Midterm Exam Solutions

Word – Short Answer

1. What does the button displayed in the Figure 1 do?

Figure 1: 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.

2. Where should you click to change the table in Figure 2, "Table: Before" to the one in Figure 3, "Table: After"?

Figure 2: Table: Before

Figure 3: Table: After

(Pages: 494 – 498) (7.14 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

3. 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!

4. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 393 – 396) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click inside the "Font Size" text-box → Type the new, large font size → Click ENTER

5. 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"?
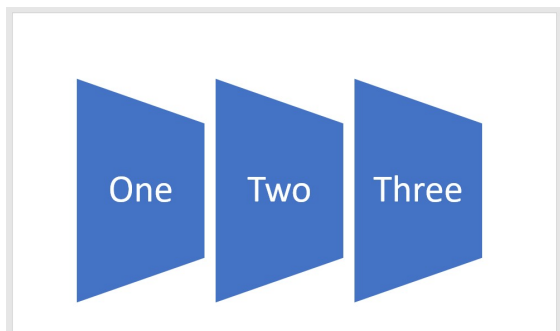

Figure 4: SmartArt: Before

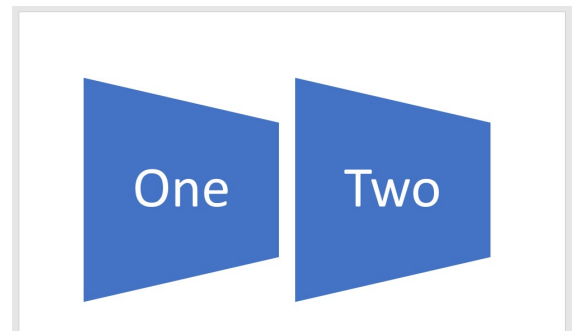
Figure 5: SmartArt: After

(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.

6. What is the purpose of the following partially-shown dialog box in Figure 6?

(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.
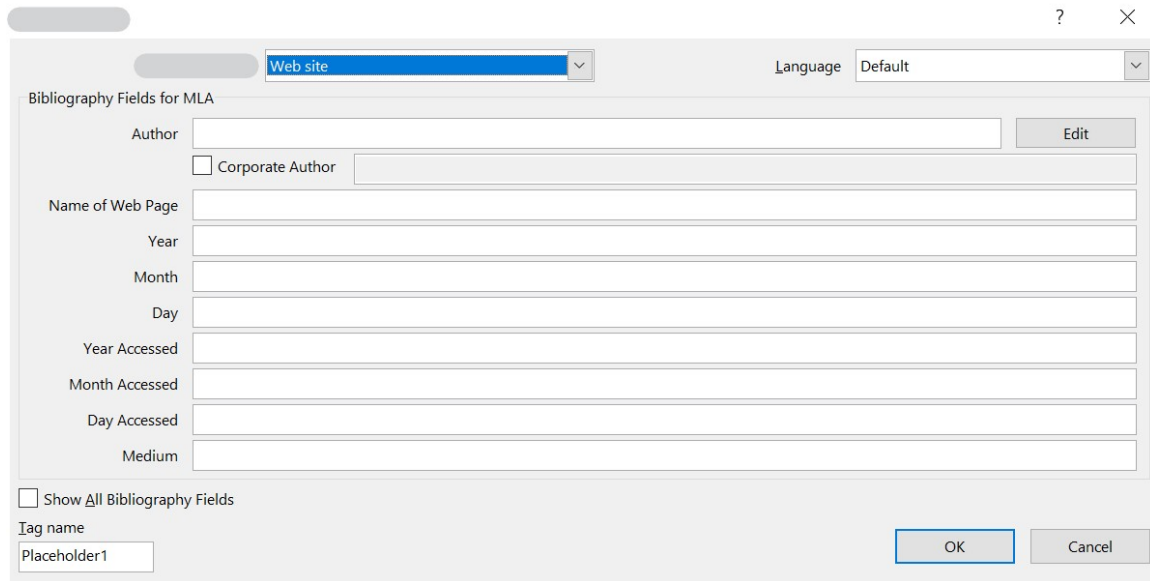
Figure 6: Dialog Box

7. 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.

