

# Midterm Exam Solutions

## Word – Short Answer

1. The following text appears in a Word document:  
Yesterday, the President delivered a speech at the [United Nations](#) 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) (7.14 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!

2. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

**Correct answer:** One of the following answers would suffice:

- A **.docx** Word file belongs to the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
- A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
- A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

3. 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.

4. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “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.

5. What change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

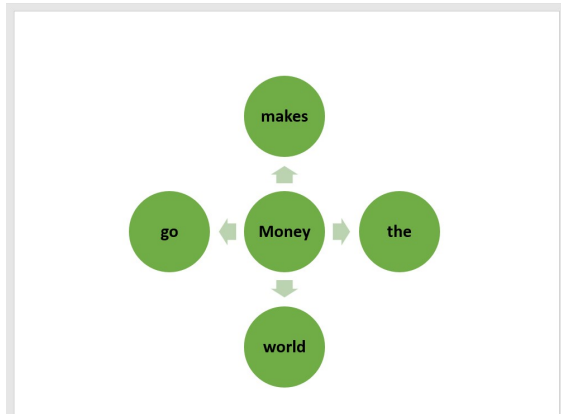


Figure 1: SmartArt: Before

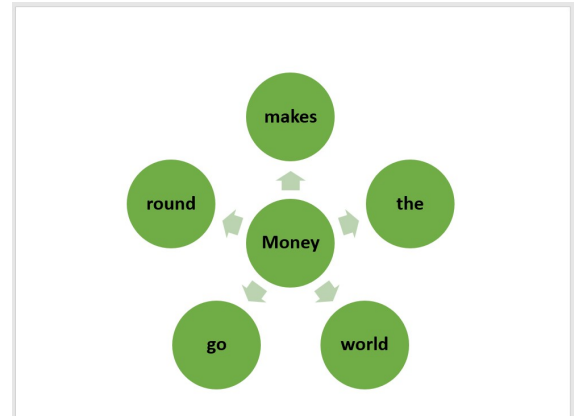


Figure 2: SmartArt: After

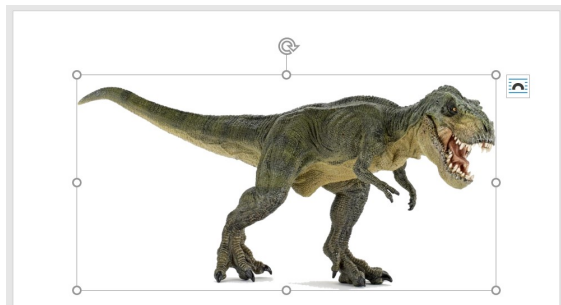


Figure 3: Dino: Before

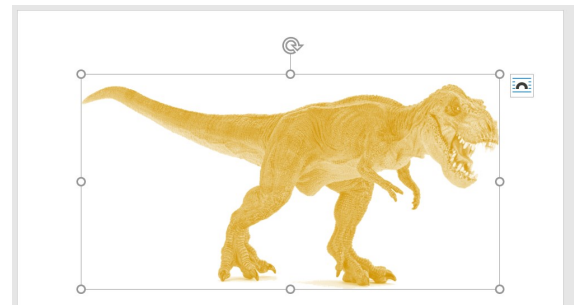


Figure 4: Dino: After

(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.

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: 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 Search Bar (also called “Tell Me Box.”)
- (b) The Search Bar lets you search for buttons and options in Word.
7. Name **two** commands/buttons on the Design tab of Word.
- (Pages: 557) (7.14 points)

**Correct answer:** (For example:) Themes and Colors

### PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 6, 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”.

9. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

**Correct answer:** A chart of the option you specify will be added to the PowerPoint slide.

10. (a) What is the object displayed in Figure 8?

