

# 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:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

**Correct answer:** Select the paragraphs → Click the Home Tab → Click the Numbering button

2. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

(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.”

3. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

**Correct answer:** Any 2 of:

(a) View Tab → Click the “100%” button.

(b) Status Bar → Click the - or + buttons until 100% is displayed.

(c) Drag the zoom slider until 100% is displayed.

4. 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.

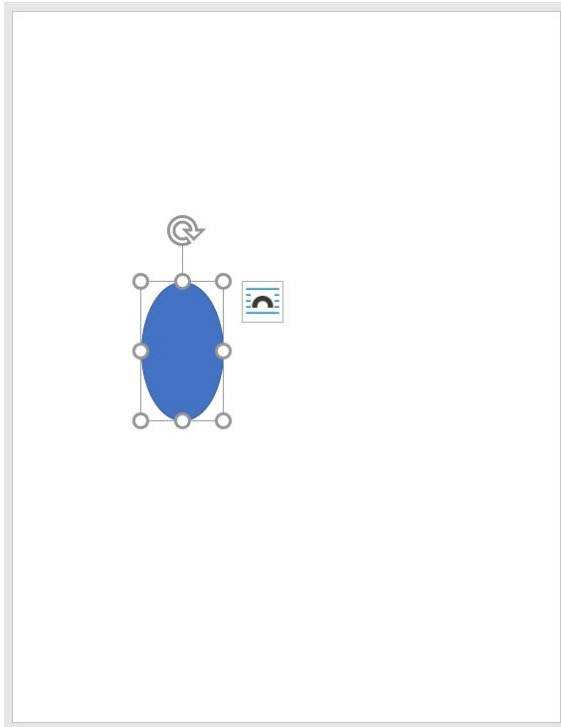


Figure 1: Added Oval Shape

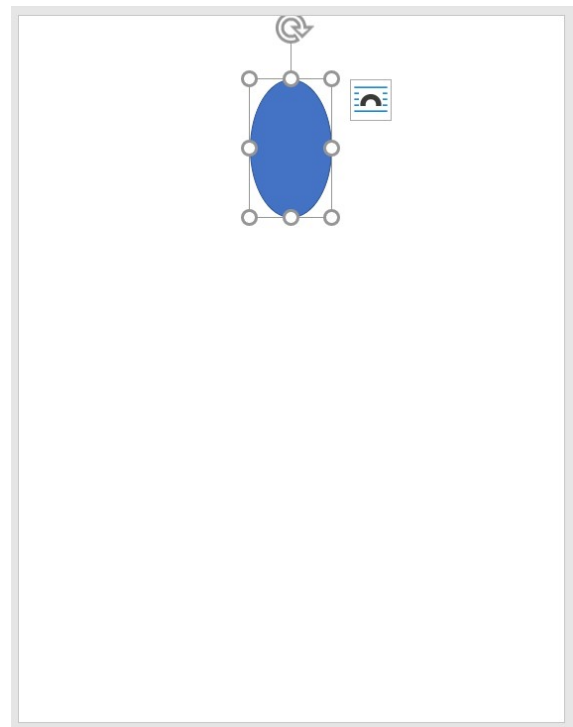


Figure 2: Moved Oval

A screenshot of a software dialog box titled "Bibliography Fields for MLA". At the top, there is a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". The main area contains several input fields: "Author" (with an "Edit" button), a checkbox for "Corporate Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" inside, and "OK" and "Cancel" buttons at the bottom right.

Figure 3: Dialog Box

the colroful flower

Figure 4: Phrase in Word

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?  
(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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, “Apple: Before” to the picture shown in Figure 6, “Apple: After”.

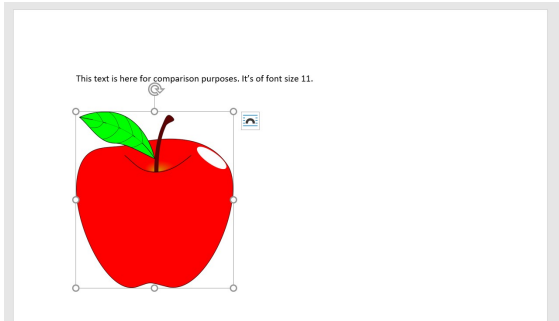


Figure 5: Apple: Before

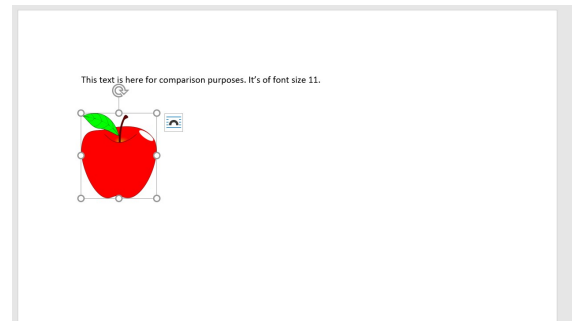


Figure 6: Apple: After

(Pages: 514 – 516) (7.14 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.

