Midterm Exam Solutions

Word – Short Answer

1. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 18 points of space above it, how much space is there between the two paragraphs?

   (Pages: 412 – 416) (7.14 points)

   Correct answer: Since there are 14 points of space below the 1st paragraph and there are 18 points of space above the 2nd paragraph, there will be a total of 32 points of space between the two paragraphs.

2. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

   (Pages: 470 – 473) (7.14 points)

   Correct answer: Insert tab → Header button → Blank option

3. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)
   (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

   (Pages: 372 – 378, 544) (7.14 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".

4. What are the Rulers in Word used for? Describe **one** use.

   (Pages: 454 – 459) (7.14 points)

   Correct answer: The Rulers can help you creating first-line indentation in a research paper.

5. 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 → '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.

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

Page 1 of 1   0 words   English (United States)   −   +   150%

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 Status Bar.

(b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)

7. 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: 438 – 441) (7.14 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the "Bullets" button to change the paragraph into a bulleted list.

PowerPoint – Short Answer

8. If you click on any one of the squares in the picture in Figure 2, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)

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

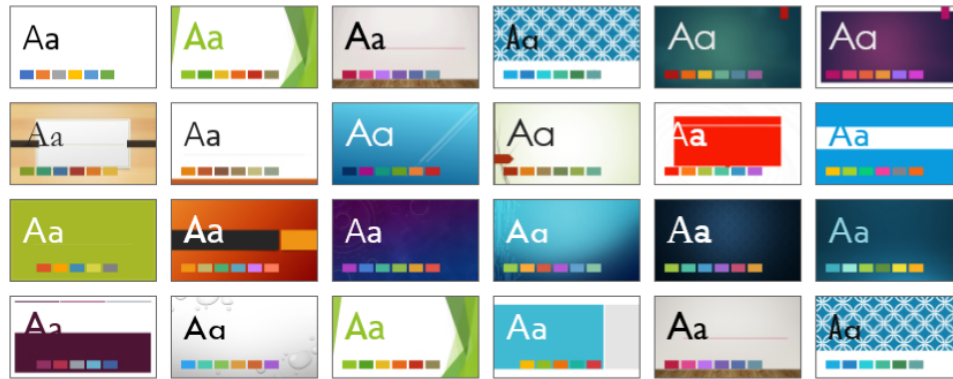9. What is the difference between this list:

- Apple

Figure 2: Many Options

- 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.

10. Where do you need to click to change the chart in Figure 3, "Chart: Before" to the chart in Figure 4, "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 → 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".
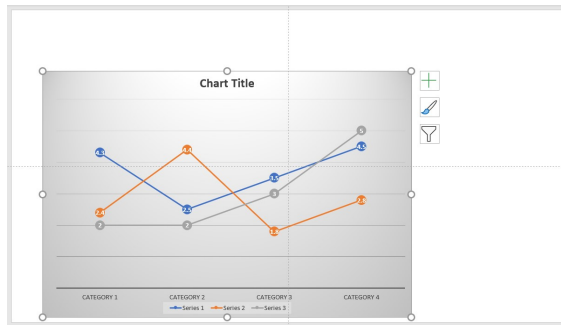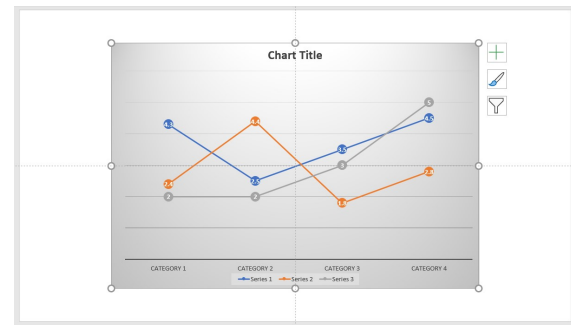
Figure 3: Chart: Before

Figure 4: Chart: After

11. 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.

12. How can you move the shapes in Figure 5, "My Shapes" so that they are positioned like those in Figure 6, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
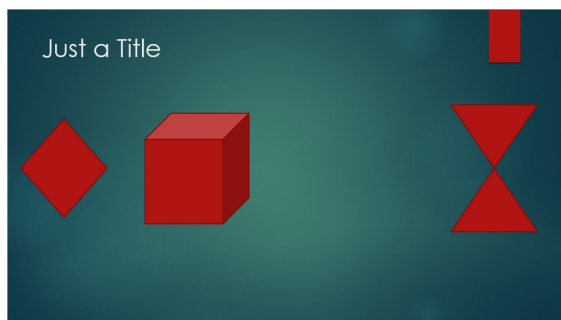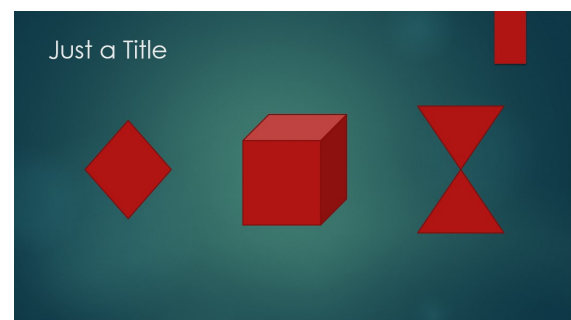

Figure 5: My Shapes

Figure 6: 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".

