

Midterm Exam Solutions

Word – Short Answer

1. 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.

2. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?
(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.]

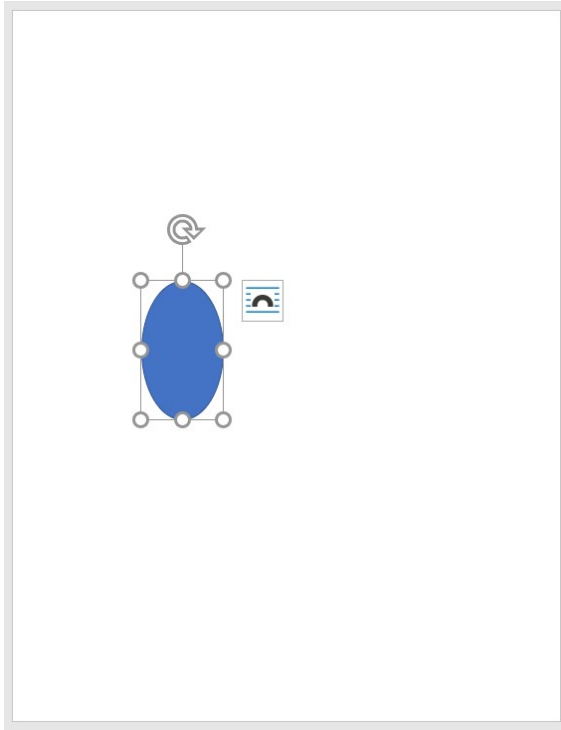


Figure 1: Added Oval Shape

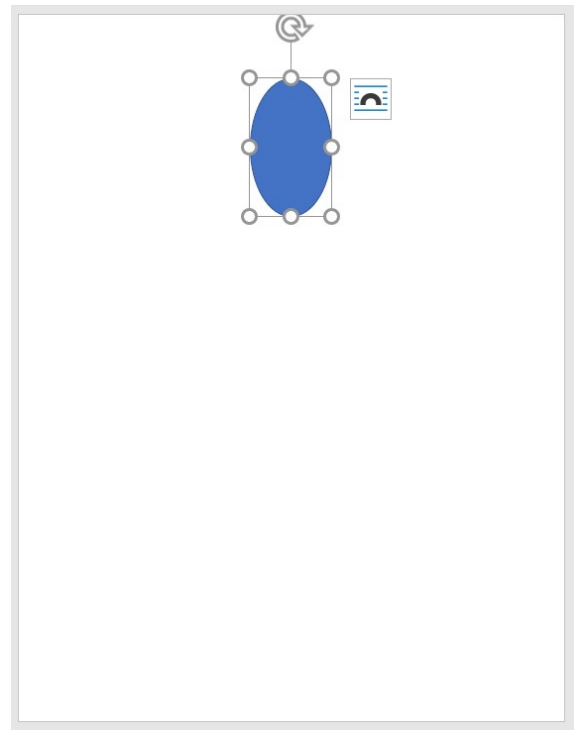


Figure 2: Moved Oval

the colroful flower

Figure 3: Phrase in Word

4. 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!

5. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (a) (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
 - (b) (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.
6. Suppose you are working on the SmartArt graphic in Word in Figure 4, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 5, “SmartArt: After”?

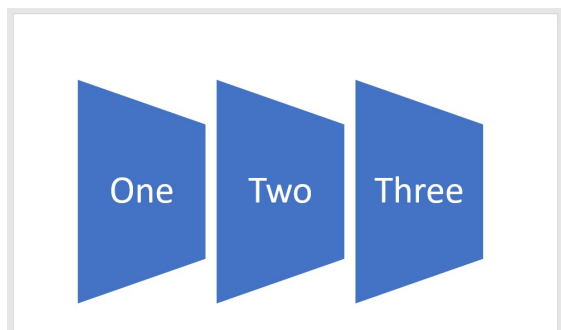


Figure 4: SmartArt: Before

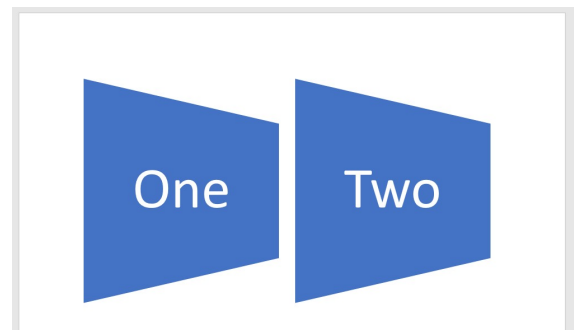


Figure 5: SmartArt: After

(Pages: 930 – 937) (7.14 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

7. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.) (Pages: 470 – 473) (7.14 points)

