Midterm Exam Solutions

Word – Short Answer

1. Name **two** commands/buttons on the Status Bar.

   (Pages: 369 – 370) (7.14 points)

   Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

   Figure 1: 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 "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double 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.]

3. 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.

4. What is the purpose of the buttons displayed in Figure 2?

   (Pages: 772 — 774) (7.14 points)

   Correct answer: The buttons set the margins of the Word document to a certain size.
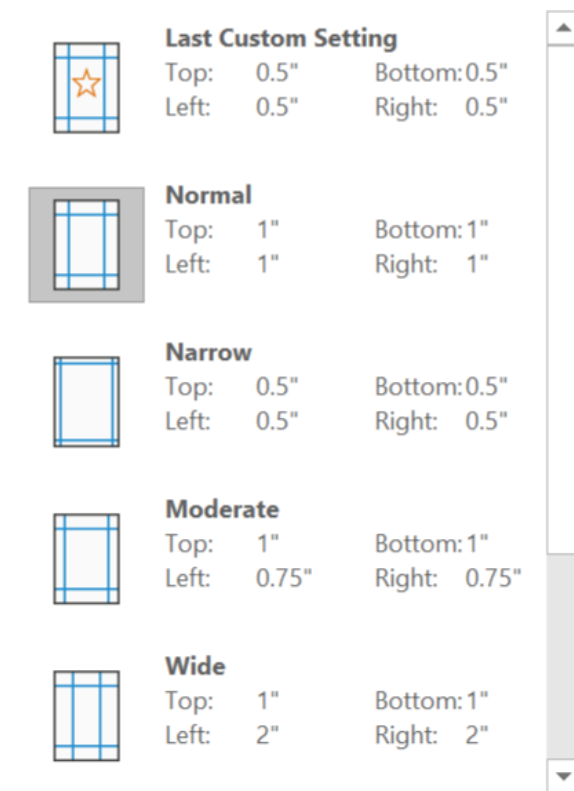
Figure 2: Five Buttons

5. 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.

   (Pages: 1078 – 1079) (7.14 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.

6. The following text appears in a Word document:
   Yesterday, the President delivered a speech at the <u>United Nations</u> 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!

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".
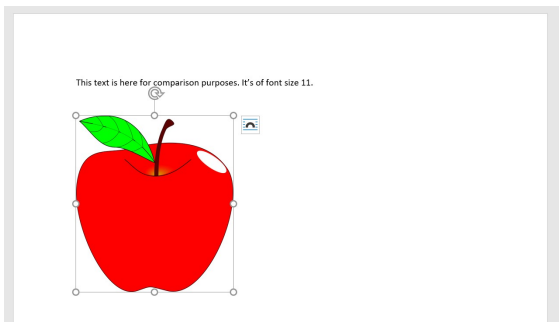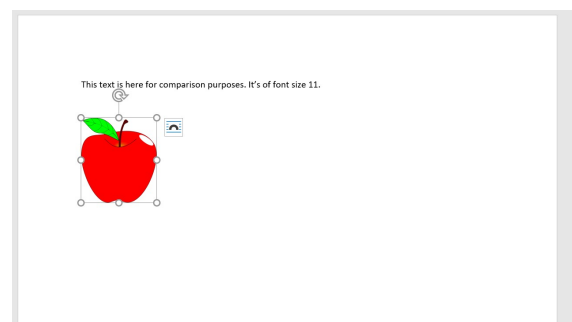

Figure 3: Apple: Before

Figure 4: 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.

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. If you click on any one of the squares in the picture in Figure 5, what will change in the PowerPoint presentation? Explain in general.

Figure 5: Many Options

   (Pages: 885 – 889) (7.14 points)

   Correct answer: Clicking on one of these squares will change the theme of the presentation.

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?
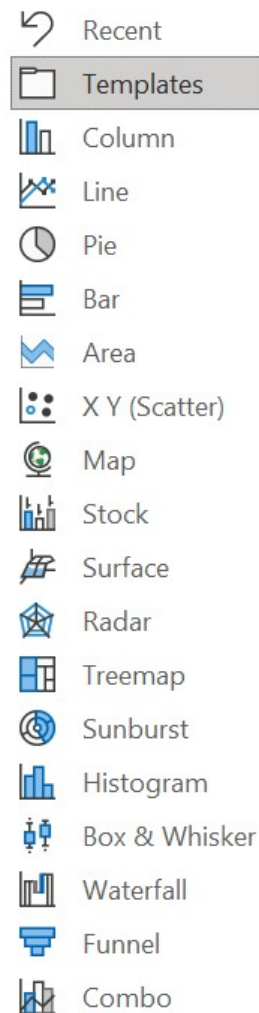