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

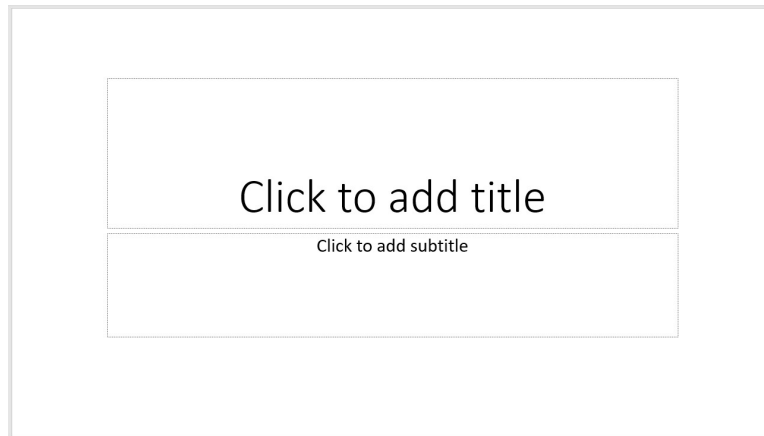**Correct answer:** This slide is of the type Title Slide.

Figure 7: My Slide

14. (a) What is the name of the PowerPoint object appearing in the Figure 8?
    (b) Where do you need to click to delete/remove this object?

Figure 8: Object/Box

(Pages: 880 – 883) (7.14 points)

Correct answer:

(a) This is the placeholder of the Title, or "Title placeholder" shortly.
(b) You can either right-click it and choose "Cut" from the shortcut menu, or click its boundary and then click on the DELETE key.

Extra Credit

Word

15. What is change has been made to the picture in Figure 9, "Dino: Before", so that it became the picture in Figure 10, "Dino: After"?
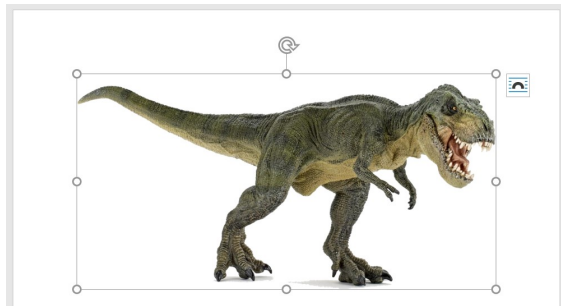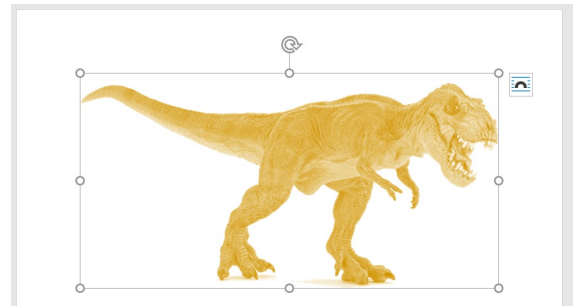

Figure 9: Dino: Before

Figure 10: Dino: After

(Pages: 514 – 516) (2.5 points)

Correct answer: The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

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

(Pages: 365 – 366) (2.5 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.

PowerPoint

17. If you were to click on an option from the menu in the Figure 11, 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. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(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.
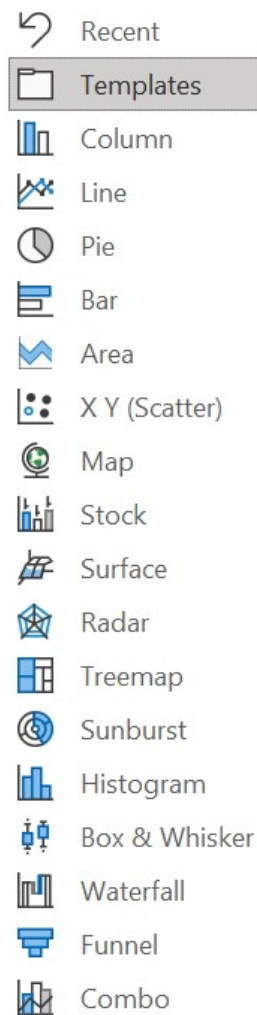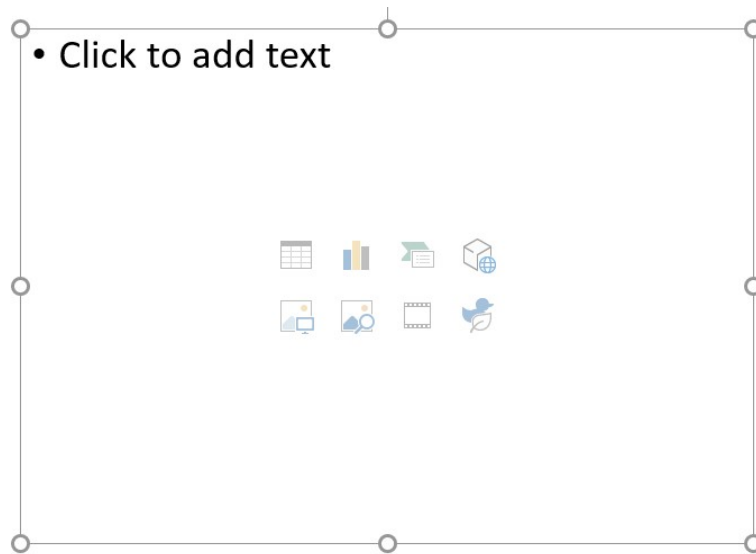
Figure 11: Long Menu

Figure 12: Insert Picture Here

– End of Midterm Exam Solutions –