Midterm Exam Solutions

Word – Short Answer

1. What is change has been made to the picture in Figure 1, "Dino: Before", so that it became the picture in Figure 2, "Dino: After"?
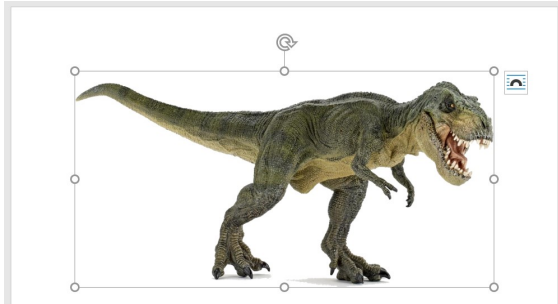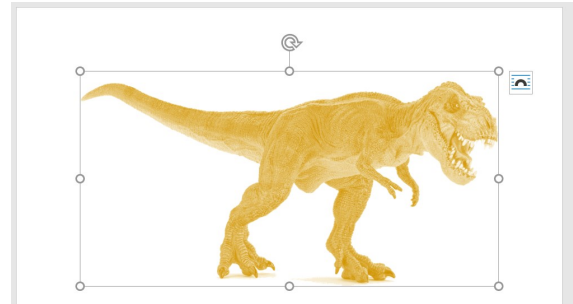

Figure 1: Dino: Before

Figure 2: 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.

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

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

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

3. 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!

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

The girl <u>eat</u> this.

Figure 3: 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 "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double 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.]

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

6. 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.

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: 404 – 405) (7.14 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the "Align Right" button.

Figure 4: Watermark: Before

Figure 5: Watermark: After

PowerPoint – Short Answer

8. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
  - Apple
  - Cherry
- Veggies
  - Banana
  - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

9. How do you change the shapes on a PowerPoint slide shown in Figure 6, "Three Shapes" to the shape in Figure 7, "Three Shapes: Changed"?

Figure 6: Three Shapes
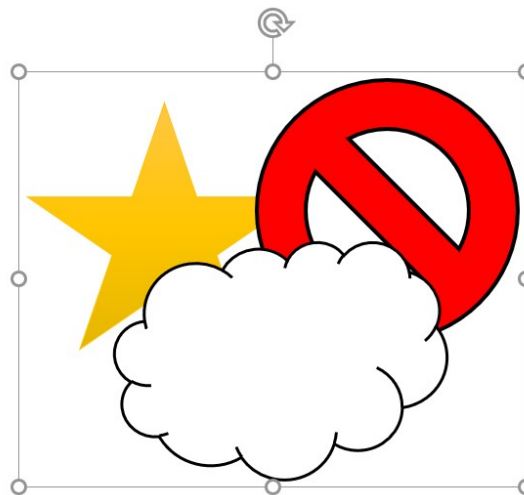
Figure 7: Three Shapes: Changed

(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.

