

# Midterm Exam Solutions

## Word – Short Answer

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

2. 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”?

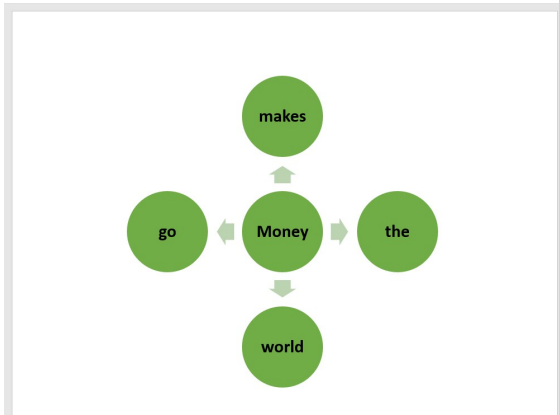


Figure 1: SmartArt: Before

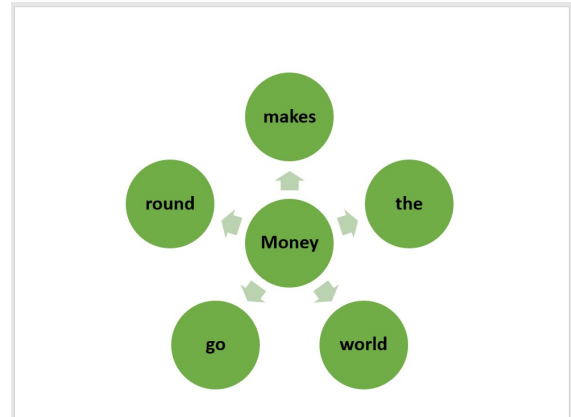


Figure 2: SmartArt: After

(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.

3. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “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.

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

(Pages: 380 – 382) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

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

- A **.docx** Word file belongs 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.

5. 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 Center button.

6. 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.

7. If a paragraph has 10 points of space below it, and the paragraph underneath has additional 16 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 10 points of space below the 1st paragraph and there are 16 points of space above the 2nd paragraph, there will be a total of 26 points of space between the two paragraphs.

### PowerPoint – Short Answer

8. The bulleted list in Figure 5, “My List” was converted into the object displayed in Figure 6, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 6, “My New List”?)

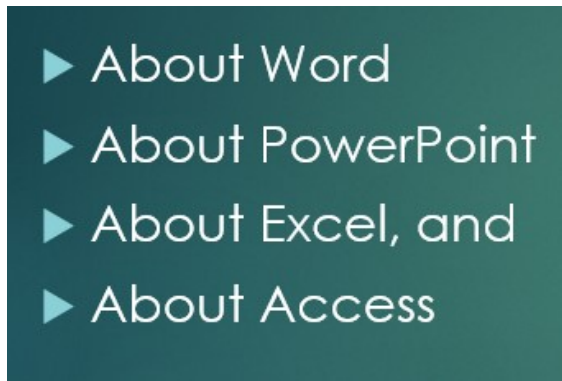


Figure 5: My List

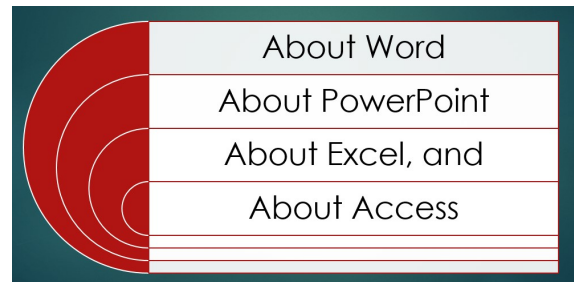


Figure 6: My New List

(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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?



Figure 7: Button with Arrow

(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.

10. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

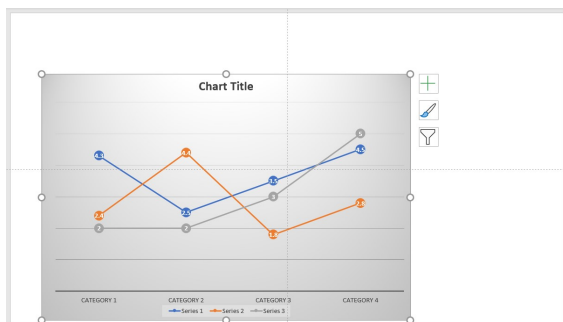


Figure 8: Chart: Before



Figure 9: 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 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.

12. 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.

13. If you click on any one of the squares in the picture in Figure 10, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