7. Suppose you are working on the SmartArt graphic in Word in Figure 7, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 8, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

**Correct answer:** Select the SmartArt graphic → Click on the circle with the word “go” → Click the SmartArt Tools: Design tab → Click on “Add Shape” button → Type “round” inside the new shape.

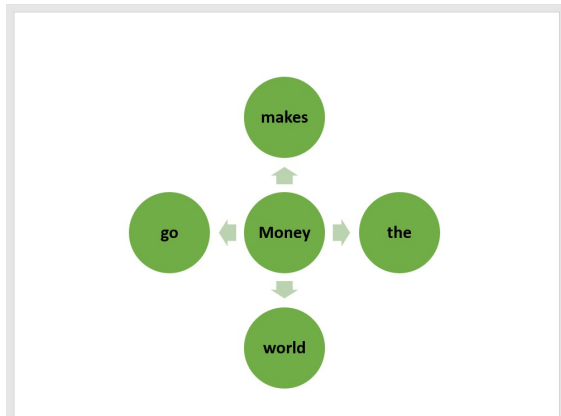


Figure 7: SmartArt: Before

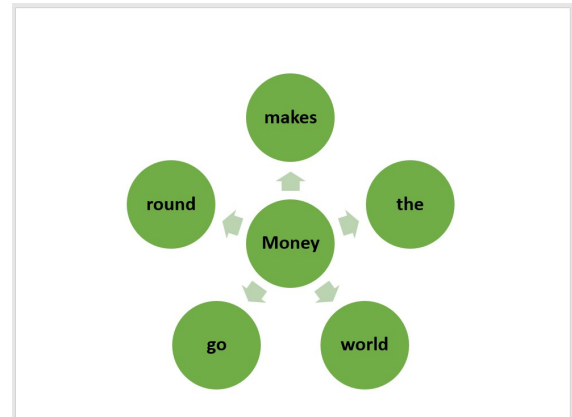


Figure 8: SmartArt: After

### PowerPoint – Short Answer

8. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)

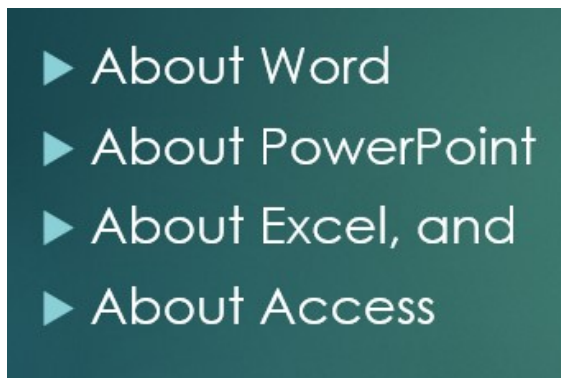


Figure 9: My List

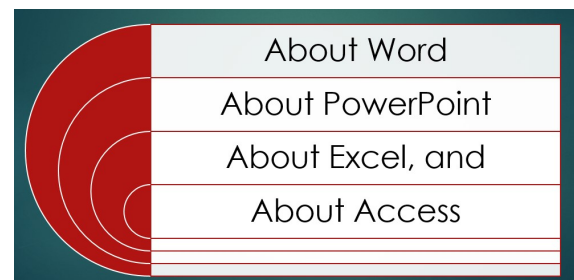


Figure 10: My New List

(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.

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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 11: My Slides



Figure 12: 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. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 13: My Shapes

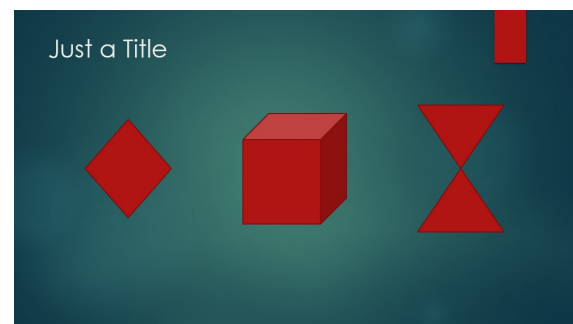


Figure 14: My Shapes: Moved

(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”.

