

# Midterm Exam Solutions

## Word – Short Answer

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

the colroful flower

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 “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]
2. What is change has been made to the picture in Figure 2, “Dino: Before”, so that it became the picture in Figure 3, “Dino: After”?

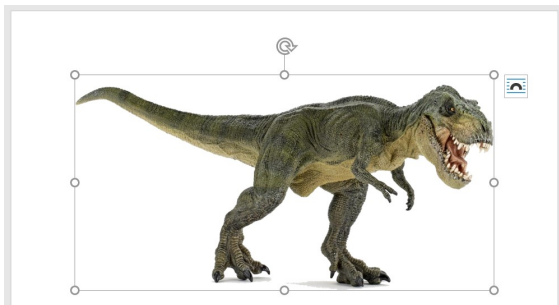


Figure 2: Dino: Before

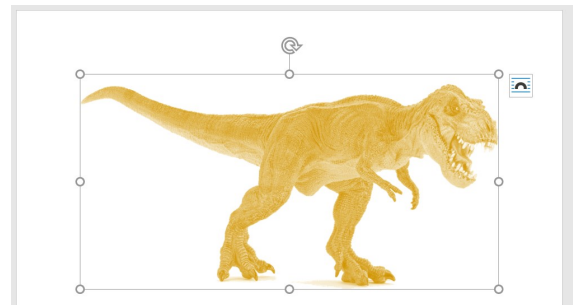


Figure 3: Dino: After

(Pages: 514 – 516) (7.14 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.

3. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 7 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 8 points of space below the 1st paragraph and there are 7 points of space above the 2nd paragraph, there will be a total of 15 points of space between the two paragraphs.

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

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Figure 4: Watermark: Before

Figure 5: 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.

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

6. Suppose you are working on the SmartArt graphic in Word in Figure 6, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 7, “SmartArt: After”?

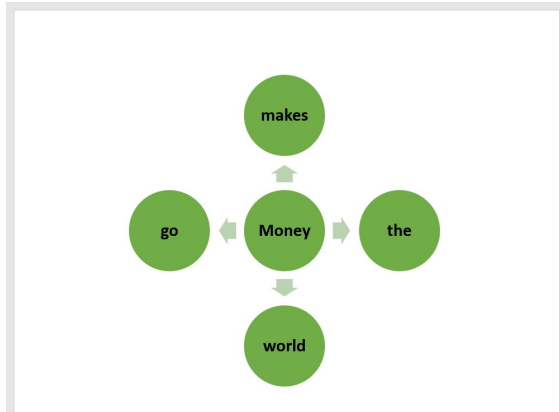


Figure 6: SmartArt: Before

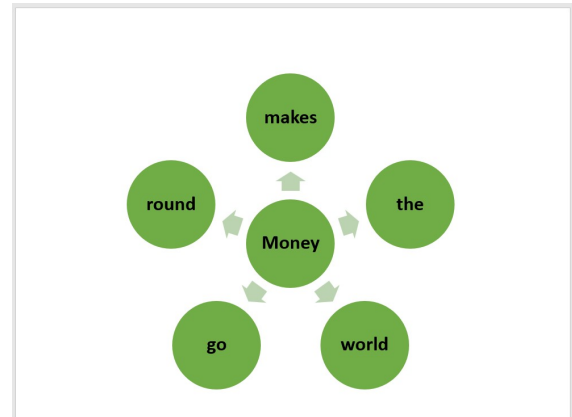


Figure 7: SmartArt: After

(Pages: 930 – 937) (7.14 points)

**Correct answer:** Select the SmartArt graphic → Click on the circle with the word “go” → Click the SmartArt Tools: Design tab → Click on “Add Shape” button → Type “round” inside the new shape.

7. Where should you click to change the table in Figure 8, “Table: Before” to the one in Figure 9, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 8: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 9: Table: After

(Pages: 494 – 498) (7.14 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 – Short Answer

8. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “My New List”?)

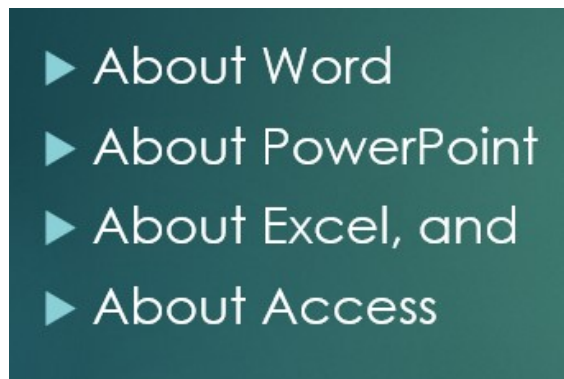


Figure 10: My List

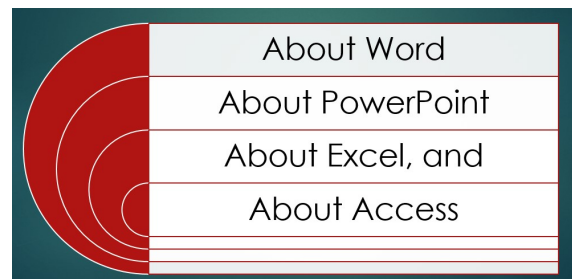


Figure 11: My New List

(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.

