13: My Slide

Extra Credit

Word

15. What is the purpose of the buttons displayed in Figure 14?

(Pages: 772 — 774) (2.5 points)

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

16. 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.

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (2.5 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.

18. You are 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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “My Slides: Changed”?

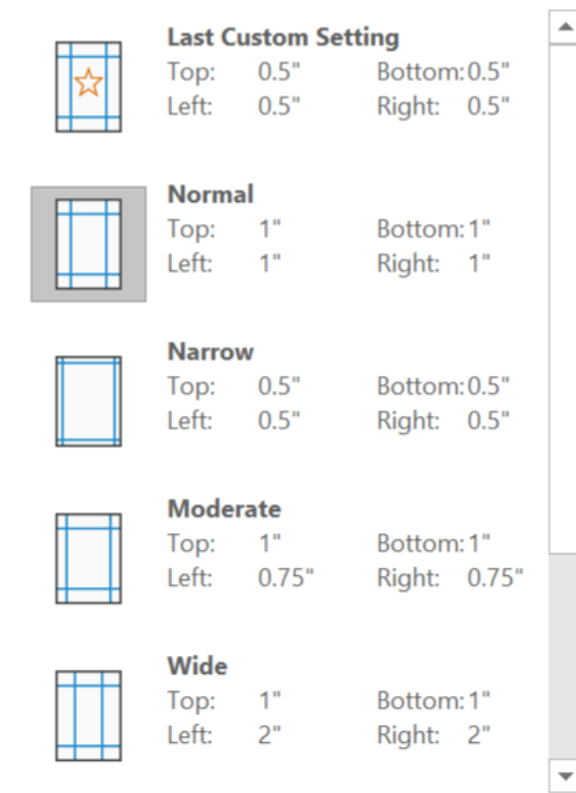


Figure 14: Five Buttons

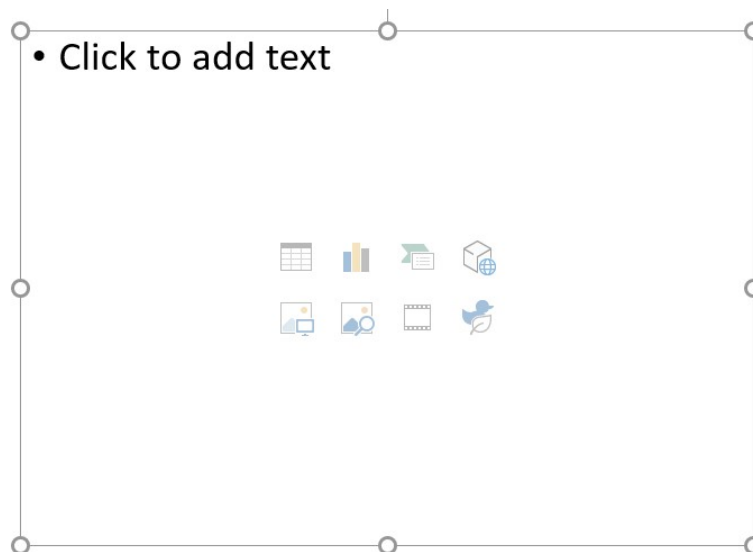


Figure 15: Insert Table Here



Figure 16: My Slides



Figure 17: My Slides: Changed

(Pages: 907 – 908) (2.5 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!

– End of Midterm Exam Solutions –