Correct answer: Insert tab → Header button → Blank option

PowerPoint – Short Answer

8. (a) What is the object displayed in Figure 6?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

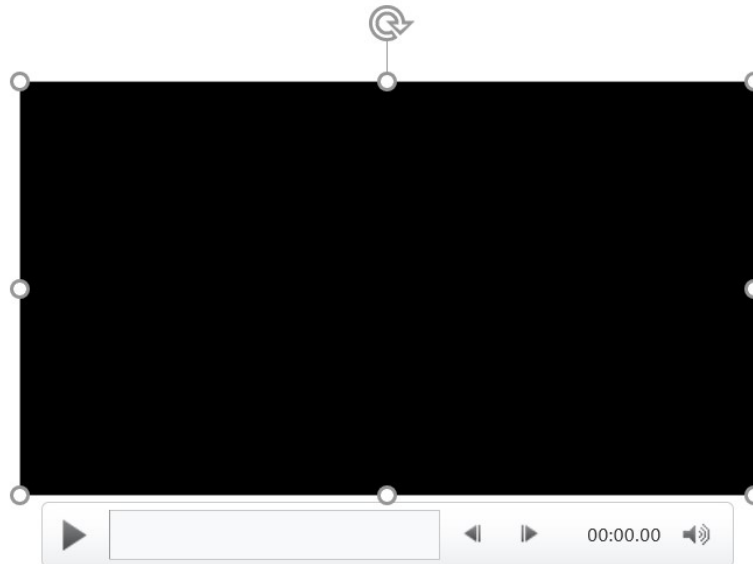


Figure 6: Object with Buttons

(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.
9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure. (Pages: 1055 – 1059) (7.14 points)

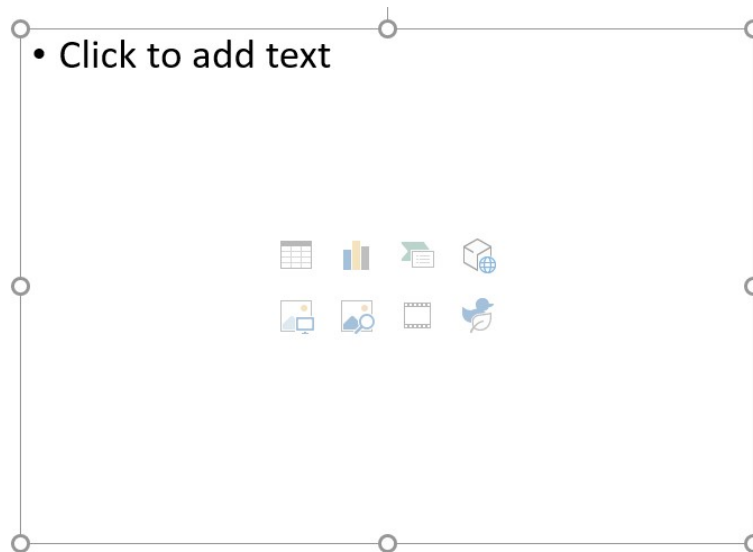


Figure 7: Insert Table Here

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

(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.

11. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

12. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “My New List”?)

(Pages: 930 – 937) (7.14 points)

