Midterm Exam Solutions

Word – Short Answer

1. Name **three** commands/buttons on the Home tab of Word.

   (Pages: 393) (7.14 points)

   Correct answer: (For example:) Bold, Increase Font Size, and Paste

2. 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 → Margins button → Click the "Narrow" option.

3. 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.

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. What does the button displayed in the Figure 1 do?

   Figure 1: 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.

6. You inserted an oval shape into your Word document shown in Figure 2, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 3, "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."]
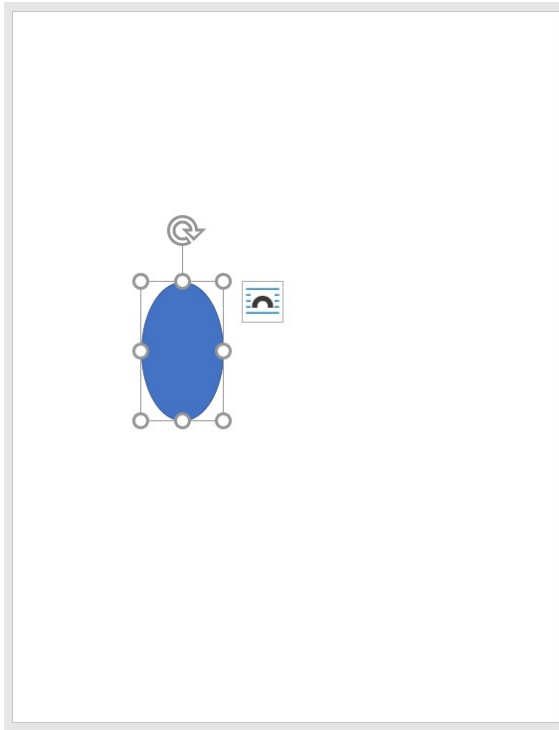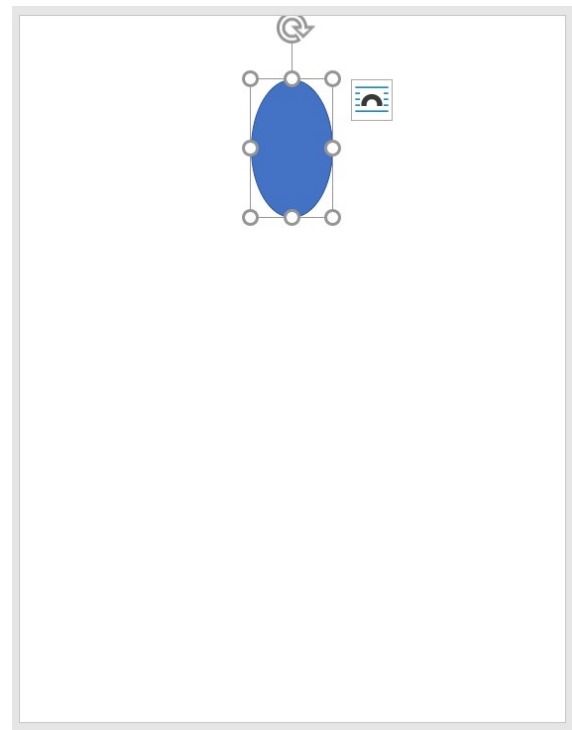

Figure 2: Added Oval Shape

Figure 3: Moved Oval

(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."

7. Suppose you are working on the SmartArt graphic in Word in Figure 4, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 5, "SmartArt: After"?

(Pages: 930 – 937) (7.14 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word "Three" → Click the DELETE button on the keyboard.

