Midterm Exam Solutions

Word − Short Answer

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

   (Pages: 380 − 382) (7.14 points)

   Correct answer: One of the following answers would suffice:

   - A **.docx** Word file belongs 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.

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

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.

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."]
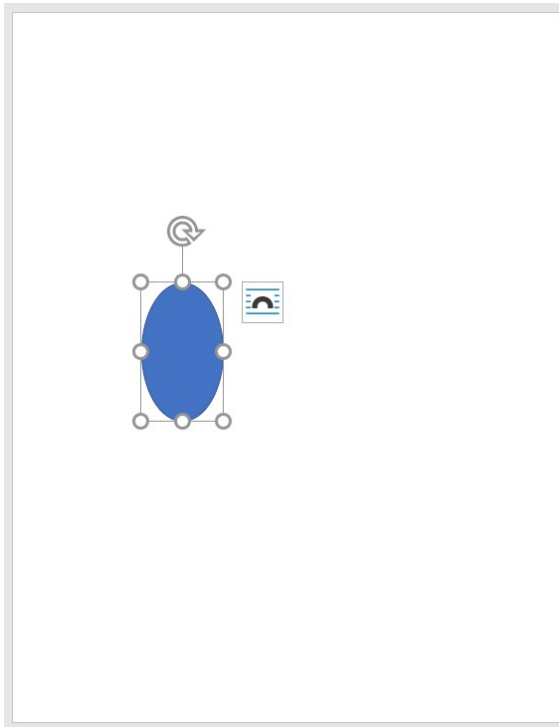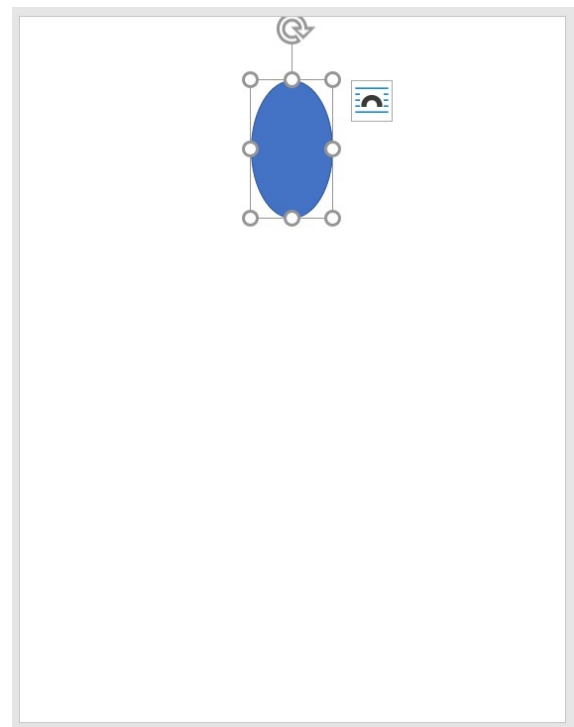

Figure 2: Added Oval Shape

Figure 3: Moved Oval

(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."

4. 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.

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

Figure 4: Phrase in Word

(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.]

6. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?
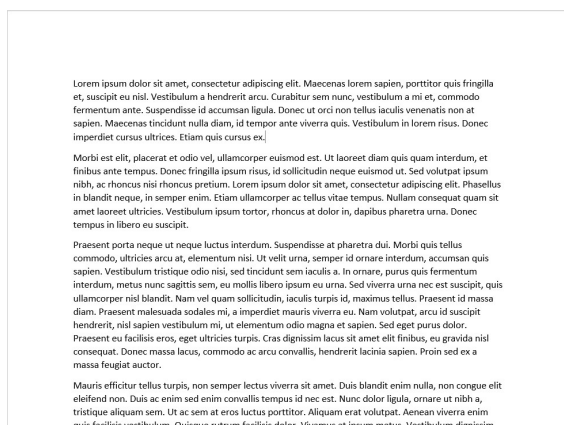
Figure 5: My Text Layout: Before

Figure 6: My Text Layout: After

(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 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".