11. How do you change the shapes on a PowerPoint slide shown in Figure 15, “Three Shapes” to the shape in Figure 16, “Three Shapes: Changed”?



Figure 15: Three Shapes

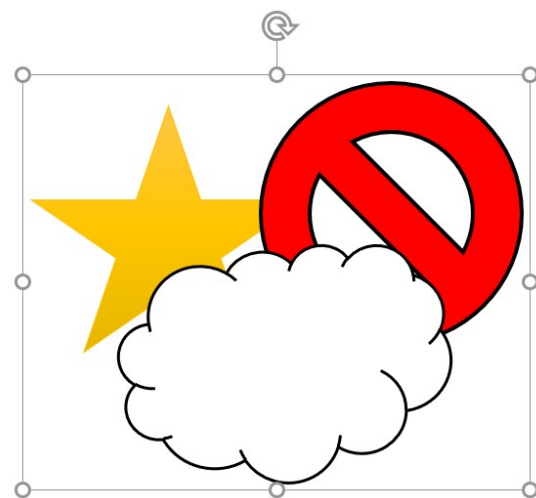


Figure 16: Three Shapes: Changed

(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.

12. (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?

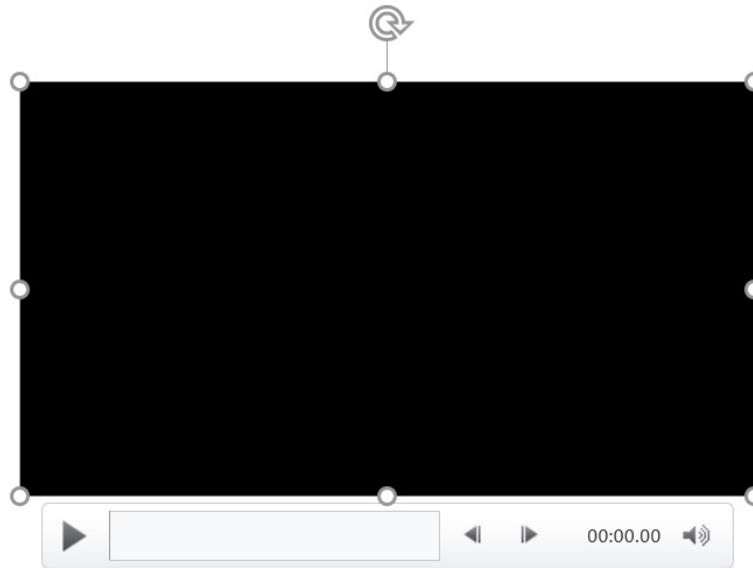


Figure 17: Object with Buttons

(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.
13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 18? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

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

14. If you were to click on an option from the menu in the Figure 19, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