Just a Title

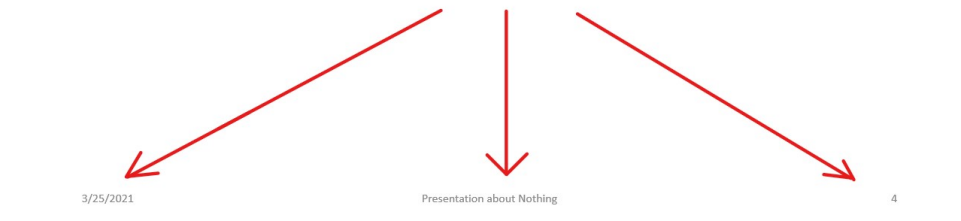


Figure 8: What is This

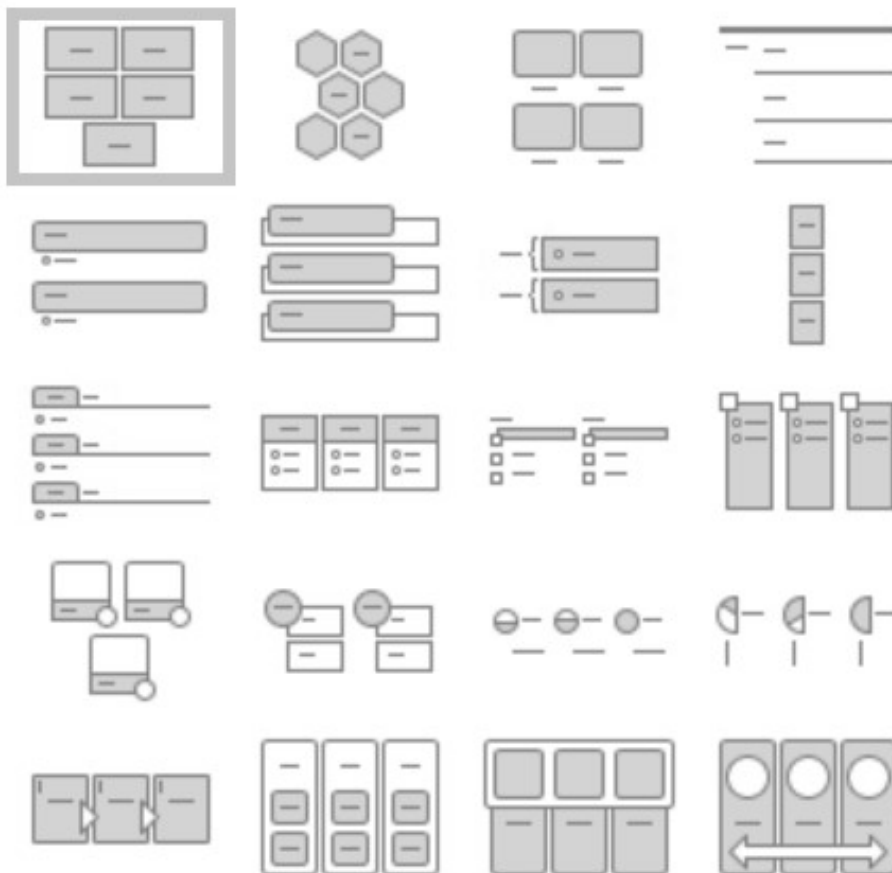


Figure 9: Many Options

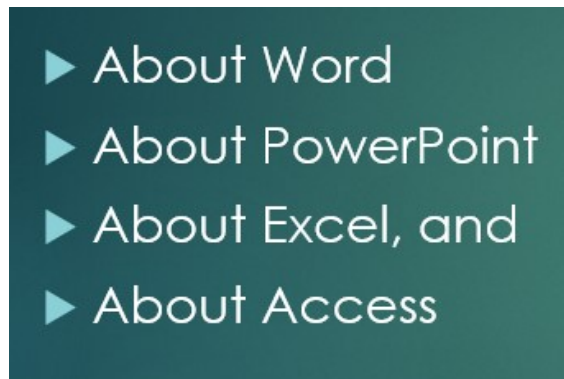


Figure 10: My List

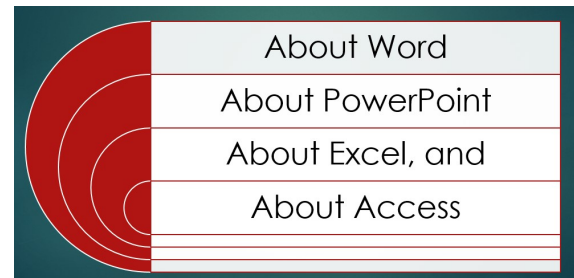


Figure 11: My New List

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.

13. 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.

14. (a) What is the name of the PowerPoint object appearing in the Figure 12?
 (b) Where do you need to click to delete/remove this object?

Figure 12: Object/Box

(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.

