

# Midterm Exam Solutions

## Word – Short Answer

1. 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

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

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

3. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

**Correct answer:** Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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 Search Bar (also called “Tell Me Box.”)
- (b) The Search Bar lets you search for buttons and options in Word.
5. 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 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.

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

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains several text input fields for bibliographic information: "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". There is an "Edit" button next to the "Author" field and a "Corporate Author" checkbox. At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" text, and "OK" and "Cancel" buttons.

Figure 2: 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.

7. What does the button displayed in the Figure 3 do?



Figure 3: 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.

### PowerPoint – Short Answer

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 4? Your answer must use the box shown in that Figure.

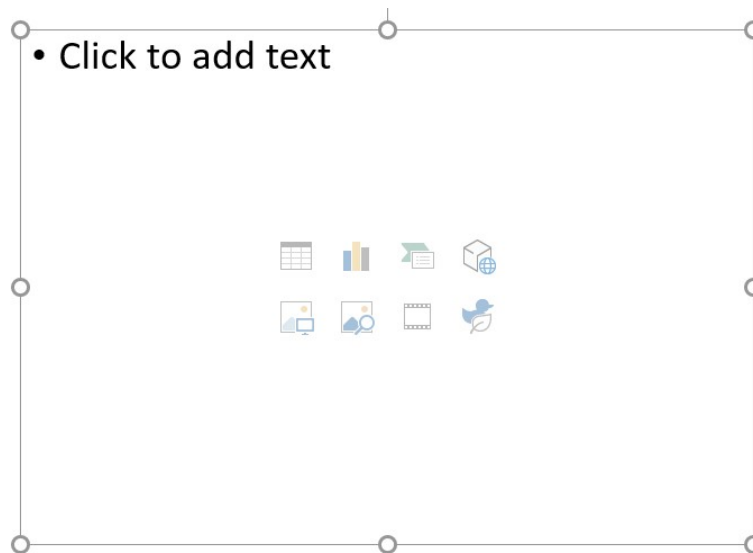


Figure 4: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

**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.

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?

(Pages: 443 – 446) (7.14 points)



Figure 5: Button with Arrow

**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. 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.

11. The bulleted list in Figure 6, “My List” was converted into the object displayed in Figure 7, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 7, “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.

12. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

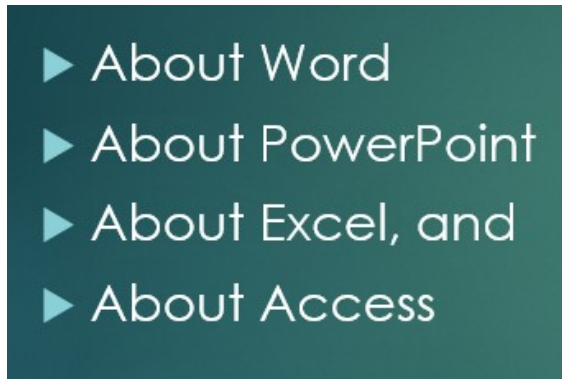


Figure 6: My List

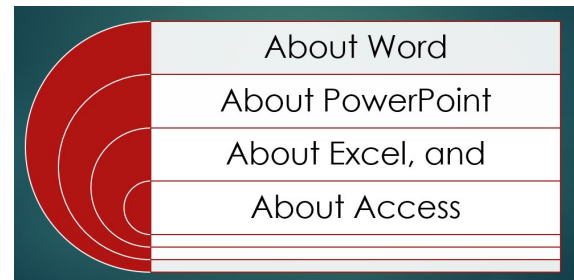


Figure 7: My New List

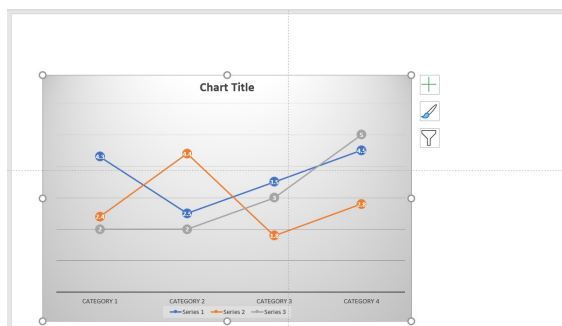


Figure 8: Chart: Before

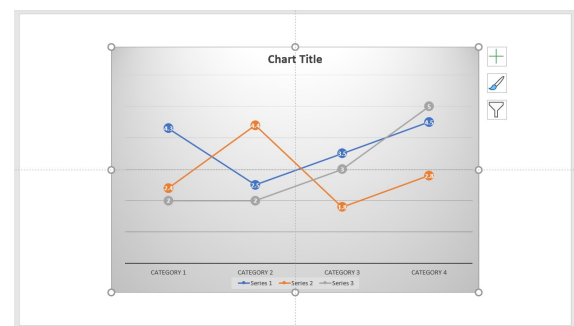


Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)

**Correct answer:** Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

13. If you click on any of the options shown in Figure 10, what object will change on the PowerPoint slide, and how?

(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”.

14. How can you insert a picture inside the object shown in Figure 11? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(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.