PowerPoint – Short Answer

8. Where do you need to click to change the chart in Figure 6, "Chart: Before" to the chart in Figure 7, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
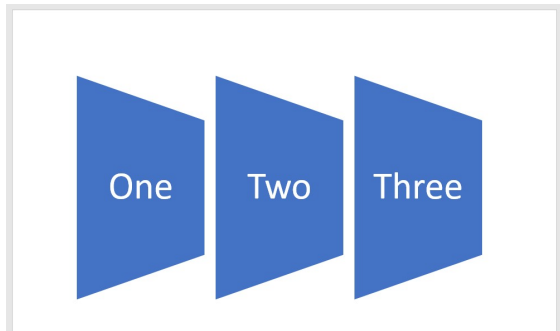
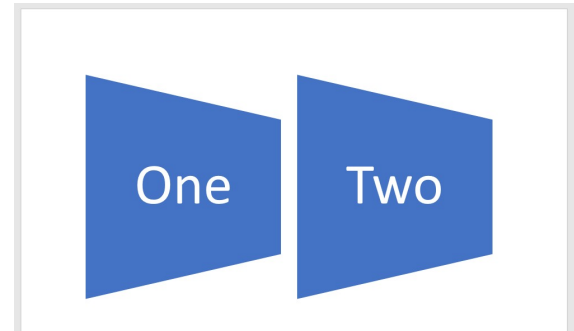Figure 4: SmartArt: Before
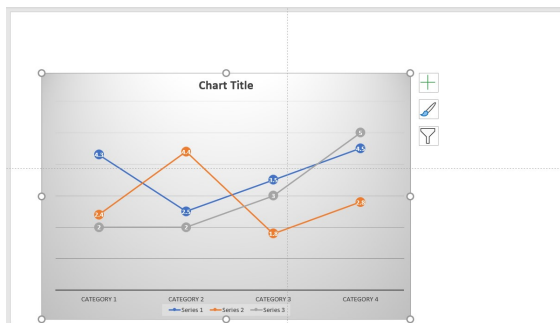

Figure 5: SmartArt: After

Figure 6: Chart: Before

Figure 7: 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".

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 8, "My Slides". Where should you click to change the Slides tab to the one in Figure 9, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)

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 insert a picture inside the object shown in Figure 10? 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 8: My Slides
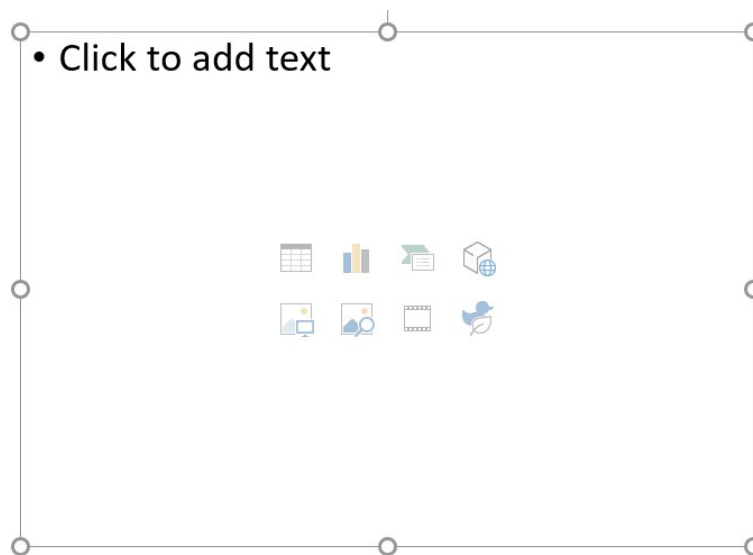

Figure 9: My Slides: Changed

Figure 10: Insert Picture Here

11. Name **two** tabs in PowerPoint that Word does NOT have. **Hint**: Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

    (Pages: 883) (7.14 points)

    Correct answer: (Example:) Transitions, Animations

12. How do you change the shapes on a PowerPoint slide shown in Figure 11, "Three Shapes" to the shape in Figure 12, "Three Shapes: Changed"?

Figure 11: Three Shapes   Figure 12: 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.

13. Which button do you need to click to add the text pointed by the red arrows in Figure 13? (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.)