7. Explain where you should click to:

(a) Save the Word document for the 1st time (mention just **one** way.)

(b) Open an <u>existing</u> 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 $\rightarrow$ Save As $\rightarrow$ This PC $\rightarrow$ type the file name and choose the folder to which it will be saved $\rightarrow$ Click on "Save".

(b) (For example:) Open the Word app $\rightarrow$ File Tab $\rightarrow$ Open $\rightarrow$ This PC $\rightarrow$ search for the document or open the folder where it's saved $\rightarrow$ Click on the name of the document $\rightarrow$ Click on "Open".

PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?
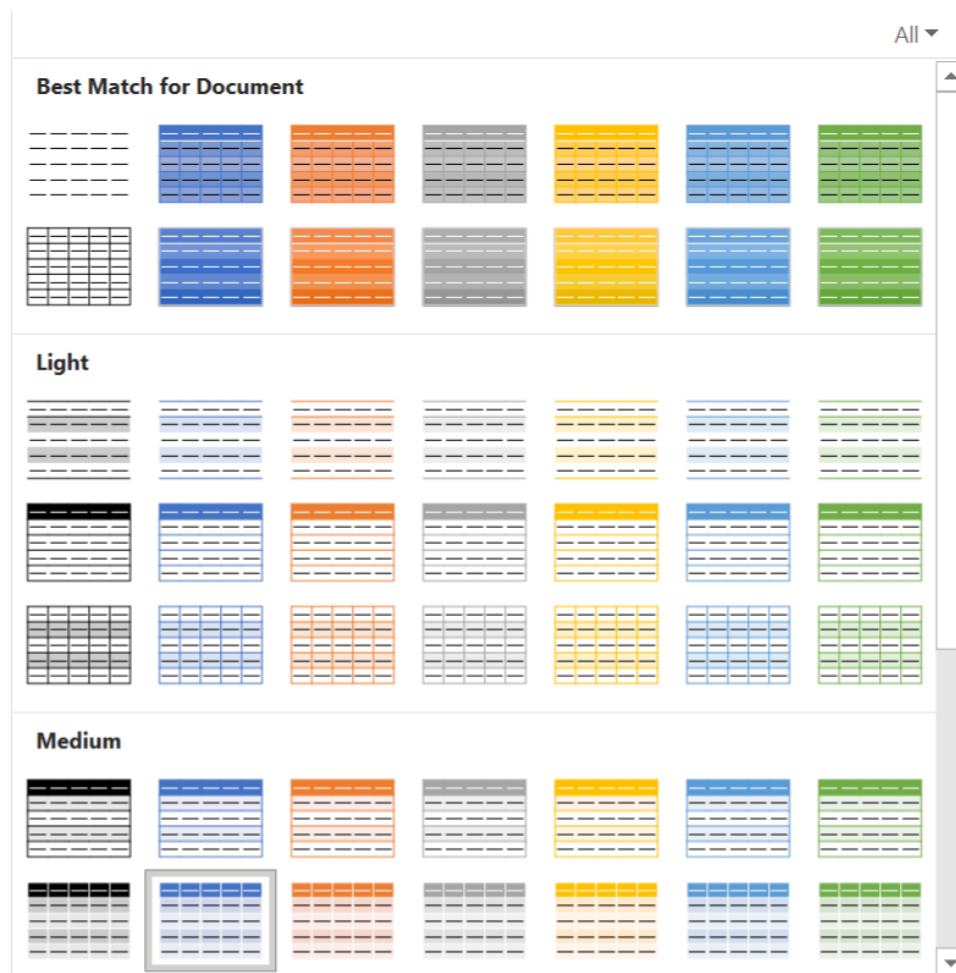
Figure 7: Many options

(Pages: 1074 – 1078) (7.14 points)

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".

