Midterm Exam Solutions

Word – Short Answer

1. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 - 64) (7.14 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

2. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem Mauris efficitur tellus turpis, non semper lectus waute efficient eines turps, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex. orrare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus portitor. Aliquam erat volutpat. Aenean vivera enim quis facilisis vestibulum, Quisque rutum facilisis dodor. Vivamus at ipaum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, fauchtus velit. In eu facilisis quam. Pellentesque vel magna at mamris Jaoreet molestic. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nillam quis orci est. Mauris at massa arcu. Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam euismod est. Ut lacoret diam quis quam interdum, et finibus ante tempus. Done fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpus ipsum nibh, a rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequal quam sit amet laoreet ultricles. Vestibulum ipsum tortor, rhoncus at dolor in, daipbius pharetra urna. Donec tempus in libero eu suscipit. Quisque consectetur sit amet lorem et vulputate. Aliquam dipnissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifende at sed placera. Maceenas tortor leo. Sed lectus nisi, dapibus in metus Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus

Figure 1: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maccenas forem saplen, portitor quis firnigilla et, a suscipit eu nisi. Vestibulum a nenderet arcu. Curabitur sem nunc, vestibulum a mit et, commodo frementum ante. Suspendisse idi accumsan ligula. Done ut orci non tellus iaculis venenasis non a taspien. Maccenas tincidunt nulla dian, id tempor atte vierra a diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex. Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id

tincidunt sem iaculis a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisl blandit. Nam vel quam sollicitudin, iaculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada diam. Praesent malesuada diam. Praesent malesuada tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisl sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dok Praesent eu facilisis eros, eget ultricies turnis Cras eget ultricies turpis. Cras dignissim lacus sit amet elit

Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique massa ullamcorper tristique.
Morbi non enim
condimentum, condimentum
mi vel, faucibus velit. In eu
facilisis quam. Pellentesque
vel magna at mauris laoreet
molestie. Phasellus mattis
nulla justo, et consequat erat
pellentesque a. Nullam quis
orci est. Mauris at massa

Quisque consectetur sit arme lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed

Figure 2: My Text Layout: After

nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum

tristique odio nisi, sed

tincidunt sem iaculis a. In

(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 2 columns, the "My Text Layout: After" image has 3 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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 3 next to "Number of Columns".

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 \rightarrow click the Watermark arrow \rightarrow click the "Custom Watermark..." option \rightarrow next to the option Layout, click on "Horizontal" instead of "Diagonal" \rightarrow click on Apply, and close the dialog box.

4. Here is a paragraph in a Word document:

et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum arte. Suspendissa id accumsan liguia. Donec ut ordi non tellus iaculis venenatis non at sapien. Maecensa indicular tuila idiani, id tempor ante viverra quis. Vestibulum in lorem risus. Don imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elli, placerat et doli ova, liumoropra euismod est. Ut laoreet diam quis quam interdum, finibus ante tempus. Donce fringilla ipsum risus, i da follicitudin neque euismod ut. Sed volutpat ips nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adiplacing elit. Phi in blandit neque, in semper enim. Etiam ullamocopra et zetilus vitae tempus. Nullam corsequat qui amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donce tempus in labere ou suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse commodo, ultricies arcu at. elamantum.

massa feugiat auctor.

Mauris efficitur relius turpis, non semper lectus viverna st amet. Quis blandit enim nulla, non conque e eleifand non. Duis acanim sed enim comalilis tempus id necesti filunc dolor ligula, ornare ut nibh a, tristique allquim sem. Ut a scem at era lactus portitor. Allquim erat volutpat. Aenean vivera enim evia facilia view followum. Quitage currum facilista dolor. Vivernus at ippum metu. Vestibulum dignissim ex nec quassa ullamcorper tristique. Morbi non enim condimentum, condimentum mi ve, faucibus vei line ut acfainis quante. Peleintesque vei mapa na trangus la oreser molesties. Pensellus mattis nulla justo; consequat errat pelientesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consecteur sit amet lorem et vuljuutate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem redge, nec accuman enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eliferad estred placerat. Maecansa at tortor leo. Sed lectus nisi, dapibus in metus quis, blandir ullamcorger turpis. In sapien libero, finibus non mollies u, tempor ait amet lacus. Morbi coli lacus, scelerique of mi a, accuman dapibus leo. Mauris in justo metus. Nulla lacria, urna emer ornare conge, massas clusila bottoris sem. vitae retium lorem ori eu massas. Curabitur quis