Figure 6: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

11. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "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.
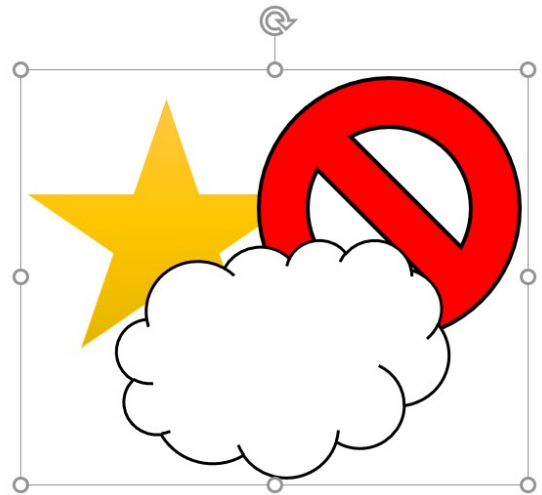
Figure 7: Three Shapes

Figure 8: Three Shapes: Changed

12. 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"?)
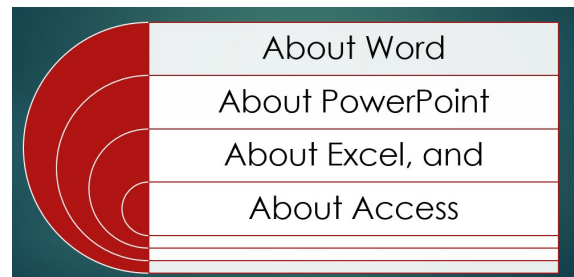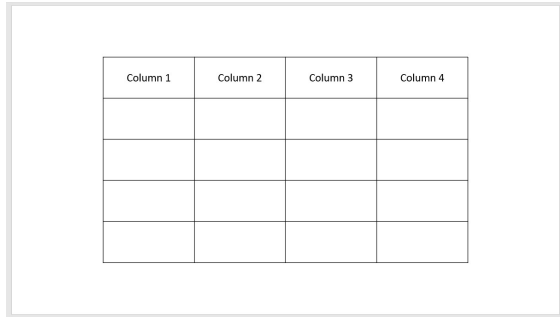

Figure 9: My List

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.
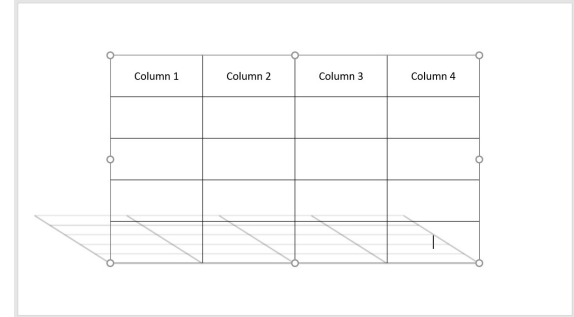
13. Where do you need to click to change the table in Figure 11, "Table: Before" to the table in Figure 12, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

Figure 11: Table: Before

Figure 12: Table: After

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. 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.

Extra Credit

Word

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

(Pages: 370) (2.5 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.

16. 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.

PowerPoint

17. 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.
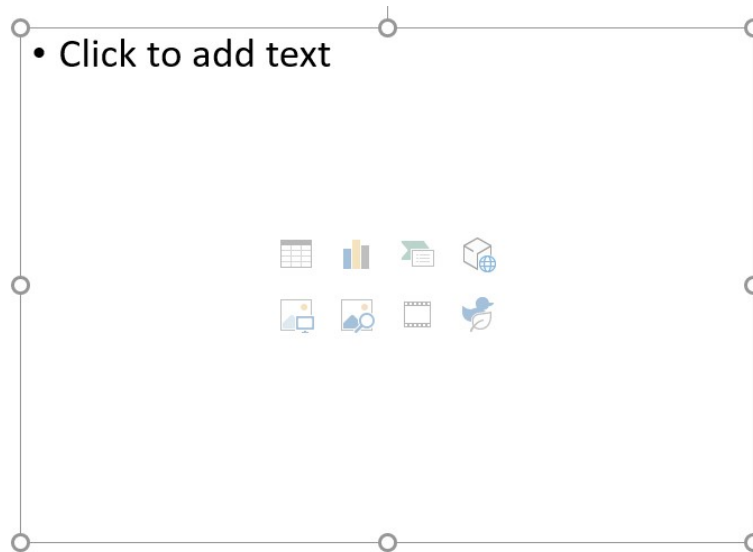

Figure 13: Insert Picture Here

(Pages: 921 – 924) (2.5 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.

18. Where do you need to click to change the chart in Figure 14, "Chart: Before" to the chart in Figure 15, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (2.5 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".
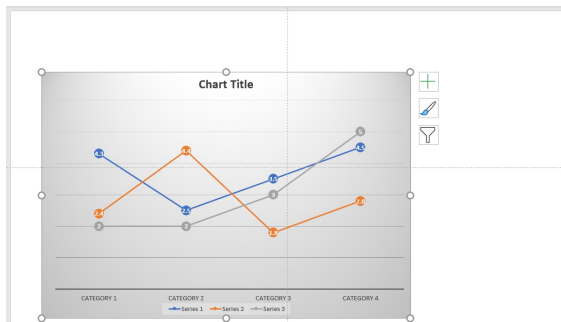
– End of Midterm Exam Solutions –

Figure 14: Chart: Before

Figure 15: Chart: After