

# Midterm Exam Solutions

## Word – Short Answer

1. 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.

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. 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

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?

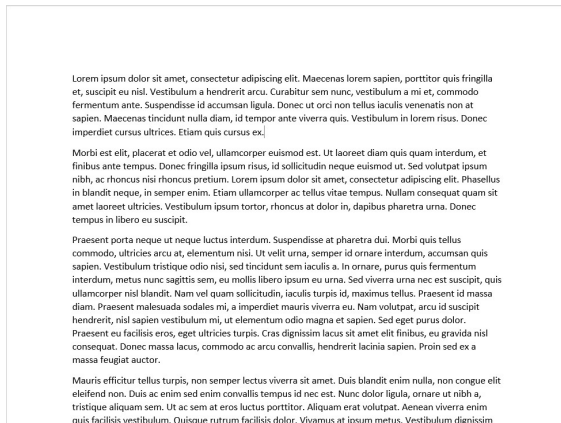


Figure 1: My Text Layout: Before

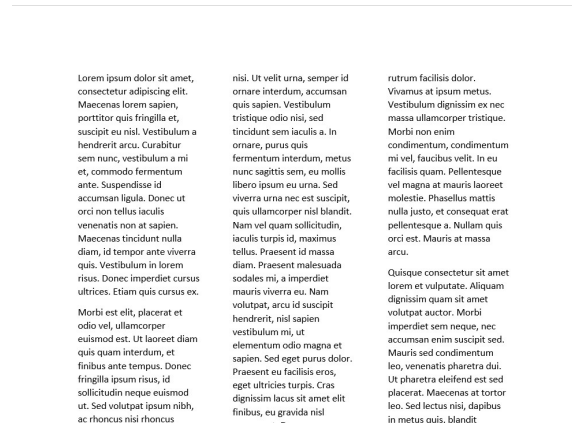


Figure 2: My Text Layout: After

(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 2 columns.

After” image has 3 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 → click on the Layout tab → click the Column arrow → click the “More Columns...” option, and then type the number 3 next to “Number of Columns”.

5. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

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Figure 3: Watermark: Before

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Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

**Correct answer:** Click the Design tab → click the Watermark arrow → click the “Custom Watermark...” option → next to the option Layout, click on “Horizontal” instead of “Diagonal” → click on Apply, and close the dialog box.

6. 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 (Cmd + S on Mac), or (3) click File → ‘Save’ option (not ‘Save As’.) Either two of the options are good for the answer.

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: 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.

### PowerPoint – Short Answer

8. 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.

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 5, “My Slides”. Where should you click to change the Slides tab to the one in Figure 6, “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. (a) What is the name of the PowerPoint object appearing in the Figure 7?  
(b) Where do you need to click to delete/remove this object?

(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.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **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 5: My Slides



Figure 6: My Slides: Changed

Click to add title

Figure 7: Object/Box

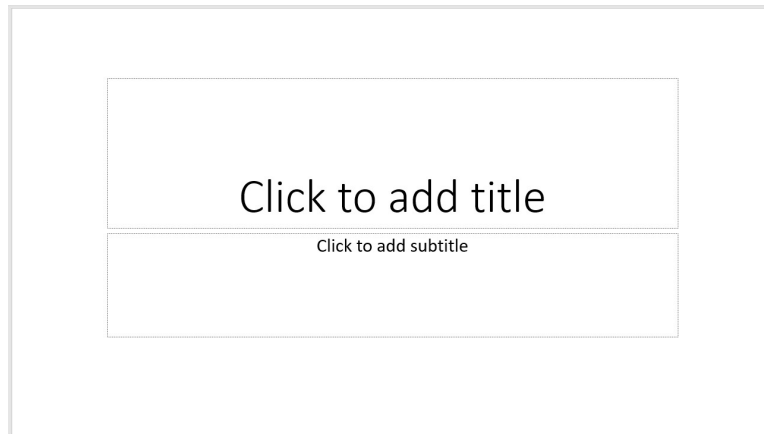


Figure 8: My Slide

12. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.

13. 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.

14. How do you change the shapes on a PowerPoint slide shown in Figure 9, “Three Shapes” to the shape in Figure 10, “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.

## Extra Credit

### Word

15. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (2.5 points)

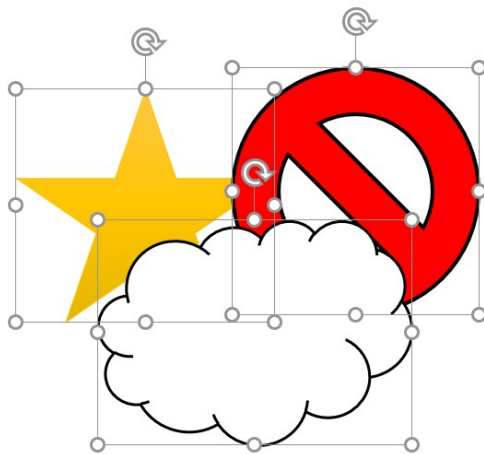


Figure 9: Three Shapes

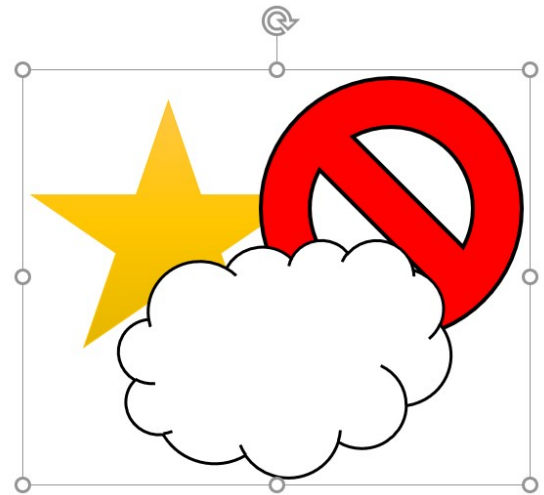


Figure 10: Three Shapes: Changed

**Correct answer:** Since there are 19 points of space below the 1st paragraph and there are 19 points of space above the 2nd paragraph, there will be a total of 38 points of space between the two paragraphs.