10. If you click on any of the options shown in Figure 8, 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".

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.
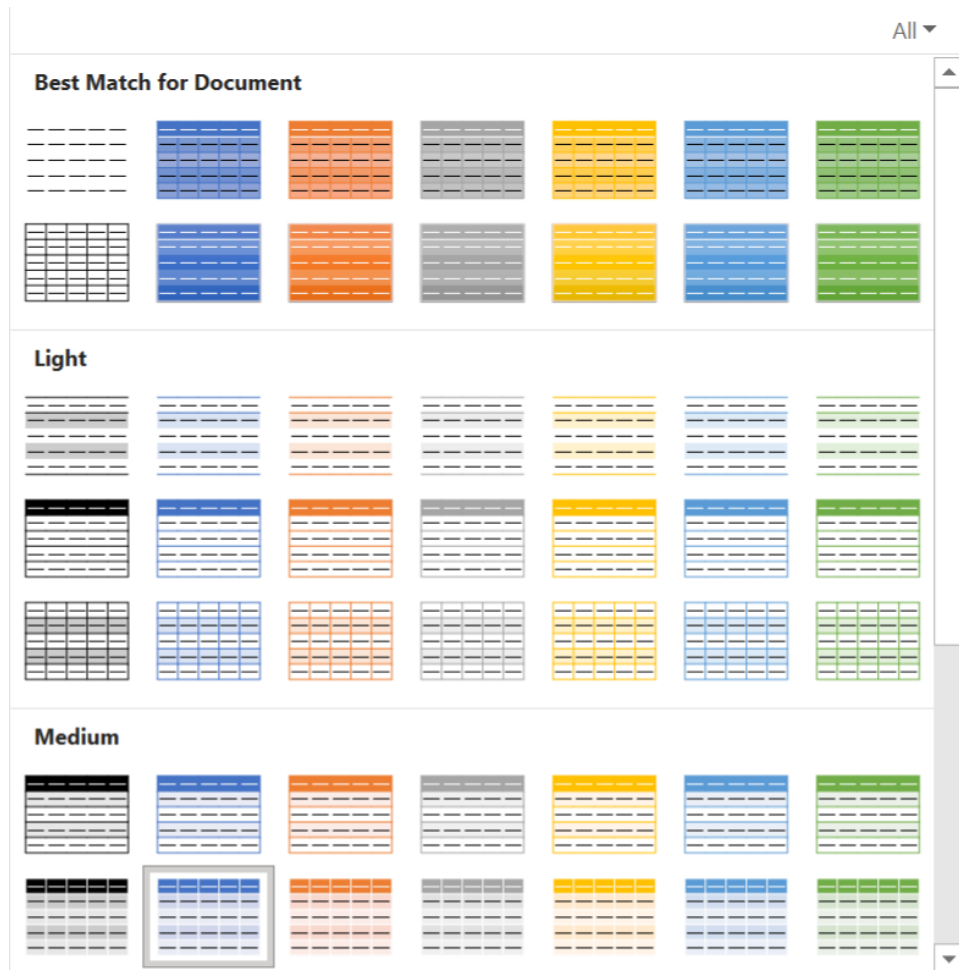
Figure 8: Many options
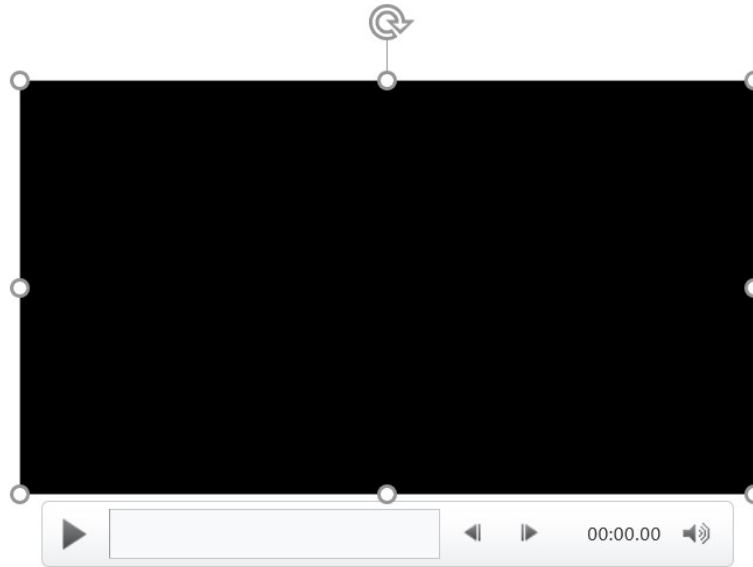
Figure 9: Object with Buttons

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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

    (Pages: 1055 – 1059) (7.14 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.

14. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

    (Pages: 443 – 446) (7.14 points)

    Correct answer: When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

Figure 10: Insert Table Here

Figure 11: Button with Arrow

Extra Credit

Word

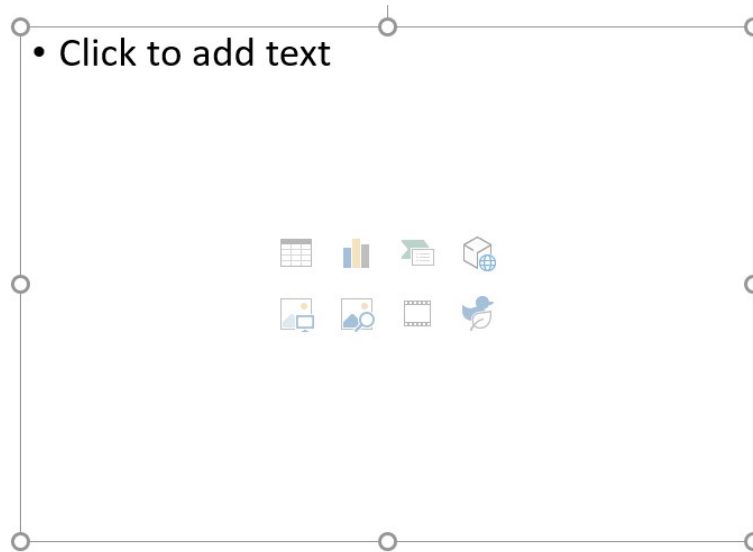15. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