Motro i odi lacus, scelerisque id mi a, accuman dapibus ieo. Mauris in justo metus. Nulla lacinia, ur amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere portititor. Ut sagitis sapien ac uma consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

/estibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit lodales. Mauris suscipit vestibulum est. Pellenteaque nec fringilla leo. Ut dolor ipsum, aliquet vei ullamecraper no, sicilicitudin et orci. Sed a tempor trupis. Nullam porta purcus eros, vei eleifend un negestas eget. Morbi quis nulla vei ipsum tempor eleifend. Praesent ullamorprer mauris leo. Nulla

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitios et, suscipit eu nisi. Vestibulum a hendrent arcu. Curabitur sem nunc, vestibulum a niet, et fermentum ansi. suspendisse i al caussan liguida. Done nu torci non tellui sculiu venenat sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem imperdite cursus vitires. Ettam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam inte word as etc., placer at et. doud ver, unarroutiple elasmol est. of sader et unarroutiple upuam interuori, et finitibus ante tempos. Donec fringilla ispum dau, joi soliturdin neque estimod ut. Sed volutipat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipicing elli. Phase in blandin eque, joi seeper elmic. Eliam ulliamcorper a cellau vitate empur, Nullam consequat quan amet lacreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec

Consequent erar perientesque a. Anusam quis orio est. Anusin at massa arcu.

Outsique consecturu rist amen torem et vulgutate. Alliquam diginistim quum sit amet volutpat auctor.

Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenat pharetra dui. Ut pharetra eleifend est sed piacerat. Maecenas sit otror leo. Sed lectum insi, dispibuis in metura quis, biandru dilamcorper turryis. In sapien libero, finibus onn onilisi es, tempor sit ameta leaus.

Morbi odol lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Mulla lacinia, um amet ornare conge, massas tellus loboris sem, vitae pretium forem oric el massa. Curabitur quis placerat risus. Cras varius posuere portittor. Ut segittis sapien ac uma consequat, eu lacreat elit triodium. Fusice consulist sempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit vestioumit condimentum sodales tortor, a sempler leo malessada in. Meccenas piacerat neintret sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, allquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend u egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 3: Watermark: Before

Figure 4: Watermark: After

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.

5. What does the button displayed in the Figure 5 do?



Figure 5: 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.

6. Name three commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

Correct answer: (For example:) Bold, Increase Font Size, and Paste

7. What is the purpose of the buttons displayed in Figure 6?

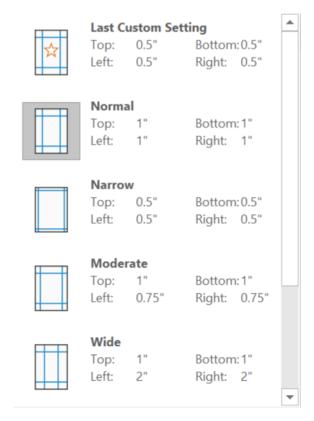


Figure 6: Five Buttons

(Pages: 772 - 774) (7.14 points)

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

PowerPoint - Short Answer

8. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

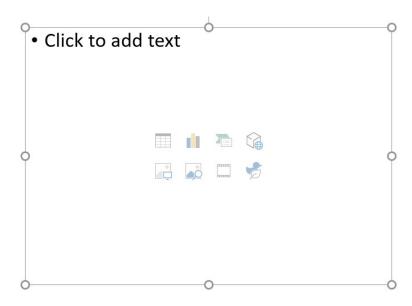


Figure 7: Insert Picture Here

(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 \rightarrow Scroll through the list of files on the Desktop to find that picture \rightarrow double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?