16. Where should you click to change the table in Figure 11, “Table: Before” to the one in Figure 12, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 11: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 12: 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.

## PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

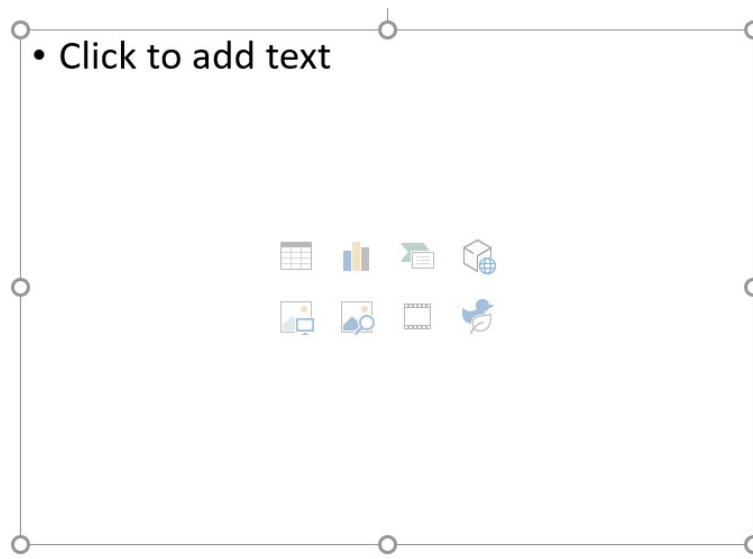


Figure 13: Insert Table Here

(Pages: 1055 – 1059) (2.5 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 → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

18. If you click on any of the options shown in Figure 14, 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 –

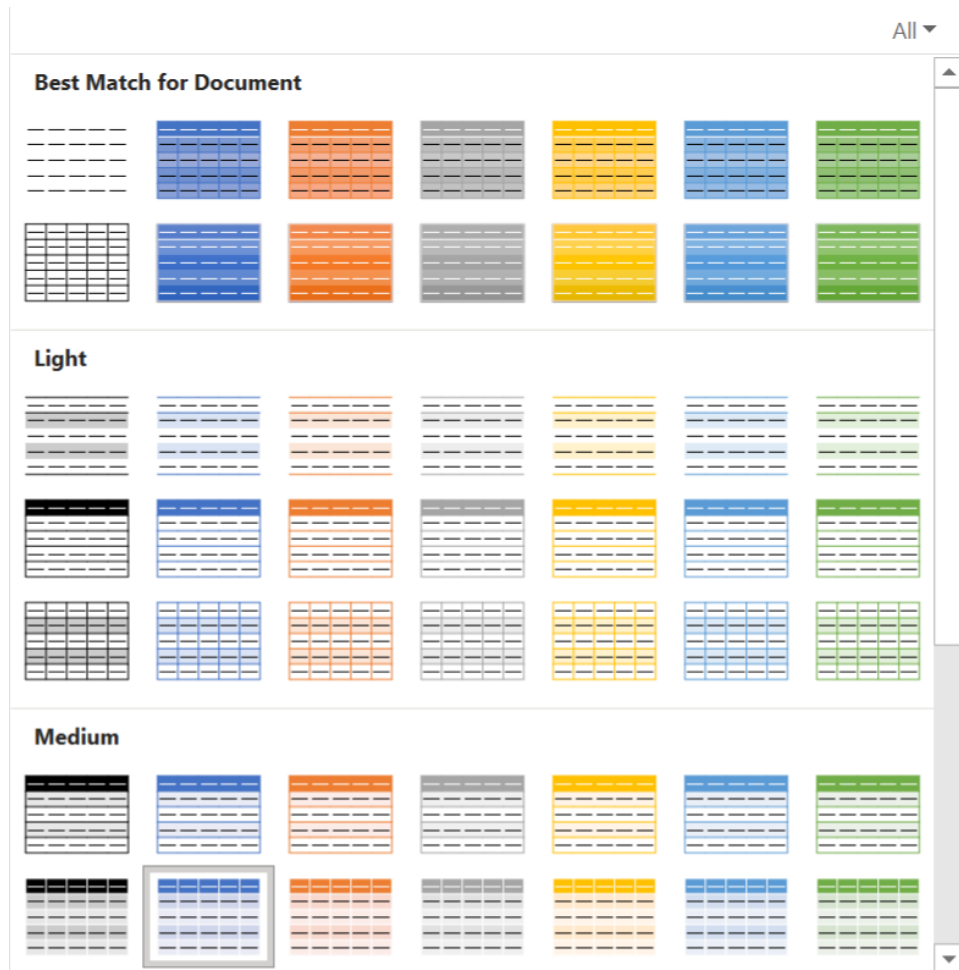


Figure 14: Many options