Extra Credit

Word

15. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 – 442) (2.5 points)

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

16. Where should you click to change the text layout in picture 13, “My Text Layout: Before” to the one in the picture 14, “My Text Layout: After” inside a Word document?

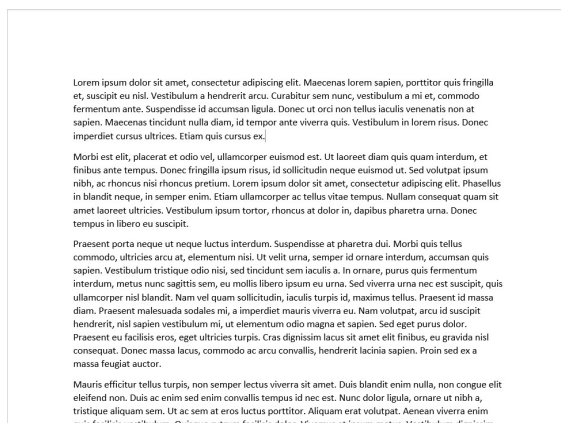


Figure 13: My Text Layout: Before



Figure 14: 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 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”.

PowerPoint

17. 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 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) (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!

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

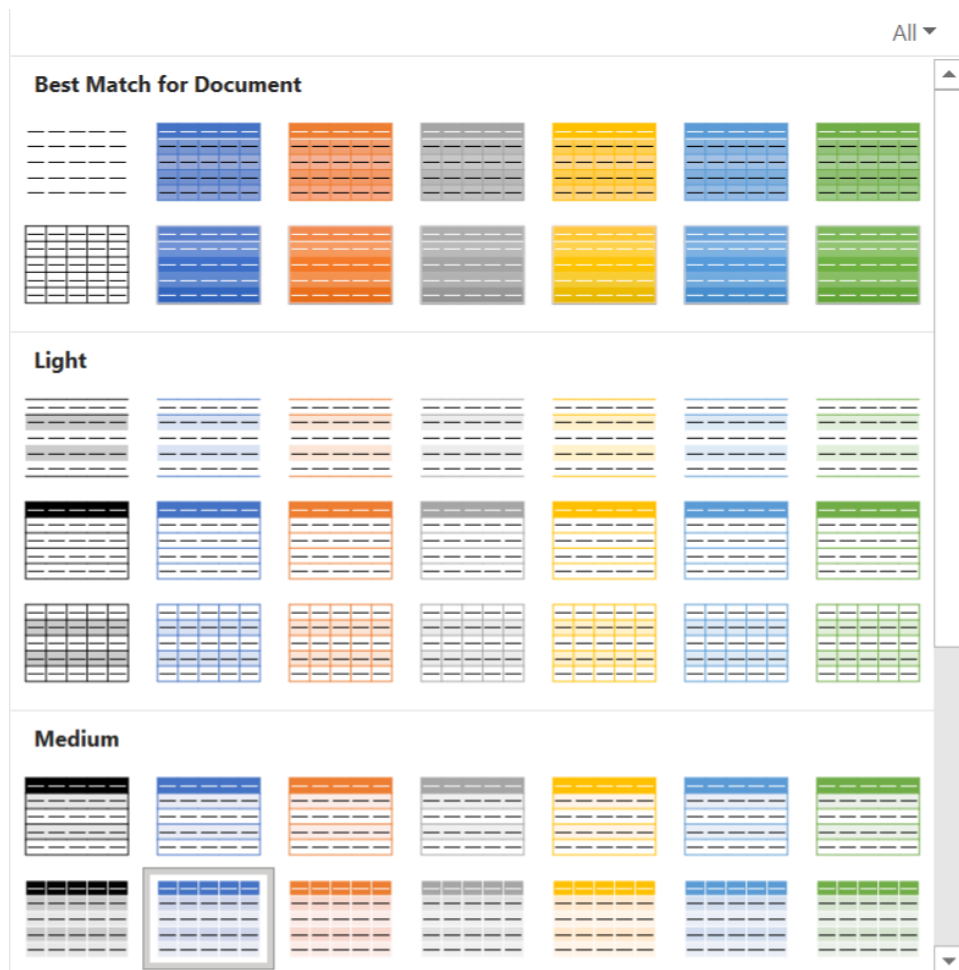


Figure 17: Many options

(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”.

– End of Midterm Exam Solutions –