9. The bulleted list in Figure 8, "My List" was converted into the object displayed in Figure 9, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 9, "My New List"?)
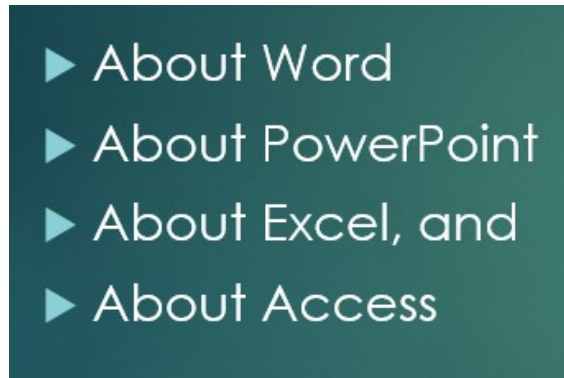
Figure 8: My List
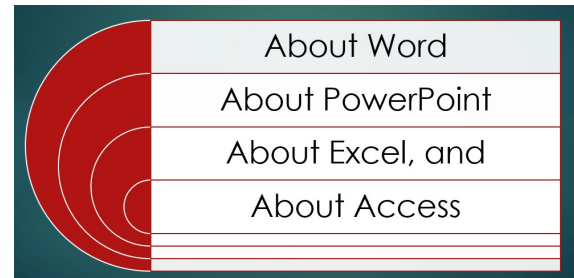
Figure 9: My New List

(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.

10. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
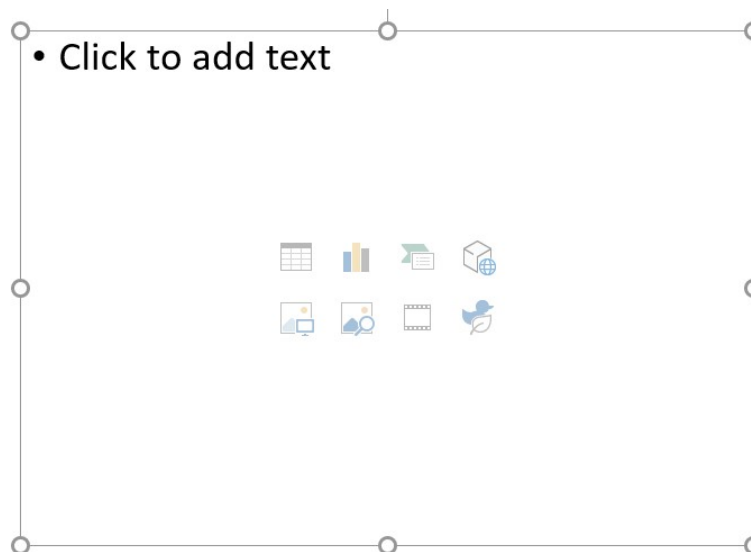
Figure 10: Insert Picture Here

(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 → 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.

11. 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?
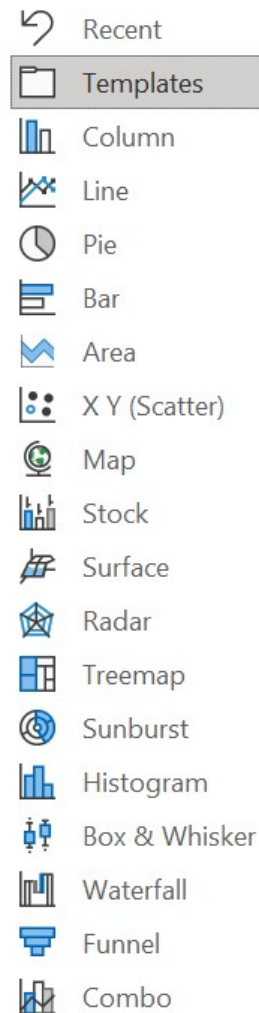
Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)
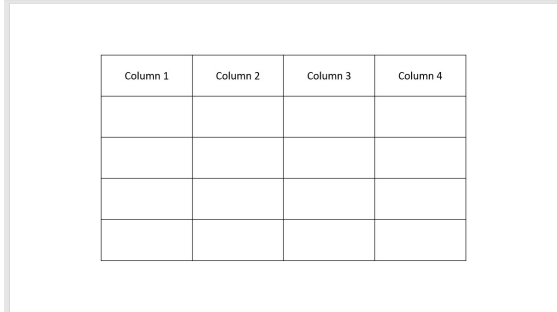
Correct answer: A <u>chart</u> of the option you specify will be added to the PowerPoint slide.