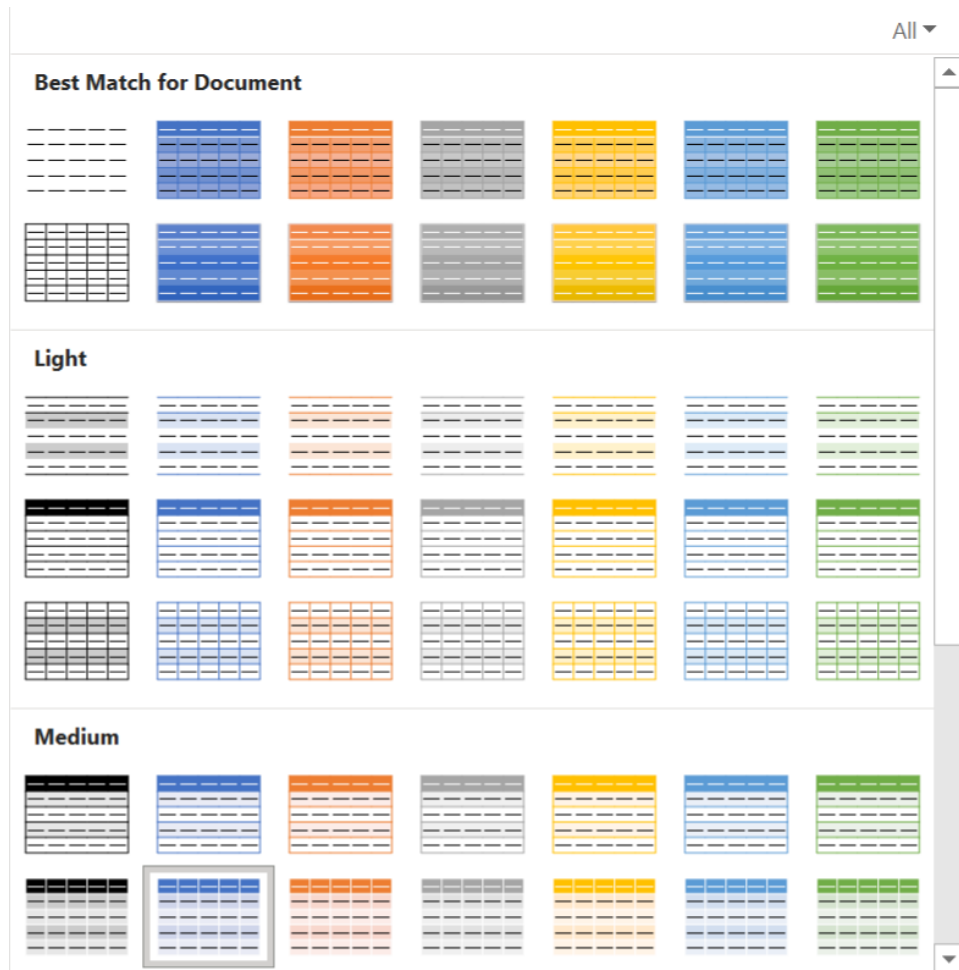


Figure 10: Many options

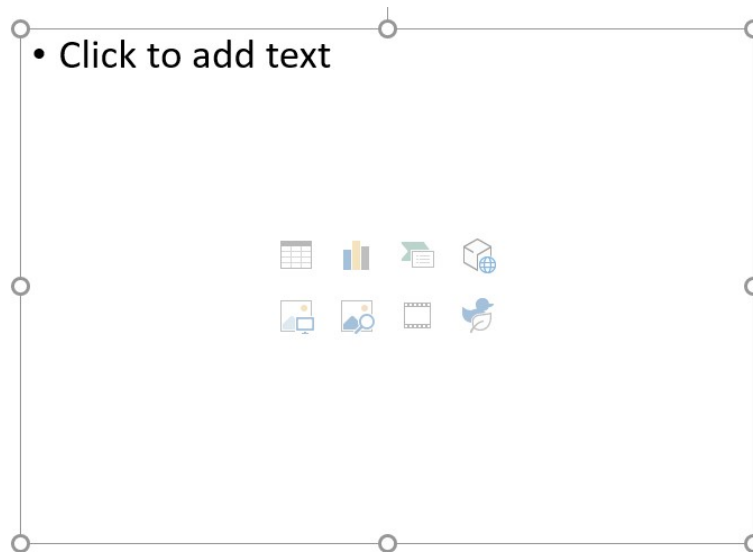


Figure 11: Insert Picture Here

## Extra Credit

### Word

15. 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) (2.5 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.

16. 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) (2.5 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”.

**PowerPoint**

17. 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.)

Just a Title

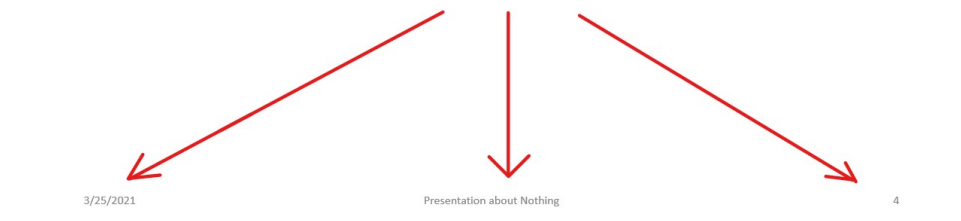


Figure 12: What is This

(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.

18. How do you change the shapes on a PowerPoint slide shown in Figure 13, “Three Shapes” to the shape in Figure 14, “Three Shapes: Changed”?

(Pages: 945 – 949) (2.5 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.



Figure 13: Three Shapes

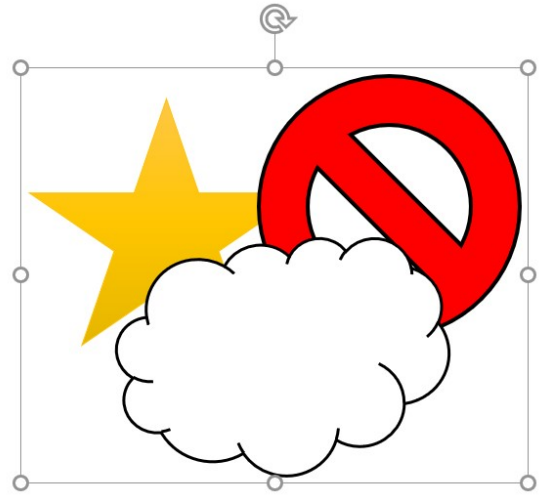


Figure 14: Three Shapes: Changed

– End of Midterm Exam Solutions –