    (Pages: 967 – 970) (7.14 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.

14. Where do you need to click to change the table in Figure 14, "Table: Before" to the table in Figure 15, "Table: After"? Your answer must use a button from the Table Tools: Design tab.
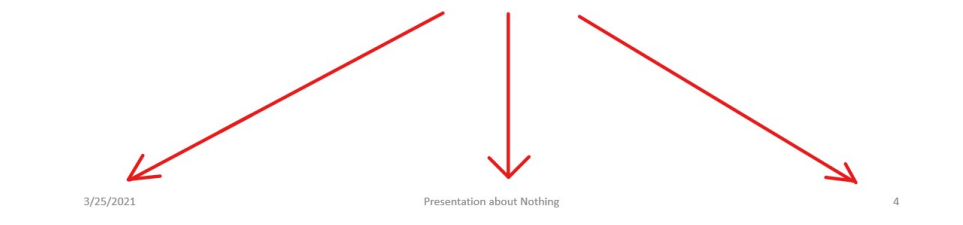
    (Pages: 549 – 551) (7.14 points)

Figure 13: What is This

Figure 14: Table: Before

Figure 15: 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.

Extra Credit

Word

15. Where should you click to change the table in Figure 16, "Table: Before" to the one in Figure 17, "Table: After"?

Figure 16: Table: Before

Figure 17: Table: After

(Pages: 494 – 498) (2.5 points)

Correct answer: Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

16. What is the purpose of the following partially-shown dialog box in Figure 18?

(Pages: 569 – 570) (2.5 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.

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

Figure 18: Dialog Box

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. If you click on any one of the squares in the picture in Figure 19, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (2.5 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.
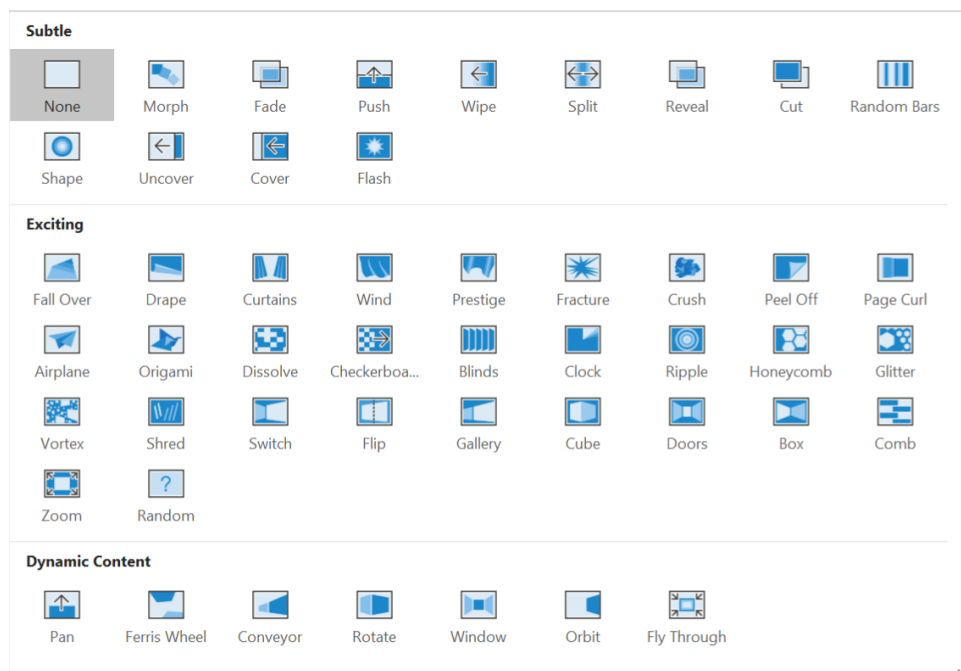
– End of Midterm Exam Solutions –

Figure 19: Many Options