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

(Pages: 1155 – 1156) (7.14 points)
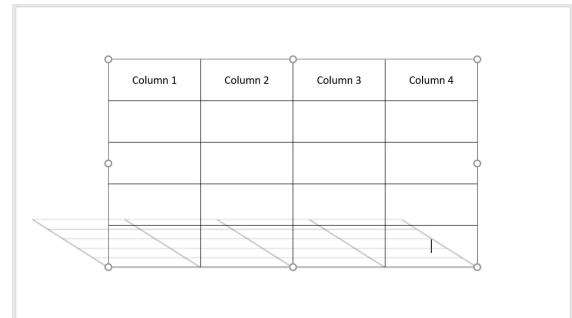
Correct answer: The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

13. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 12: Table: Before

Figure 13: Table: After

(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.

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

Extra Credit

Word

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

(Pages: 63 – 64) (2.5 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.

16. Where should you click to change the watermark in the picture 14, "Watermark: Before" to the watermark in the picture 15, "Watermark: After"?

(Pages: 556 – 560) (2.5 points)

Figure 14: Watermark: Before

Figure 15: Watermark: After

Correct answer: Click the Design tab → click the Watermark arrow → click the "Custom Watermark..." option → next to the option Layout, click on "Horizontal" instead of "Diagonal" → click on Apply, and close the dialog box.

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.

   (Pages: 900 – 903) (2.5 points)

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

18. (a) What is the object displayed in Figure 17?
   (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

   (Pages: 980 – 987) (2.5 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.
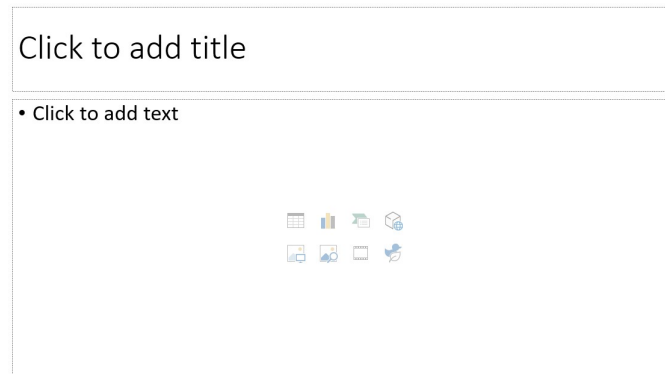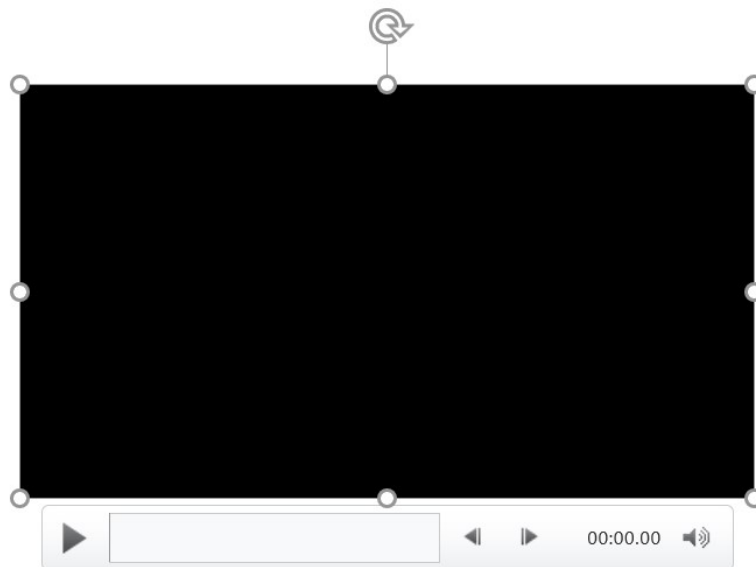
   – End of Midterm Exam Solutions –

Figure 16: My Slide

Figure 17: Object with Buttons