

# Midterm Exam Solutions

## Word – Short Answer

1. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 15 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 13 points of space below the 1st paragraph and there are 15 points of space above the 2nd paragraph, there will be a total of 28 points of space between the two paragraphs.

2. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

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

3. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

**Correct answer:** (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

4. 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!

5. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (7.14 points)

**Correct answer:** (An example of an answer:) Select the words “I walked on the street” and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

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. 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) (7.14 points)

**Correct answer:** Insert tab → Header button → Blank option

### PowerPoint – Short Answer

8. (a) What is the name of the PowerPoint object appearing in the Figure 1?  
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 1: Object/Box

(Pages: 880 – 883) (7.14 points)

**Correct answer:**

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.

- (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.
9. The bulleted list in Figure 2, “My List” was converted into the object displayed in Figure 3, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 3, “My New List”?)

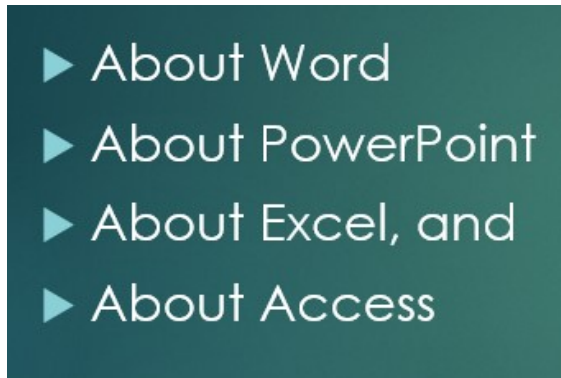


Figure 2: My List

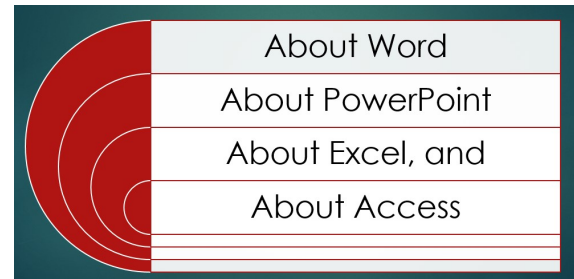


Figure 3: My New List

(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.

10. 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.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 4? **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 Slide.

12. How can you move the shapes in Figure 5, “My Shapes” so that they are positioned like those in Figure 6, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