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

(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”.

10. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

11. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

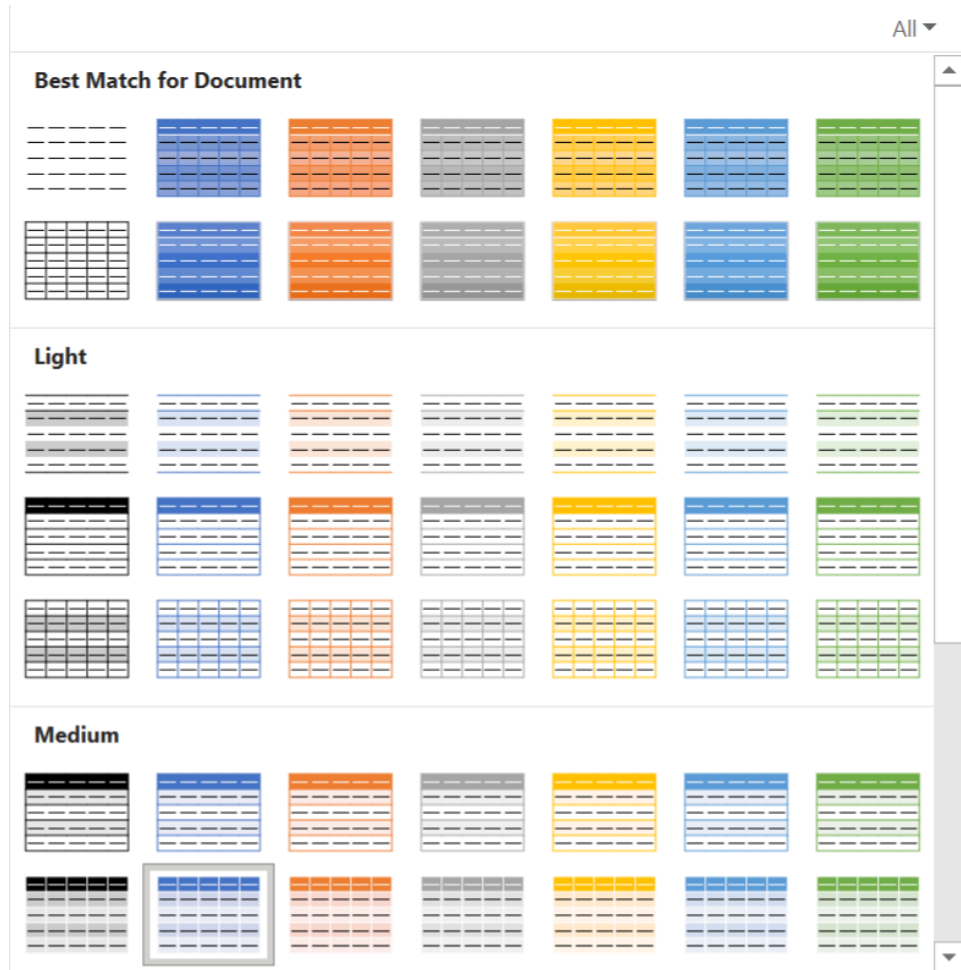


Figure 12: Many options

**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.

12. 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

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. Where do you need to click to change the chart in Figure 13, “Chart: Before” to the chart in Figure 14, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

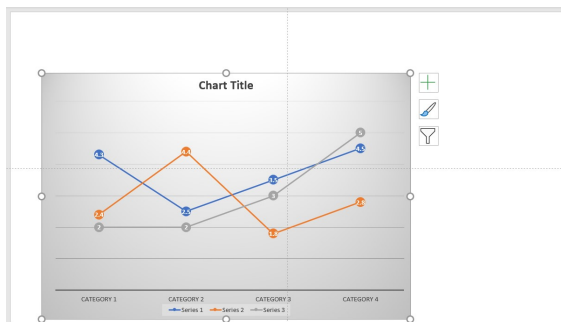


Figure 13: Chart: Before

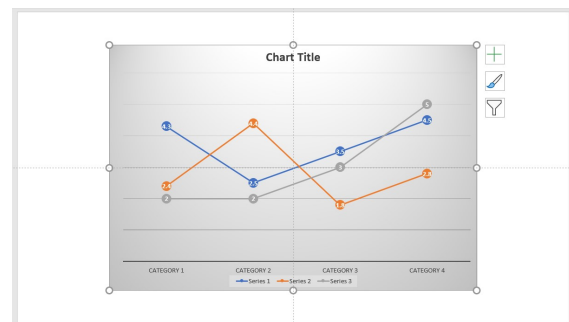


Figure 14: Chart: After

(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”.

