Midterm Exam Solutions

Word – Short Answer

1. 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 $\rightarrow$ Header button $\rightarrow$ Blank option

2. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 17 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 14 points of space below the 1st paragraph and there are 17 points of space above the 2nd paragraph, there will be a total of 31 points of space between the two paragraphs.

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.

   Figure 1: 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.

4. 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 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: 438 – 441) (7.14 points)

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

6. 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!

7. What is the purpose of the following partially-shown dialog box in Figure 2?
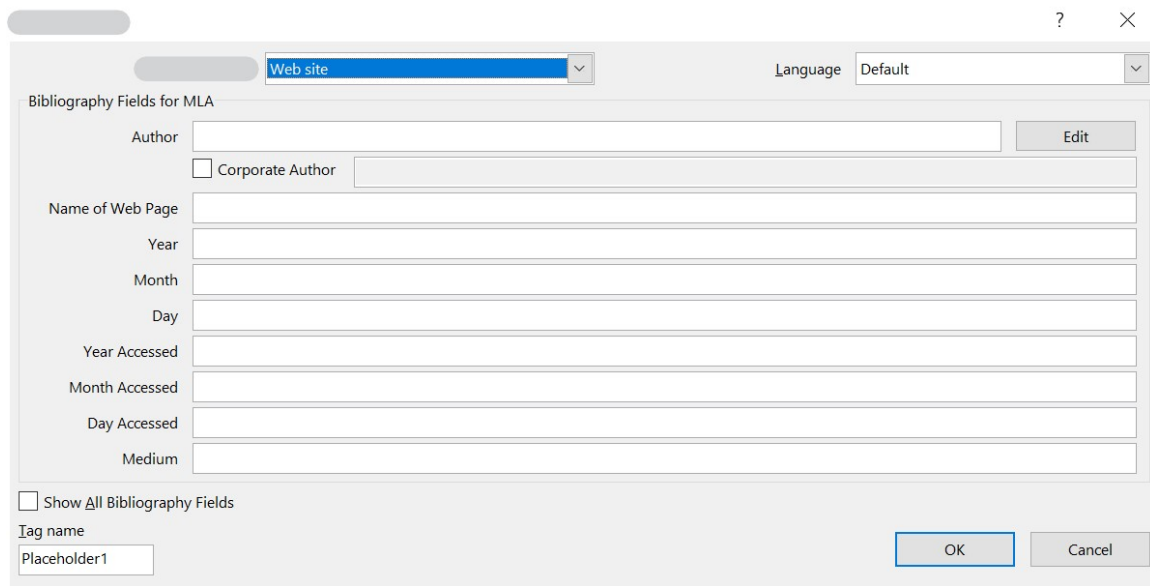
   (Pages: 569 – 570) (7.14 points)

   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 – Short Answer

8. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 3, "My Slides". Where should you click to change the Slides tab to the one in Figure 4, "My Slides: Changed"?

   (Pages: 907 – 908) (7.14 points)

   Correct answer: Click on Slide 2 in the Slides tab/area → Drag it below the Slide 3 → When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

Figure 2: Dialog Box

Figure 3: My Slides

Figure 4: My Slides: Changed

9. 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

10. Where do you need to click to change the chart in Figure 5, "Chart: Before" to the chart in Figure 6, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
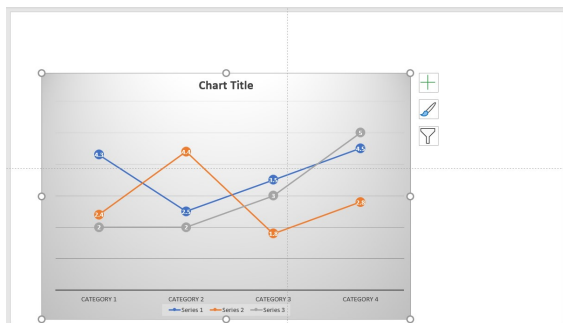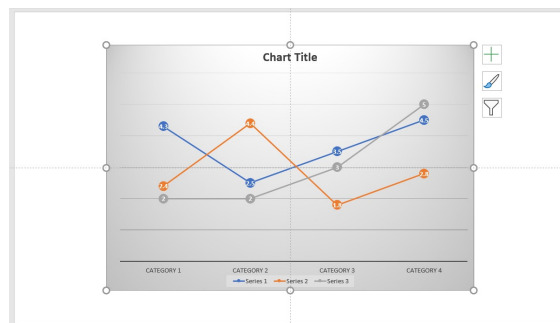

Figure 5: Chart: Before   Figure 6: Chart: After

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

    (Pages: 63 – 64, 900 – 901) (7.14 points)

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

12. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "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.

