Midterm Exam Solutions

Word – Short Answer

1. 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.

2. Where should you click to change the table in Figure 1, "Table: Before" to the one in Figure 2, "Table: After"?

Figure 1: Table: Before

Figure 2: 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.

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

   (Pages: 556 – 560) (7.14 points)

Figure 3: Watermark: Before   Figure 4: Watermark: After

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.

4. 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 → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

5. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "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 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".

6. Which button in Word should you click to change the 3 paragraphs:

   My name is Jane.

Figure 5: My Text Layout: Before

Figure 6: My Text Layout: After

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Numbering button

7. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 13 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 7 points of space below the 1st paragraph and there are 13 points of space above the 2nd paragraph, there will be a total of 20 points of space between the two paragraphs.

PowerPoint – Short Answer

8. 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.

9. 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) (7.14 points)

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

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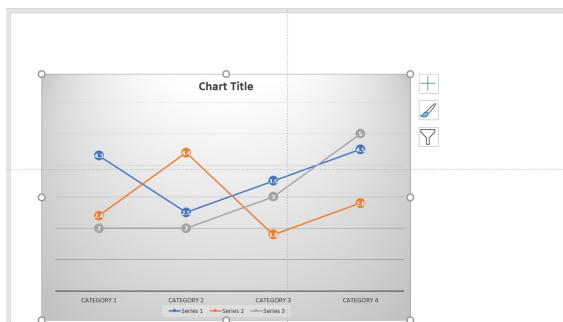
Figure 7: Chart: Before
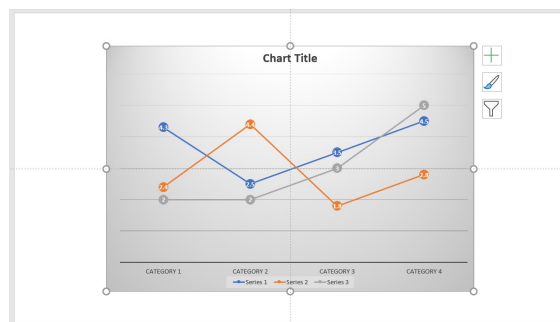
Figure 8: Chart: After

   (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".

11. (a) What is the object displayed in Figure 9?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

    (Pages: 980 – 987) (7.14 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.

12. (a) What is the name of the PowerPoint object appearing in the Figure 10?

    (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.
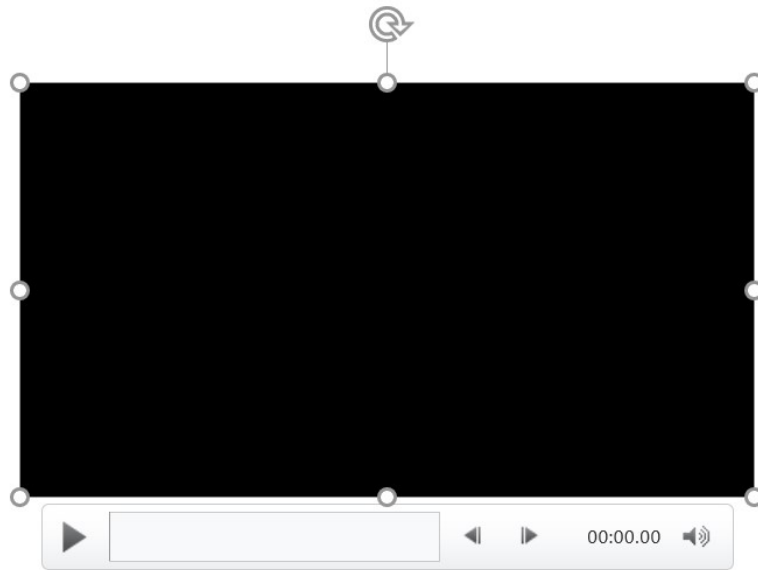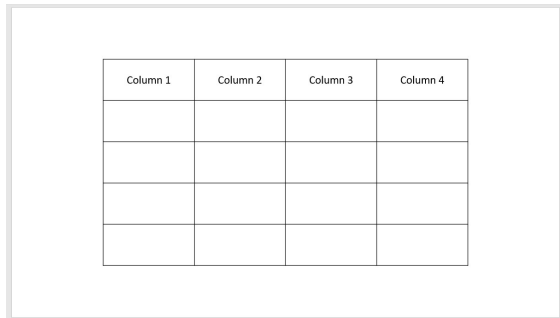
Figure 9: Object with Buttons
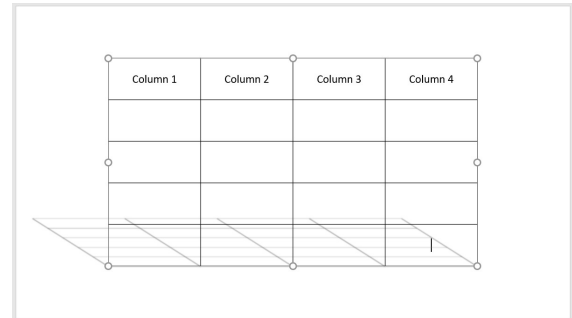
Figure 10: Object/Box

