Midterm



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. 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: 404 - 405) (7.14 points)

Correct answer: Select the paragraph \rightarrow Click the Home Tab \rightarrow Click the Center button.

3. 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) (7.14 points)

Correct answer: You could either (1) click on Quick Access Toolbar \rightarrow 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File \rightarrow 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

4. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

(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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

5. 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 \rightarrow Margins button \rightarrow Click the "Narrow" option.

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Figure 1: My Text Layout: Before

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Figure 2: My Text Layout: After

6. 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 \rightarrow scroll through the list of apps until the Word app name appears \rightarrow Click the Word app name to open the app.

7. 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 \to Click the Home Tab \to Click the Bullets button

PowerPoint – Short Answer

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

(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 \rightarrow Type 3 in the

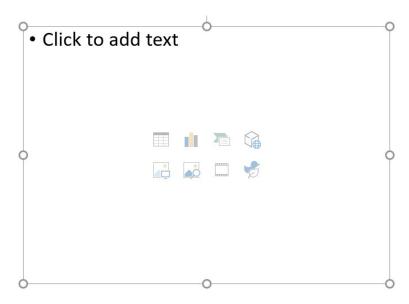


Figure 3: Insert Table Here

"Number of rows" box and 2 in the "Number of columns" box \rightarrow Click OK for the table to be added.

9. If you were to click on an option from the menu in the Figure 4, 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.

10. 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)

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.

11. How can you insert a picture inside the object shown in Figure 6? 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 \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.

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



Figure 4: Long Menu



Figure 5: Button with Arrow

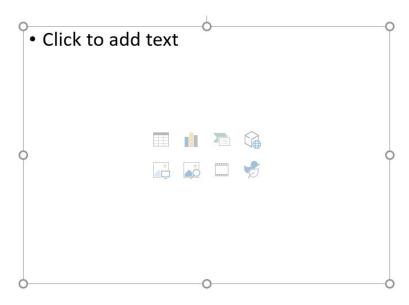


Figure 6: Insert Picture Here

(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".

13. 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.

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart \to click on the Chart Tools: Format tab \to Click on the Align button \to click on "Align Center" \to Click on the Align button again \to click on "Align Middle".

14. Where do you need to click to change the table in Figure 10, "Table: Before" to the table in Figure 11, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 - 551) (7.14 points)

Correct answer: Select the table \to click on the Table Tools: Design tab \to Click on the Effects button \to Move the mouse over the "Shadow" option \to Click on the "Perspective: Upper Left" shadow option to add it.

Extra Credit

Word

15. Explain where you should click to:

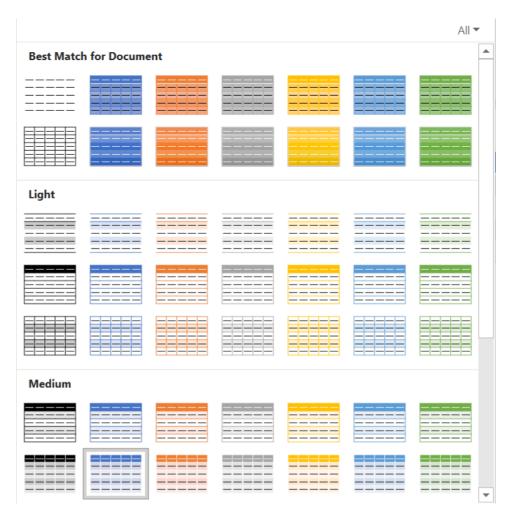


Figure 7: Many options

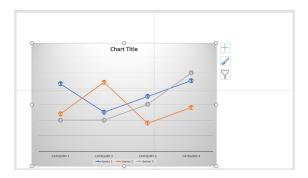


Figure 8: Chart: Before

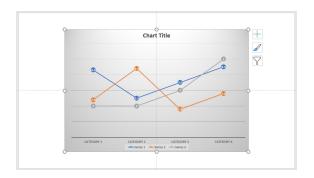
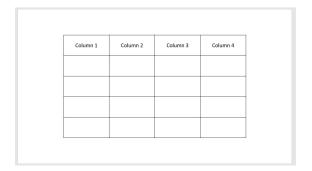


Figure 9: Chart: After



Column 1 Column 2 Column 3 Column 4

Figure 10: Table: Before

Figure 11: Table: After

- (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 \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 \to File Tab \to Open \to This PC \to search for the document or open the folder where it's saved \to Click on the name of the document \to Click on "Open".
- 16. You inserted an oval shape into your Word document shown in Figure 12, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 13, "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) (2.5 points)

Correct answer: Select the shape \rightarrow Click the Drawing Tools (Shape) Format \rightarrow Click the Position button \rightarrow Click "Position in Top Center with Square Wrapping."

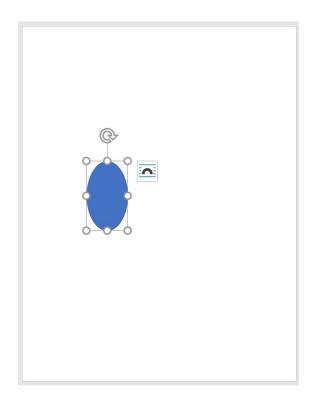
PowerPoint

17. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (2.5 points)

Correct answer: Landscape because the width of a slide is longer than its height.

18. (a) What is the object displayed in Figure 14?



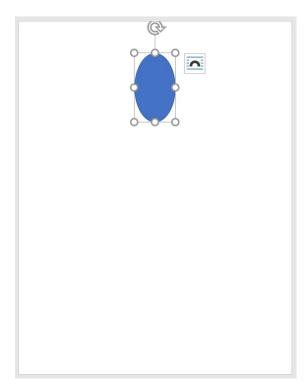


Figure 12: Added Oval Shape

Figure 13: Moved Oval

(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 –

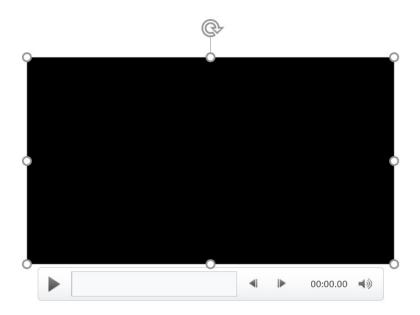


Figure 14: Object with Buttons