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?
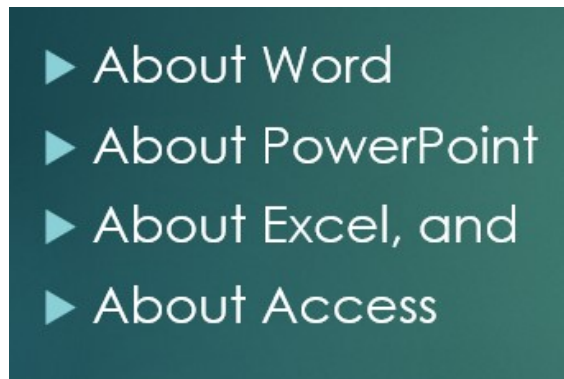
    (Pages: 443 – 446) (7.14 points)
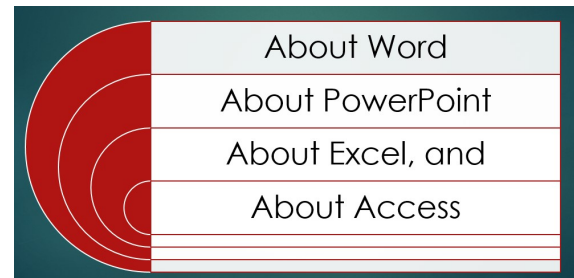
Figure 7: My List

Figure 8: My New List

Figure 9: Button with Arrow

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.

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

    (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. Suppose you are working on the SmartArt graphic in Word in Figure 11, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 12, "SmartArt: After"?

(Pages: 930 − 937) (2.5 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.
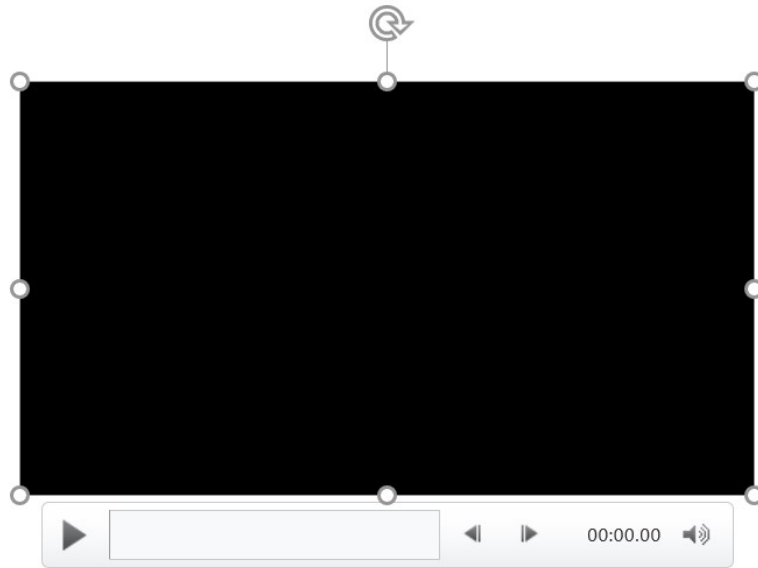
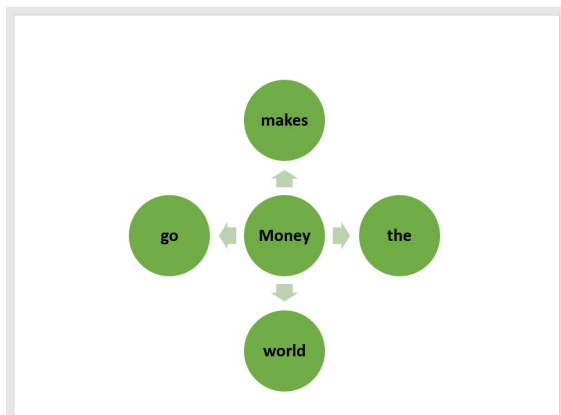Figure 10: Object with Buttons