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

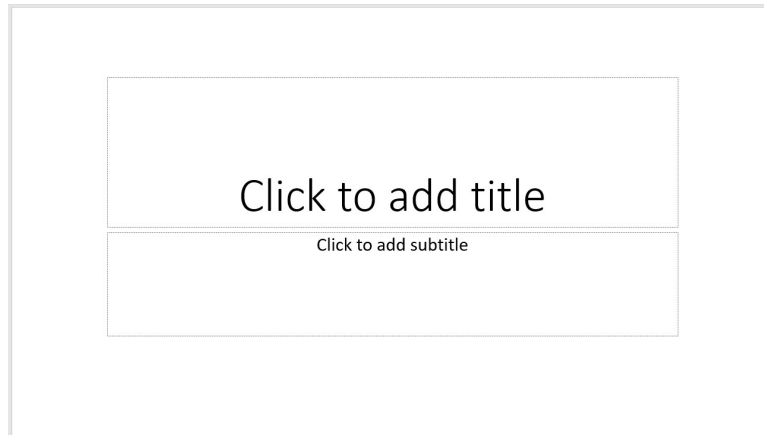


Figure 18: My Slide

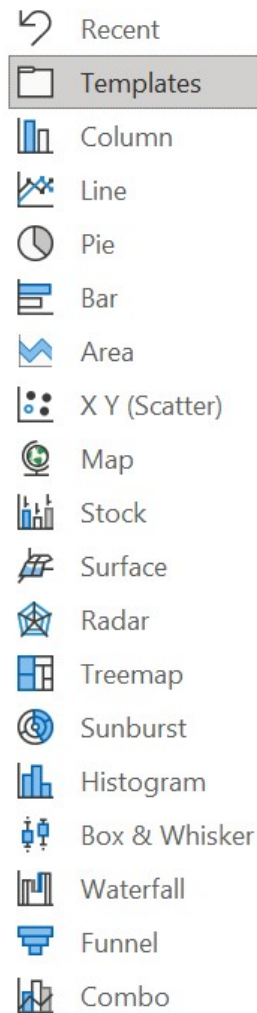


Figure 19: Long Menu



## Extra Credit

### Word

15. Which button in Word should you click to change the paragraph:

Brooklyn College is an integral part of the artistic energy of New York.

to the following paragraph:

Brooklyn College is an integral part of the artistic energy of New York.
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(Pages: 1078 – 1079) (2.5 points)

**Correct answer:** Select the paragraph → Click the Home Tab → Click the Borders arrow → Either click the “Outside Borders” option, or click the “Borders and Shading” option, and in the dialog box that opens, click “Box”, and then OK.

16. 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) (2.5 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.

### PowerPoint

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

(Pages: 1155 – 1156) (2.5 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.

18. If you click on any of the options shown in Figure 20, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (2.5 points)

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

– End of Midterm Exam Solutions –

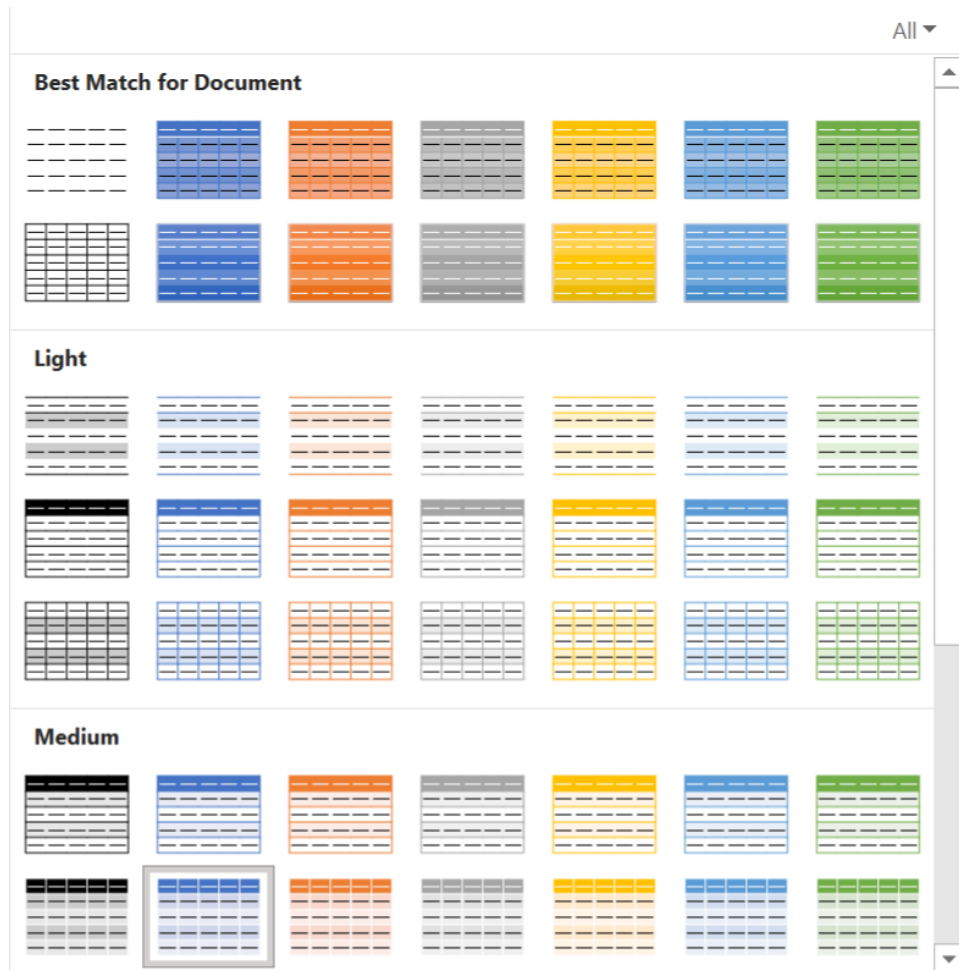


Figure 20: Many options