

Midterm Exam Solutions

Word – Short Answer

1. 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.

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

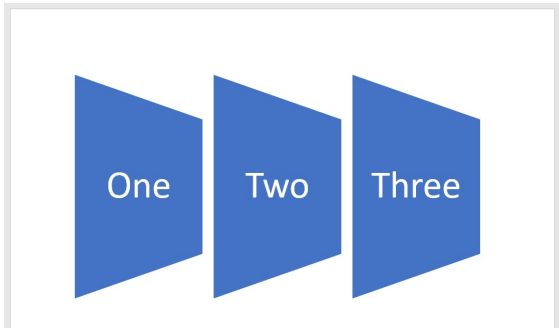


Figure 1: SmartArt: Before

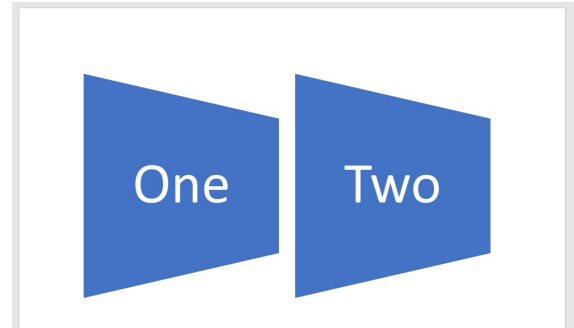


Figure 2: SmartArt: After

(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.

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

(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. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 18 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 15 points of space below the 1st paragraph and there are 18 points of space above the 2nd paragraph, there will be a total of 33 points of space between the two paragraphs.

Figure 3: Dialog Box

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



Figure 4: Window Area

- (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)

Correct answer:

- (a) This is the Quick Access Toolbar.
- (b) (For example:) The Save button saves the recent changes made to the Word document.
6. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “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.

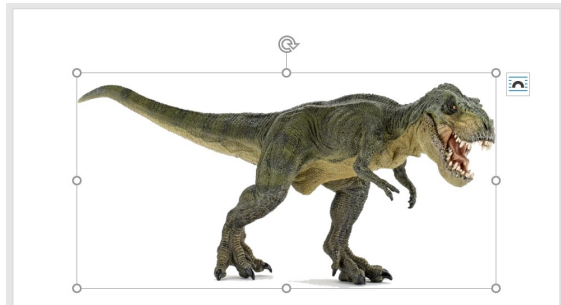


Figure 5: Dino: Before

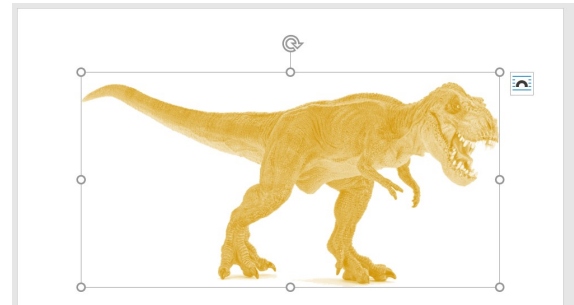


Figure 6: Dino: After

7. 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

PowerPoint – Short Answer

8. How do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “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.

9. 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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 7: Three Shapes

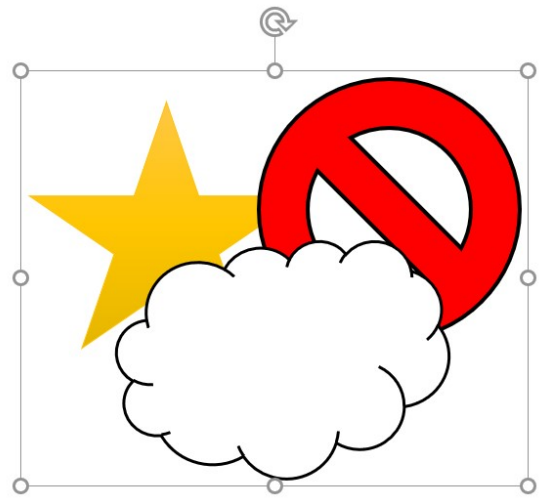


Figure 8: Three Shapes: Changed



Figure 9: My Slides



Figure 10: My Slides: Changed

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!

10. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

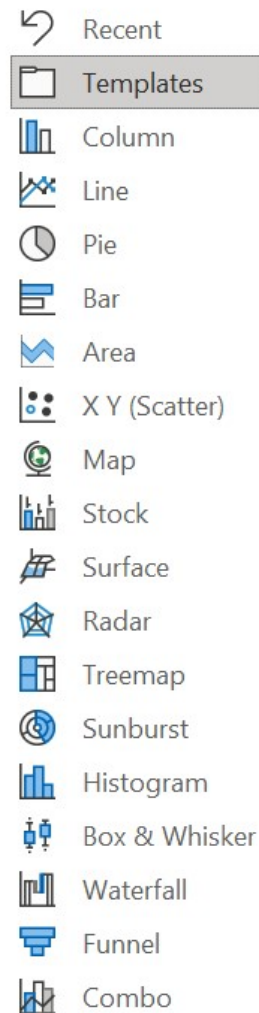


Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

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

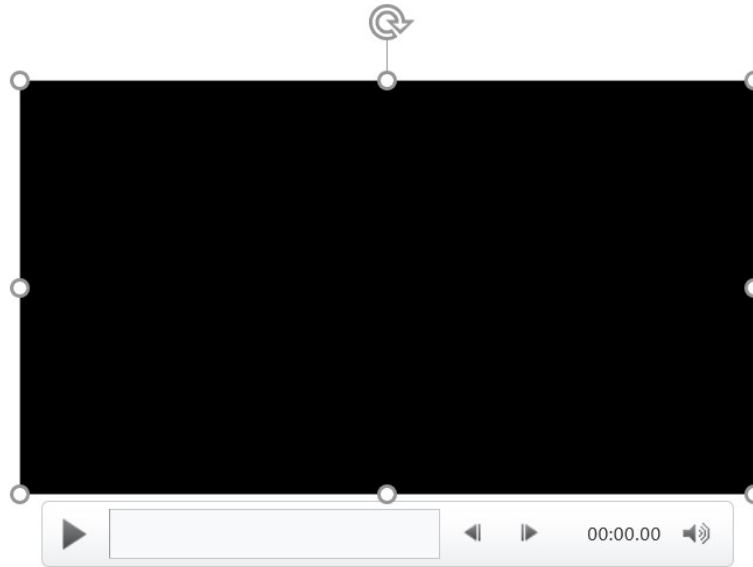


Figure 12: Object with Buttons

(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.
12. The bulleted list in Figure 13, “My List” was converted into the object displayed in Figure 14, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 14, “My New List”?)



Figure 13: My List

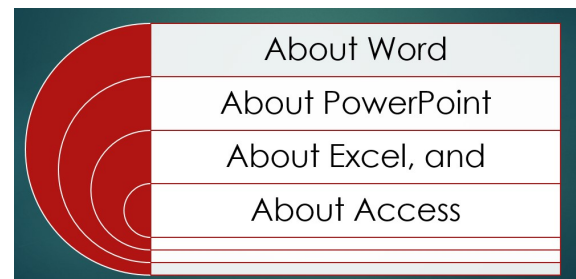


Figure 14: My New List

(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.

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint:** Look at the screenshots given on the textbook pages listed below.

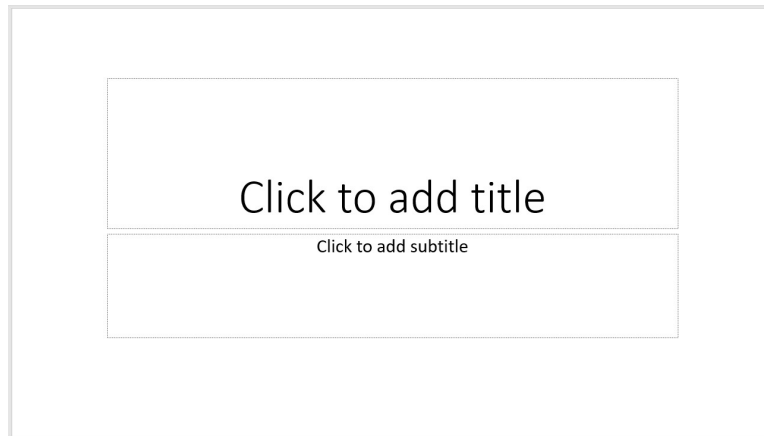


Figure 15: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title Slide.

14. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

Correct answer: Landscape because the width of a slide is longer than its height.

Extra Credit

Word

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

(Pages: 772 — 774) (2.5 points)

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

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

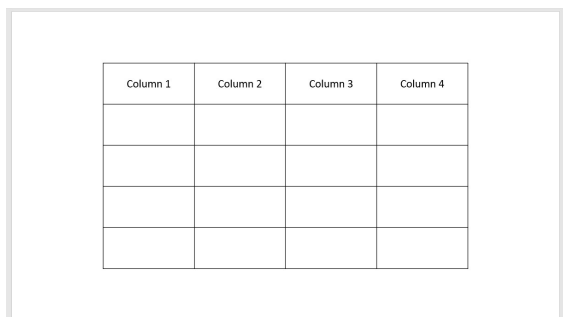
(Pages: 380 – 382) (2.5 points)

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.

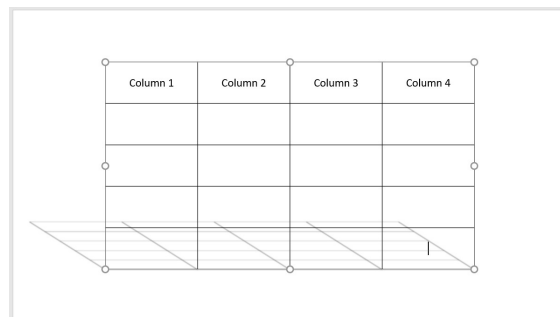
PowerPoint

17. Where do you need to click to change the table in Figure 16, “Table: Before” to the table in Figure 17, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 16: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 17: Table: After

(Pages: 549 – 551) (2.5 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.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 18? (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) (2.5 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.

– End of Midterm Exam Solutions –

Just a Title

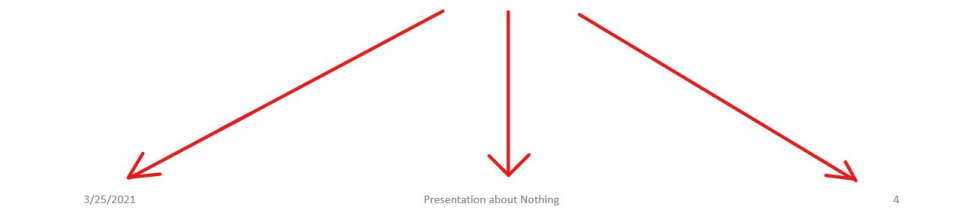


Figure 18: What is This