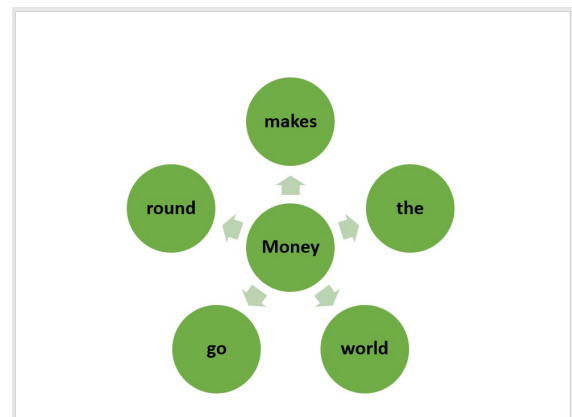

Figure 11: SmartArt: Before

Figure 12: SmartArt: After

16. Where should you click to change the text layout in picture 13, "My Text Layout: Before" to the one in the picture 14, "My Text Layout: After" inside a Word document?
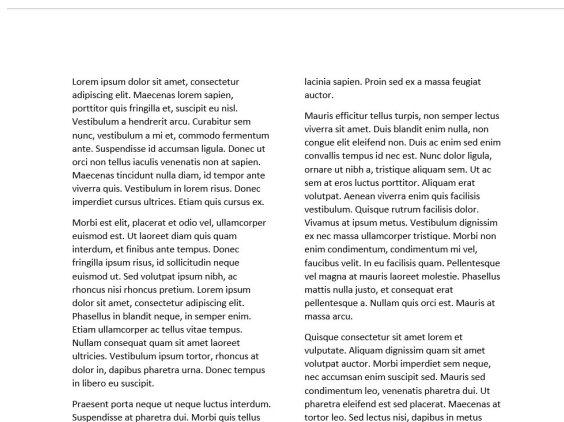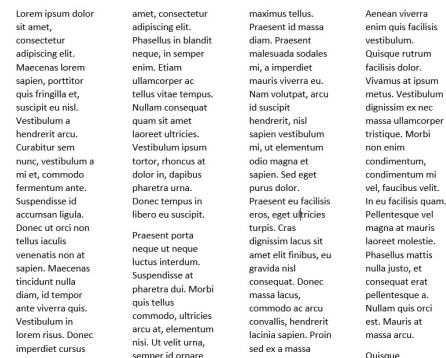

Figure 13: My Text Layout: Before

Figure 14: My Text Layout: After

(Pages: 465 – 469) (2.5 points)

Correct answer: The difference between the layout is in the number of columns: while the "My Text Layout: Before" image has 2 columns, the "My Text Layout: After" image has 4 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 4 next to "Number of Columns".

PowerPoint

17. If you were to click on an option from the menu in the Figure 15, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (2.5 points)

Correct answer: A <u>chart</u> of the option you specify will be added to the PowerPoint slide.

18. If you click on any of the options shown in Figure 16, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (2.5 points)