## Extra Credit

### Word

15. 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) (2.5 points)

**Correct answer:** Select the paragraph → Click the Home Tab → Click the “Align Right” button.

16. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 393 – 396) (2.5 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click inside the “Font Size” text-box → Type the new, large font size → Click ENTER

## PowerPoint

17. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (2.5 points)

**Correct answer:** Clicking on one of these squares will add a SmartArt graphic to the presentation.

18. How do you change the shapes on a PowerPoint slide shown in Figure 16, “Three Shapes” to the shape in Figure 17, “Three Shapes: Changed”?

(Pages: 945 – 949) (2.5 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.

– End of Midterm Exam Solutions –

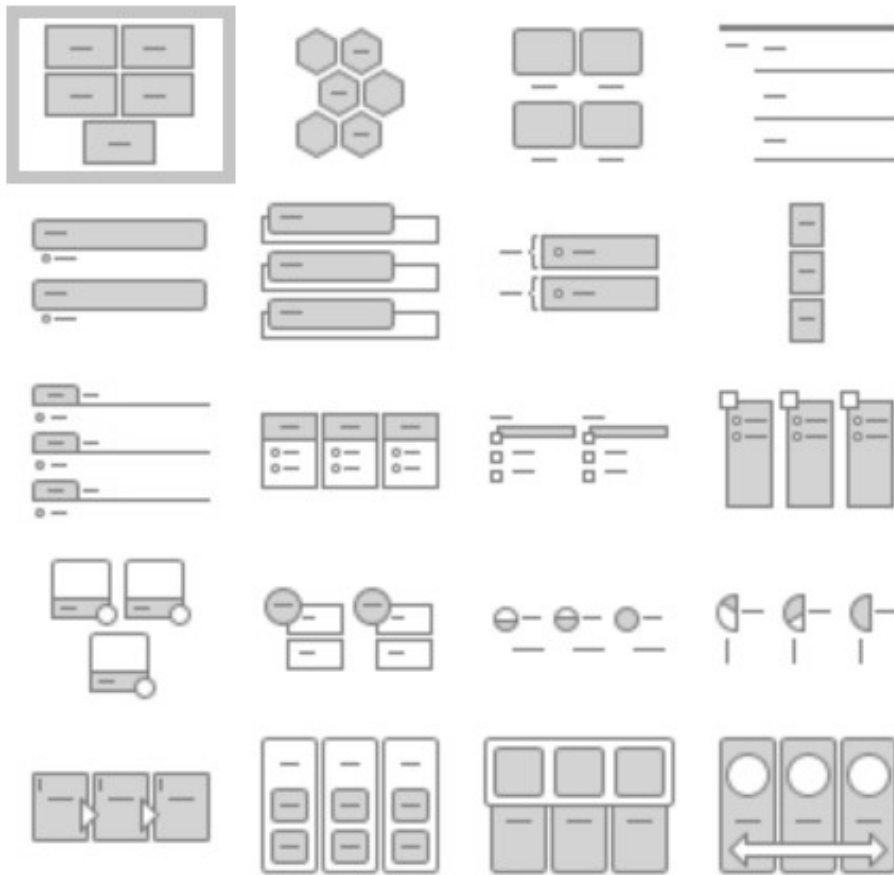


Figure 15: Many Options

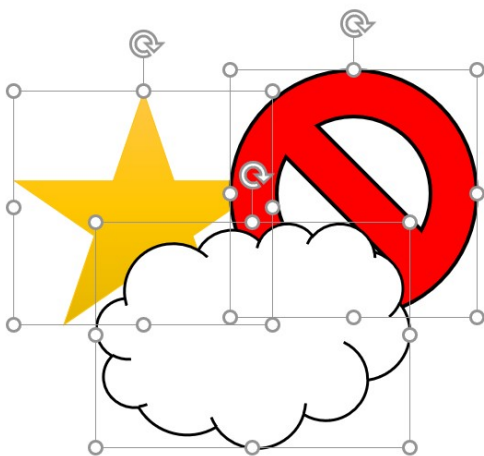


Figure 16: Three Shapes



Figure 17: Three Shapes: Changed