Figure 8: 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.

- 10. (a) What is the name of the PowerPoint object appearing in the Figure 9?
 - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

Correct answer:

(a) This is the placeholder of the Title, or "Title placeholder" shortly.

Click to add title

Figure 9: Object/Box

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

(Pages: 1116 – 1123) (7.14 points)

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

- 12. What is the difference between this list:
 - Apple
 - Cherry
 - Banana
 - Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 - 446) (7.14 points)

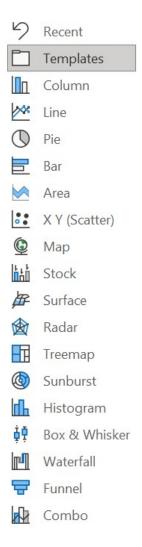


Figure 10: Long Menu

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

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

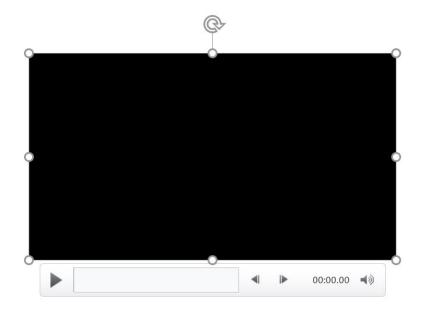


Figure 11: Object with Buttons

(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.
- 14. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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 \rightarrow Click the "Header & Footer" button \rightarrow Check the "Date and time" box \rightarrow Click on the Fixed radio button \rightarrow Check the "Slide Number" box \rightarrow Check the "Footer" box \rightarrow Type: "Presentation about Nothing" \rightarrow Click the "Apply to All" button to insert this footer.

Just a Title



Figure 12: What is This

Extra Credit

Word

15. What is change has been made to the picture in Figure 13, "Dino: Before", so that it became the picture in Figure 14, "Dino: After"?

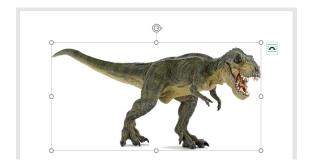


Figure 13: Dino: Before

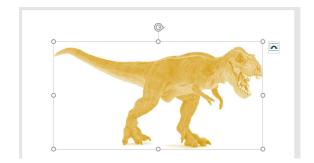


Figure 14: Dino: After

(Pages: 514 - 516) (2.5 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 \rightarrow Click the Picture Tools: Format Tab \rightarrow Click the Color button \rightarrow Click on the Gold or Yellow color.

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 \rightarrow scroll through the list of apps until the Word app name appears \rightarrow Click the Word app name to open the app.

PowerPoint

- 17. The bulleted list in Figure 15, "My List" was converted into the object displayed in Figure 16, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 16, "My New List"?)
- About Word
- ▶ About PowerPoint
- About Excel, and
- ▶ About Access

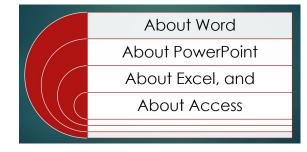


Figure 16: My New List

Figure 15: My List

(Pages: 930 - 937) (2.5 points)

Correct answer: Select all the bulleted list's items \rightarrow Click the Home Tab \rightarrow Click the "Convert to SmartArt" button \rightarrow 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 17, "Chart: Before" to the chart in Figure 18, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

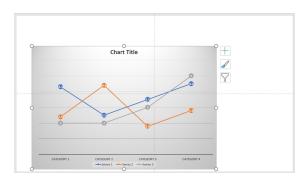


Figure 17: Chart: Before

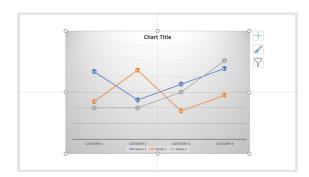


Figure 18: Chart: After

(Pages: 1126 – 1133) (2.5 points)

Correct answer: Select the chart \to click on the Chart Tools: Format tab \to Click on the Align button \to click on "Align Center" \to Click on the Align button again \to click on "Align Middle".

– End of Midterm Exam Solutions –