(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.

13. Where do you need to click to change the table in Figure 11, "Table: Before" to the table in Figure 12, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 11: Table: Before

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

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.

14. 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.

Extra Credit

Word

15. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (2.5 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.

16. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> general assembly.
When clicking on Ctrl and the words "United Nations", a web-page will open on the

computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 – 531) (2.5 points)

Correct answer: The clickability feature about which the question talks is called a "hyperlink" (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :)) To remove it, right-click over the text "United Nations" → click "Remove Hyperlink" to remove the hyperlink!

PowerPoint

17. 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.)
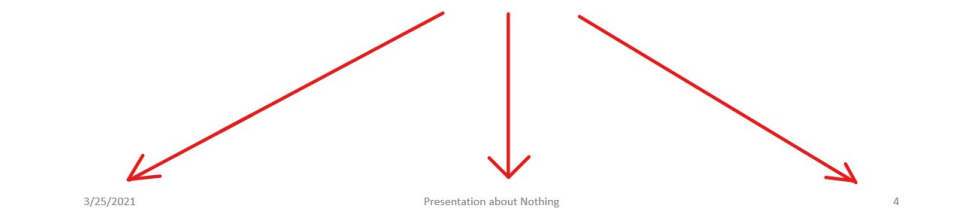
Just a Title

3/25/2021   Presentation about Nothing   4

Figure 13: What is This

(Pages: 967 – 970) (2.5 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.

18. How can you move the shapes in Figure 14, "My Shapes" so that they are positioned like those in Figure 15, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
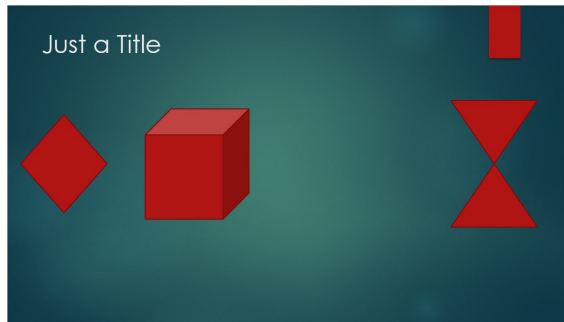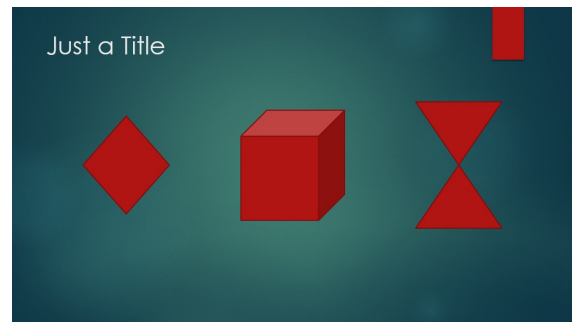
(Pages: 939 – 943) (2.5 points)

Figure 14: My Shapes

Figure 15: My Shapes: Moved

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".

– End of Midterm Exam Solutions –