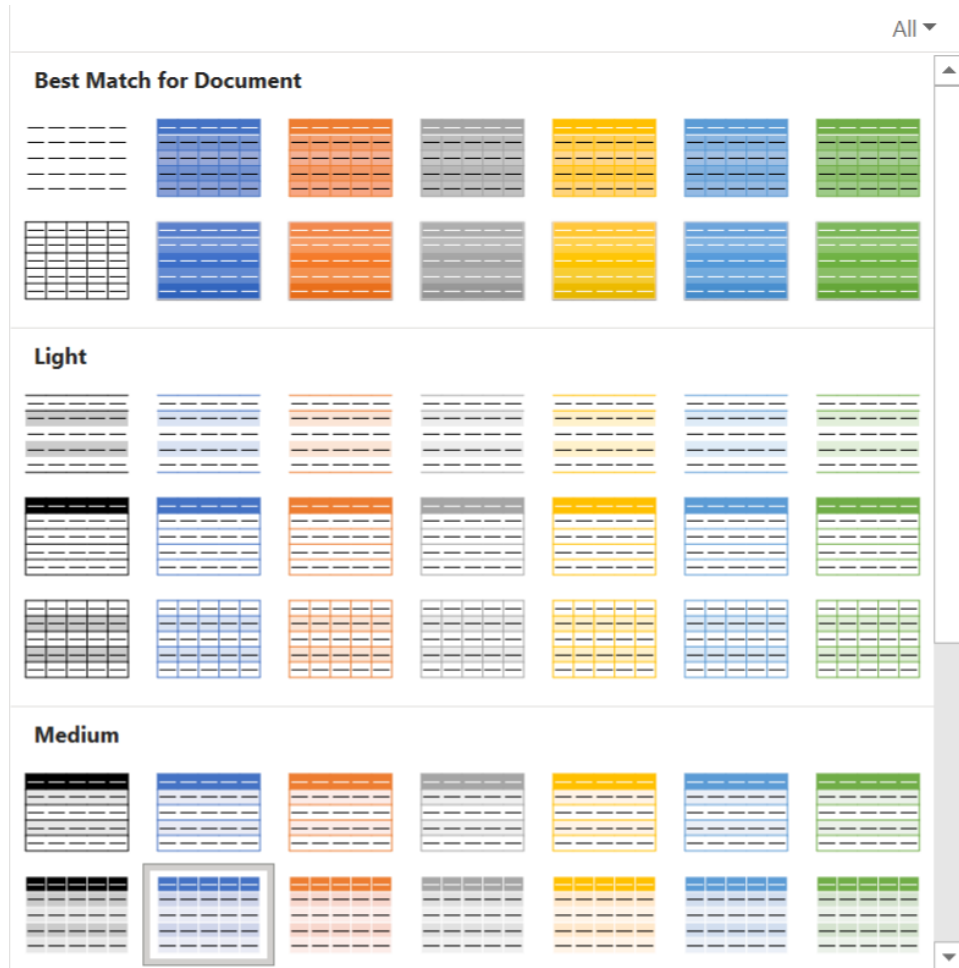


Figure 6: Many options

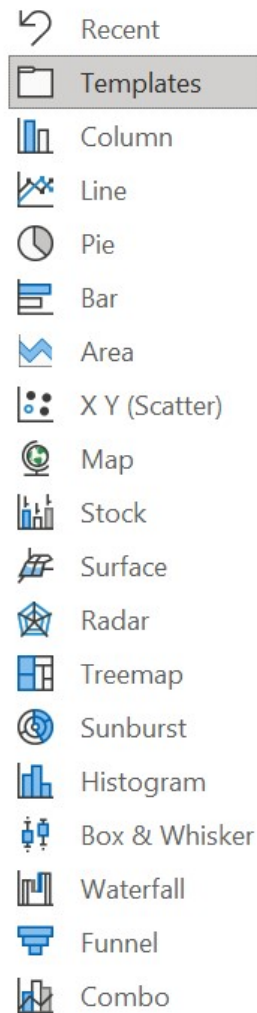


Figure 7: Long Menu

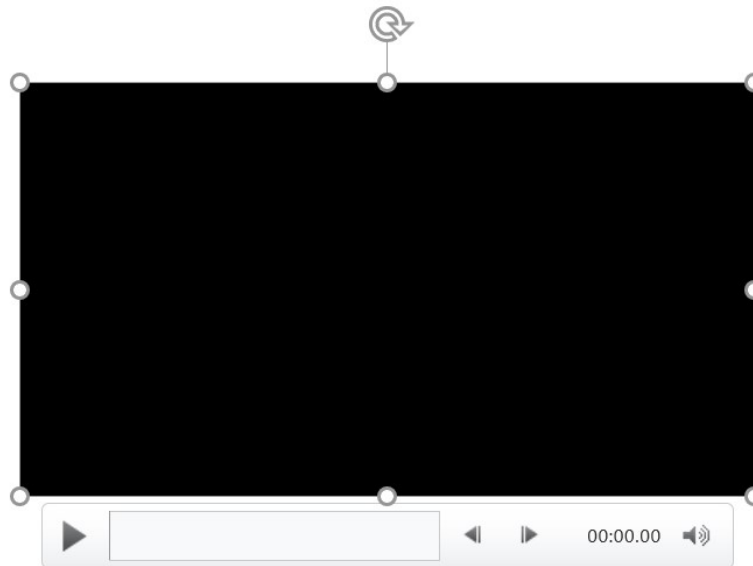


Figure 8: Object with Buttons

- (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.
11. How can you insert a picture inside the object shown in Figure 9? 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.

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **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 Only.

13. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

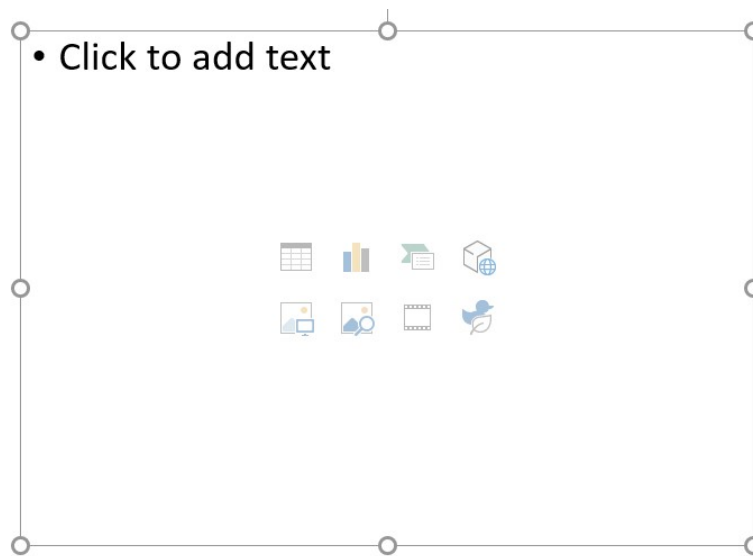


Figure 9: Insert Picture Here

Click to add title

Figure 10: My Slide

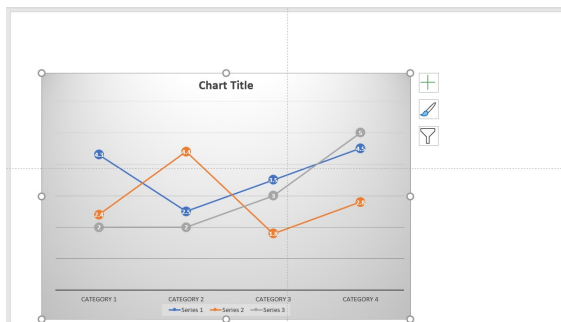


Figure 11: Chart: Before

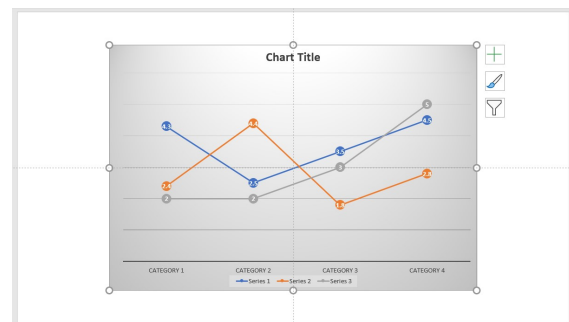
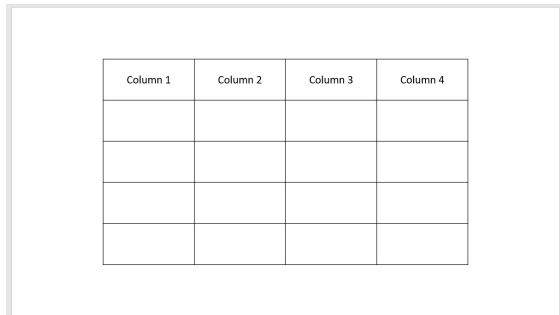


Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

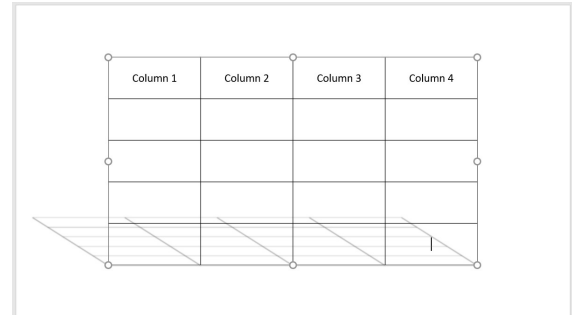
**Correct answer:** Select the chart → click on the Chart Tools: Format tab → Click on the Align button → click on “Align Center” → Click on the Align button again → click on “Align Middle”.

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



Column 1	Column 2	Column 3	Column 4

Figure 13: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 14: 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.

## 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: 438 – 441) (2.5 points)

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

16. Which button in Word should you click to change the text:  
 Good morning!  
 to the following text:



Good morning!

(Pages: 399 – 401) (2.5 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

## PowerPoint

17. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (2.5 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.

18. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)



Figure 15: My List

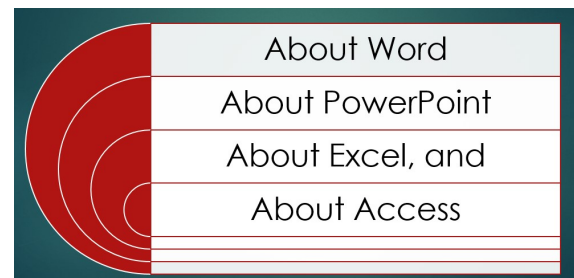


Figure 16: My New List

(Pages: 930 – 937) (2.5 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.

– End of Midterm Exam Solutions –