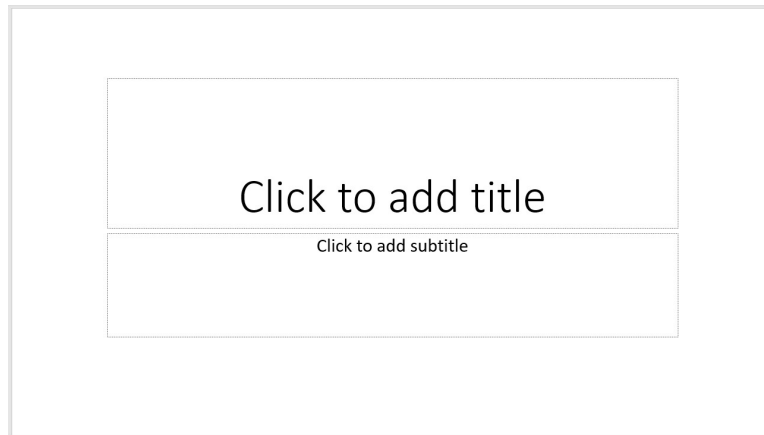


Figure 4: My Slide

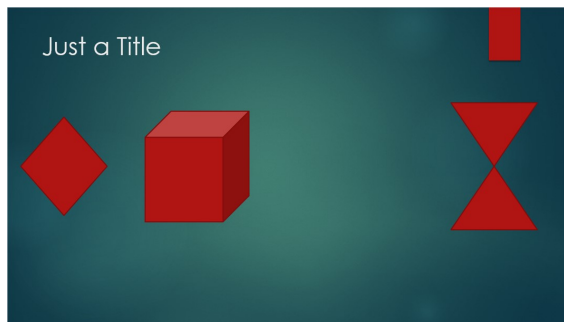


Figure 5: My Shapes

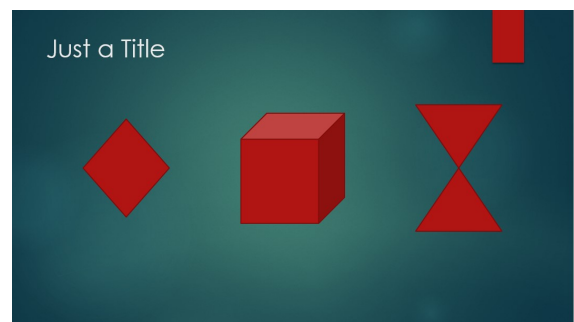


Figure 6: My Shapes: Moved

**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”.

13. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

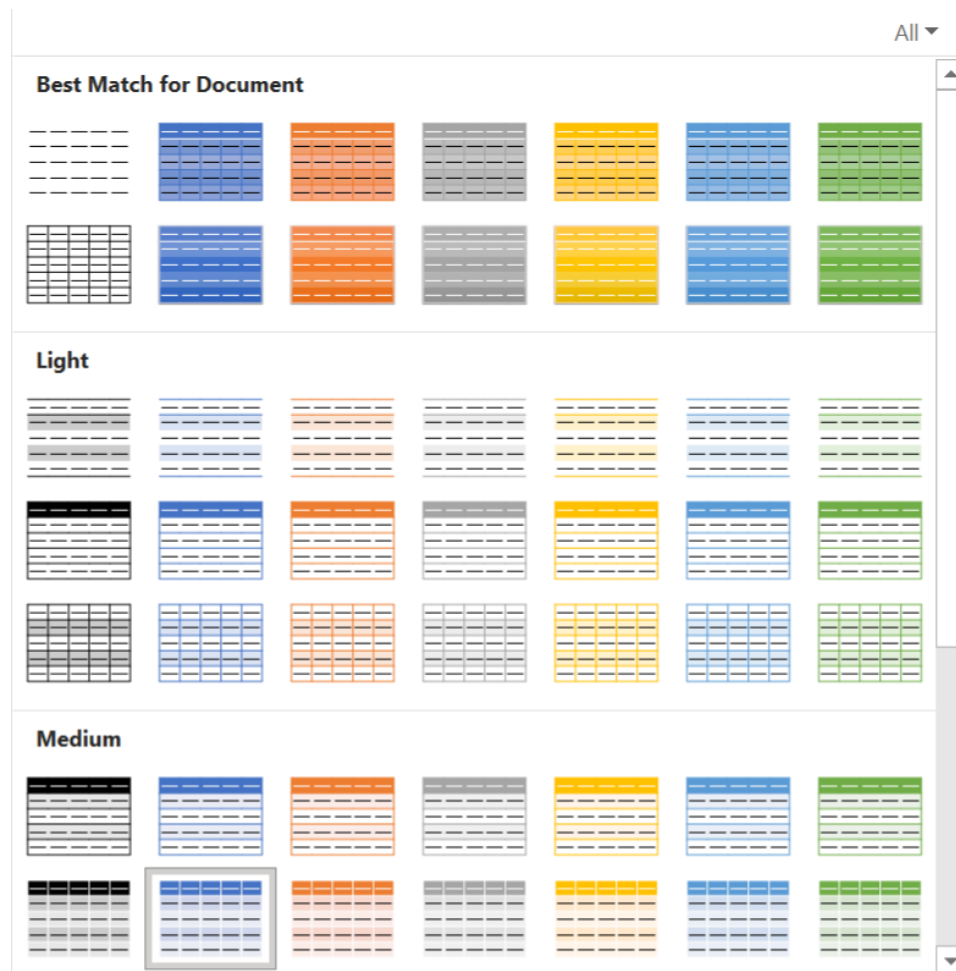


Figure 7: Many options

(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”.

14. 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.

(Pages: 1126 – 1133) (7.14 points)

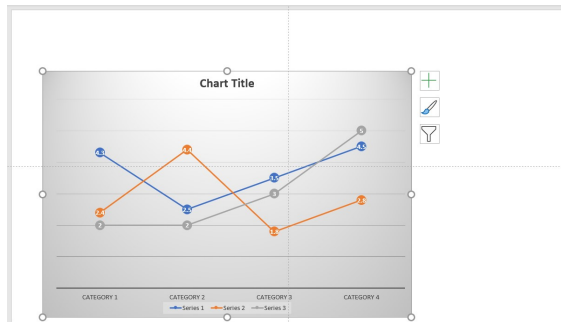


Figure 8: Chart: Before

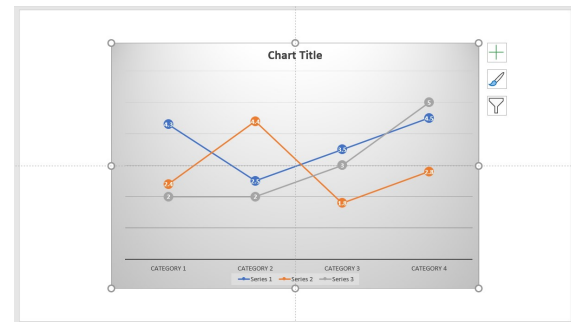


Figure 9: Chart: After

**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 Center button.

16. Explain where you should click to:

- Save the Word document for the 1st time (mention just **one** way.)
- Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (2.5 points)

**Correct answer:**

- (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
- (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.

**PowerPoint**

17. 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) (2.5 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.

18. 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) (2.5 points)

**Correct answer:** (Example:) Transitions, Animations

– End of Midterm Exam Solutions –