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".
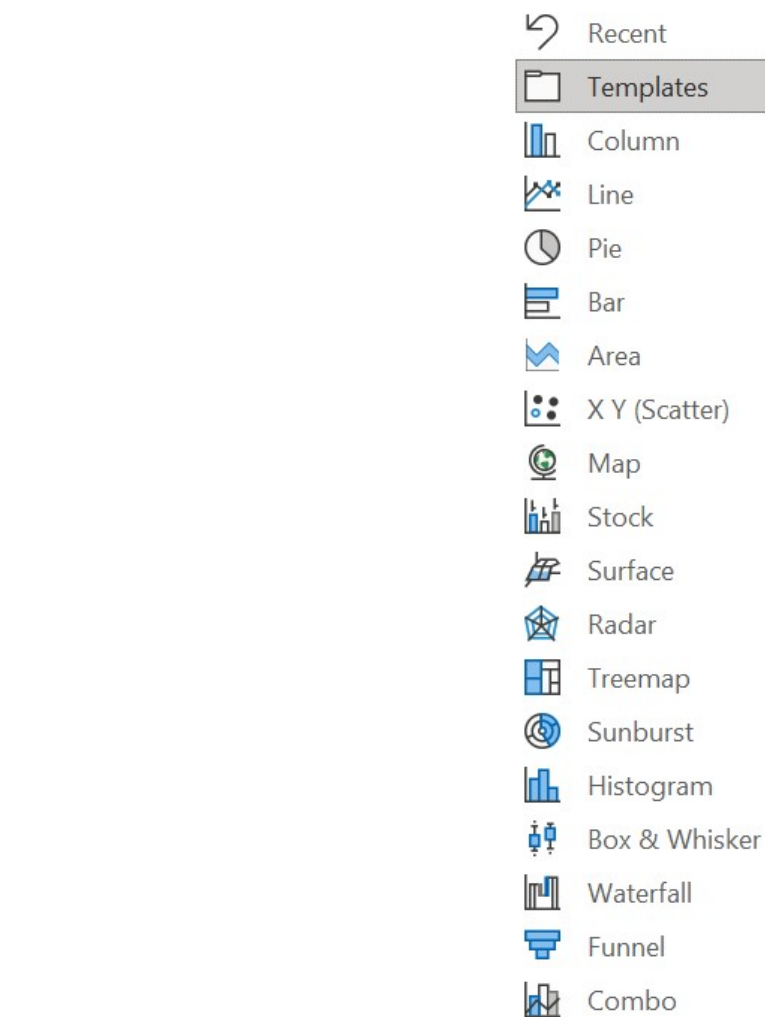
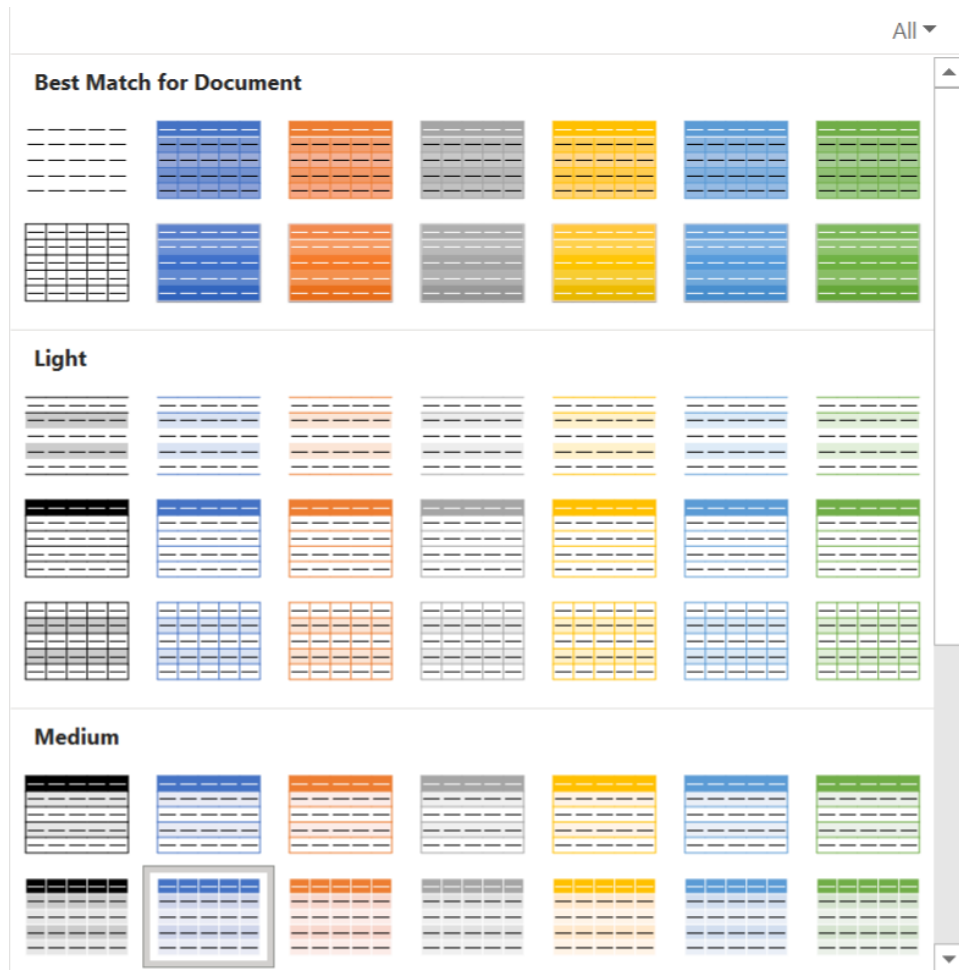– End of Midterm Exam Solutions –

Figure 15: Long Menu

Figure 16: Many options