    (Pages: 470 – 473) (2.5 points)

    Correct answer: Insert tab $\rightarrow$ Header button $\rightarrow$ Blank option

16. What is the purpose of the following partially-shown dialog box in Figure 12?
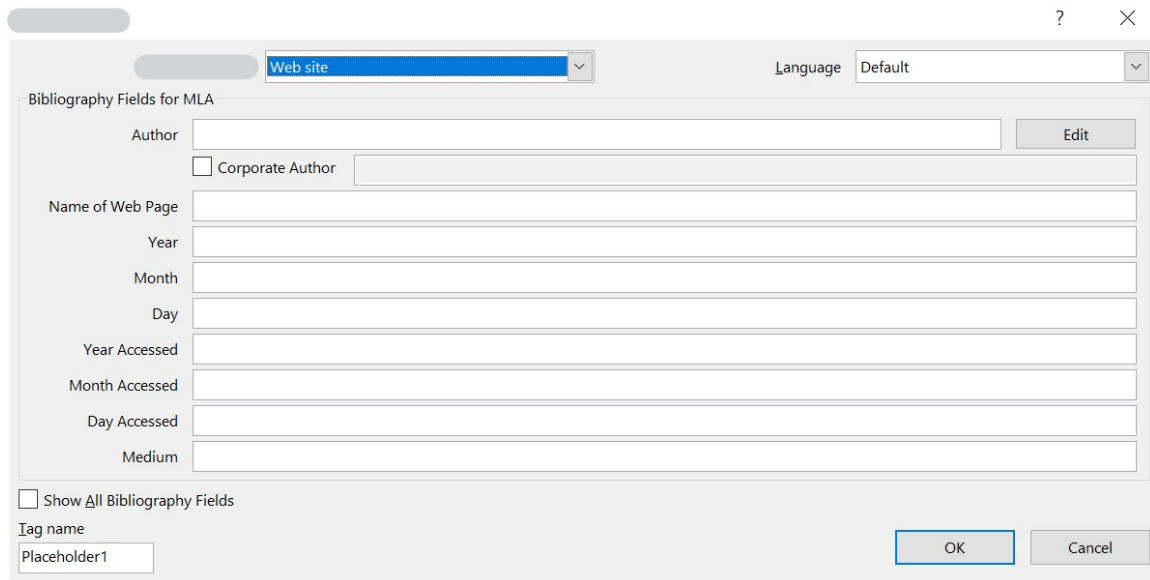

Figure 12: Dialog Box

    (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. 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.

    (Pages: 1126 – 1133) (2.5 points)

    Correct answer: Select the chart $\rightarrow$ click on the Chart Tools: Format tab $\rightarrow$ Click on the Align button $\rightarrow$ click on "Align Center" $\rightarrow$ Click on the Align button again $\rightarrow$ click on "Align Middle".
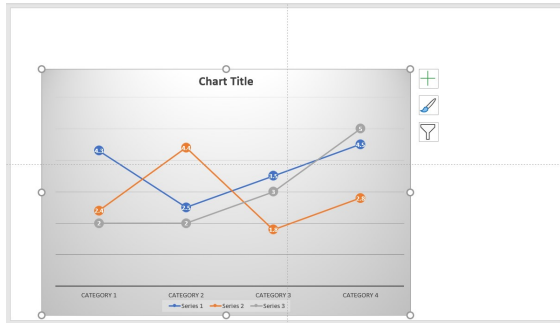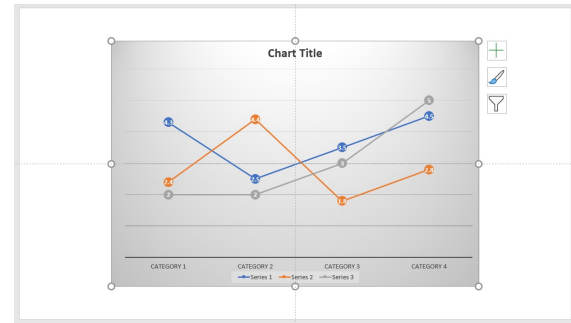
Figure 13: Chart: Before

Figure 14: Chart: After

18. Where do you need to click to change the table in Figure 15, "Table: Before" to the table in Figure 16, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 15: Table: Before

Figure 16: Table: After

(Pages: 549 – 551) (2.5 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.

– End of Midterm Exam Solutions –