PowerPoint – Short Answer

8. 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)

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.

9. 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.

10. How can you enter a hyperlink into an existing text?

    (Pages: 524 – 529) (7.14 points)

    Correct answer: Select the text from which you want to make a hyperlink → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

11. How can you move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
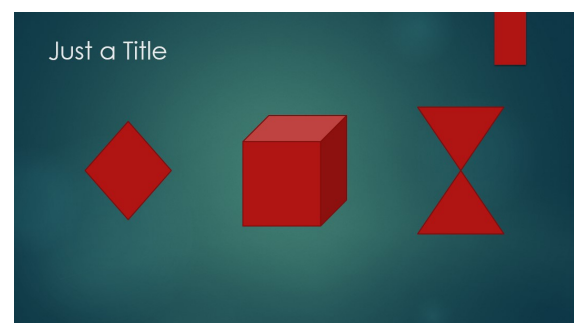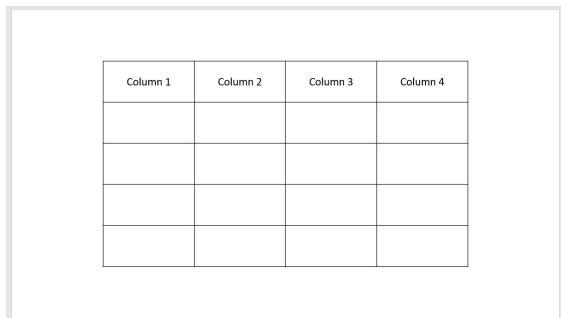

Figure 7: My Shapes

Figure 8: My Shapes: Moved

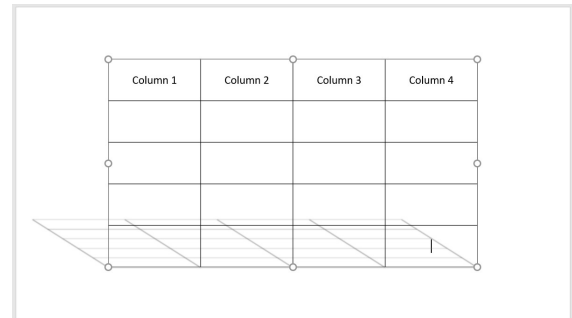(Pages: 939 – 943) (7.14 points)

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".

12. 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.

Figure 9: Table: Before

Figure 10: 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.

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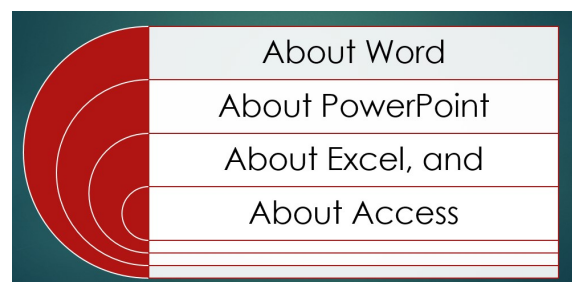

Figure 11: My List

Figure 12: My New List

(Pages: 930 – 937) (7.14 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.

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
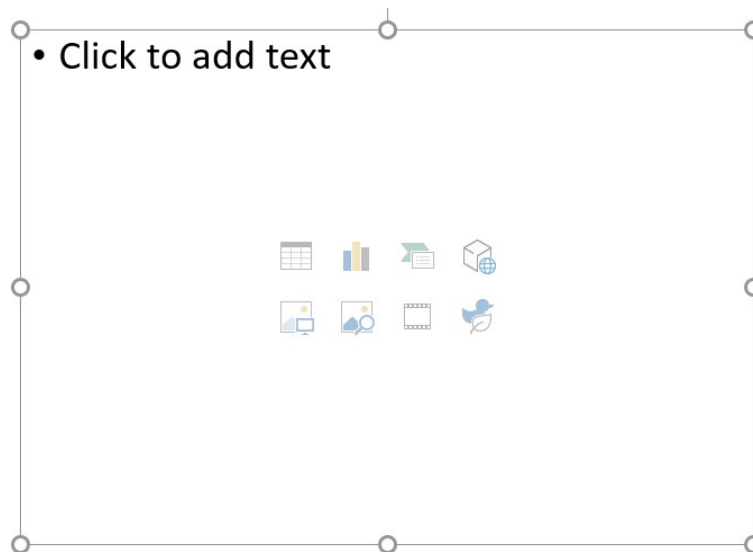