**Correct answer:** Clicking on one of these squares will add a transition between the slides of the presentation.

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

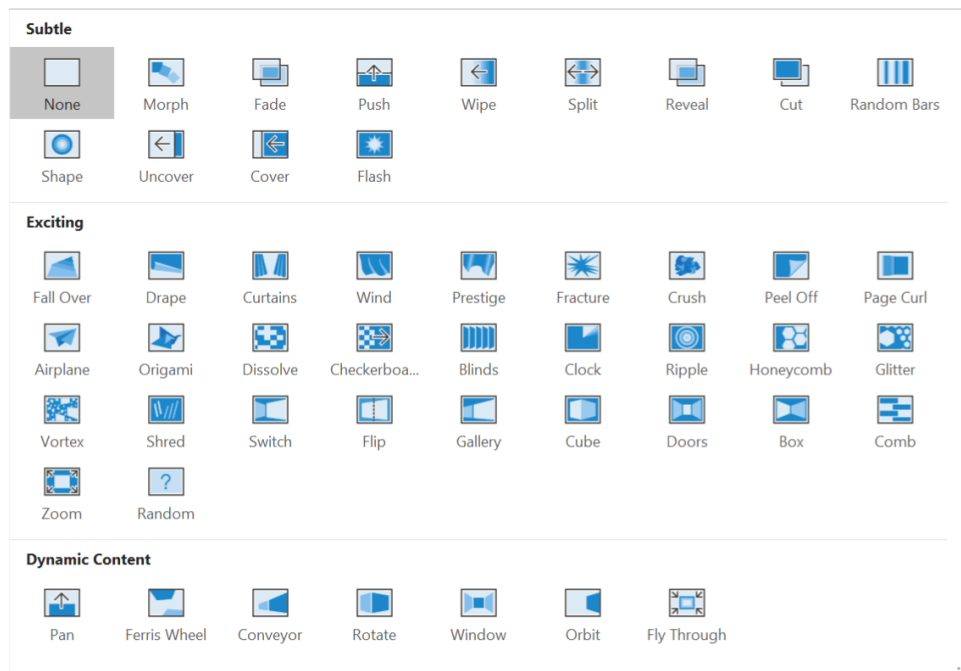


Figure 10: Many Options

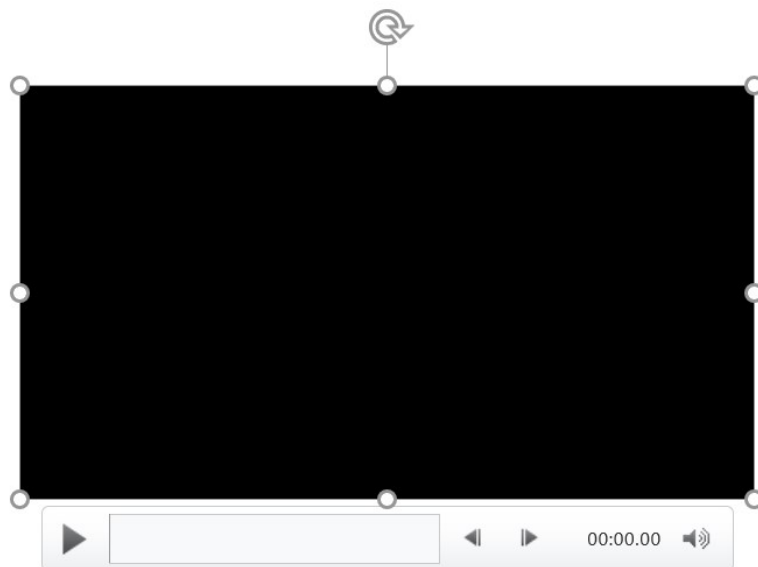


Figure 11: Object with Buttons

- (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.

## Extra Credit

### Word

15. Where should you click to change the watermark in the picture 12, “Watermark: Before” to the watermark in the picture 13, “Watermark: After”?

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Figure 12: Watermark: Before

Figure 13: Watermark: After

(Pages: 556 – 560) (2.5 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.

16. What does the button displayed in the Figure 14 do?

(Pages: 370) (2.5 points)



Figure 14: Multiple Pages

**Correct answer:** It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

### PowerPoint

17. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (2.5 points)

**Correct answer:** Select the slide you want to duplicate → Home tab → New Slide arrow → Click 'Duplicate Selected Slides'.

18. How can you insert a picture inside the object shown in Figure 15? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

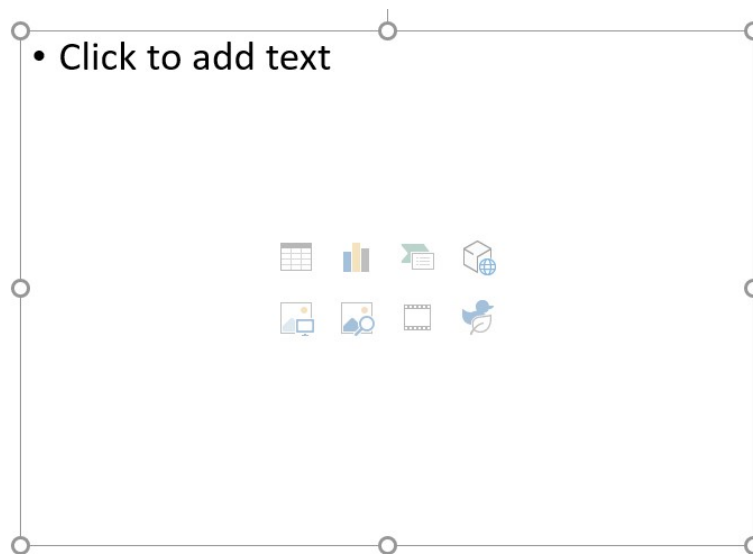


Figure 15: Insert Picture Here

(Pages: 921 – 924) (2.5 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.

– End of Midterm Exam Solutions –