Figure 13: Insert Picture Here

(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.

Extra Credit

Word

15. 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 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.

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 14, "Apple: Before" to the picture shown in Figure 15, "Apple: After".
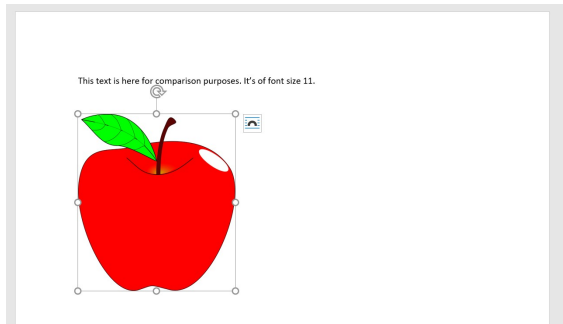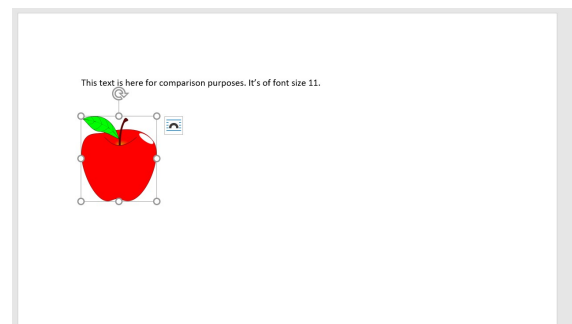

Figure 14: Apple: Before

Figure 15: Apple: After

(Pages: 514 – 516) (2.5 points)

Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture's corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

PowerPoint

17. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (2.5 points)

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

18. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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.
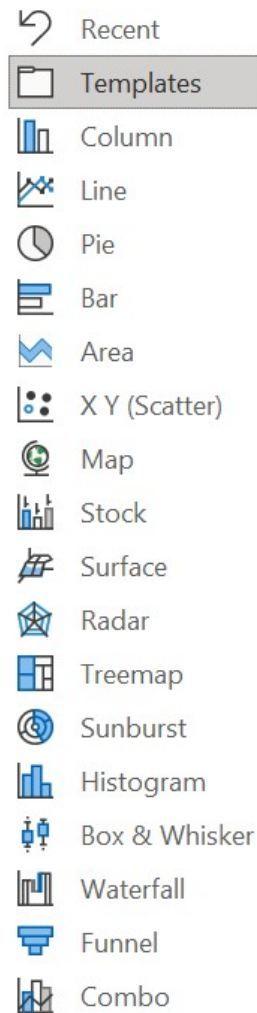
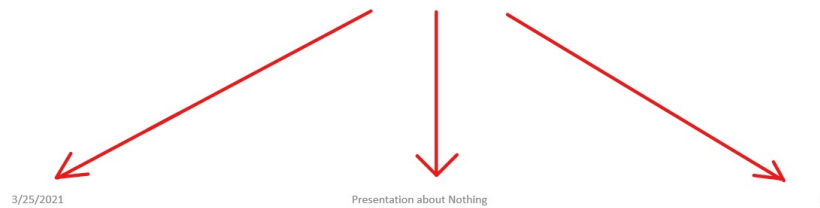– End of Midterm Exam Solutions –

Figure 16: Long Menu

Figure 17: What is This