Midterm Exam Solutions

Word − Short Answer

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

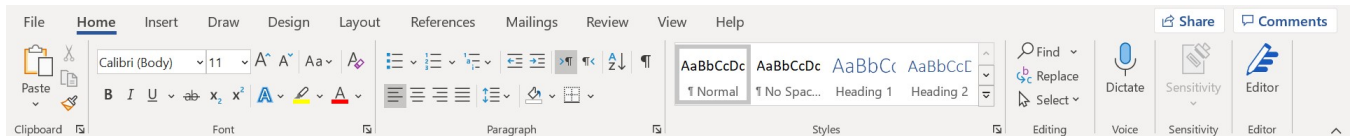Figure 1: Window Area

   (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 Ribbon.
   (b) (For example:) The Bold button makes the text look bold (thicker.)

2. Name **three** commands/buttons on the Home tab of Word.

   (Pages: 393) (7.14 points)

   Correct answer: (For example:) Bold, Increase Font Size, and Paste

3. 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.

4. Suppose you are working on the SmartArt graphic in Word in Figure 2, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 3, "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.
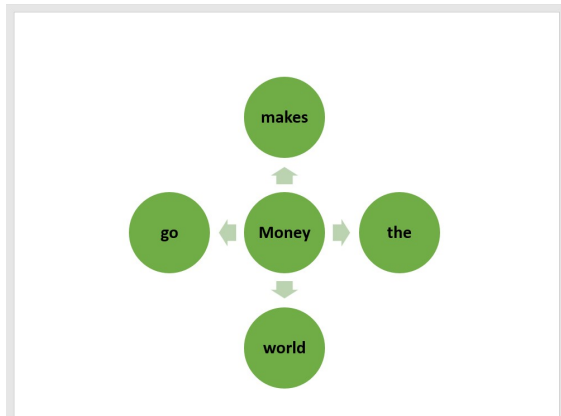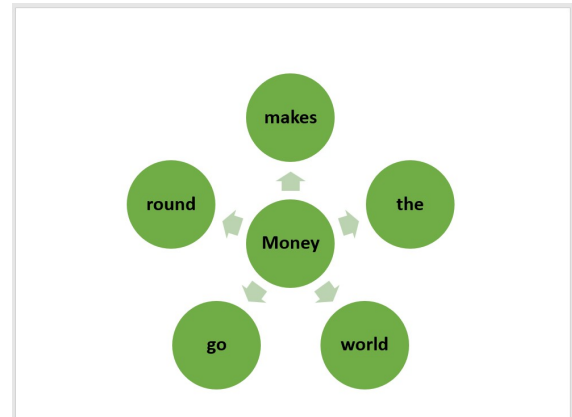
Figure 2: SmartArt: Before

Figure 3: SmartArt: After

5. 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.

6. Mention **two** ways to change the zoom of a Word document to 100%.

   (Pages: 370) (7.14 points)

   Correct answer: Any 2 of:

   (a) View Tab → Click the "100%" button.
   (b) Status Bar → Click the - or + buttons until 100% is displayed.
   (c) Drag the zoom slider until 100% is displayed.

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. 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

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 4? Your answer must use the box shown in that Figure.
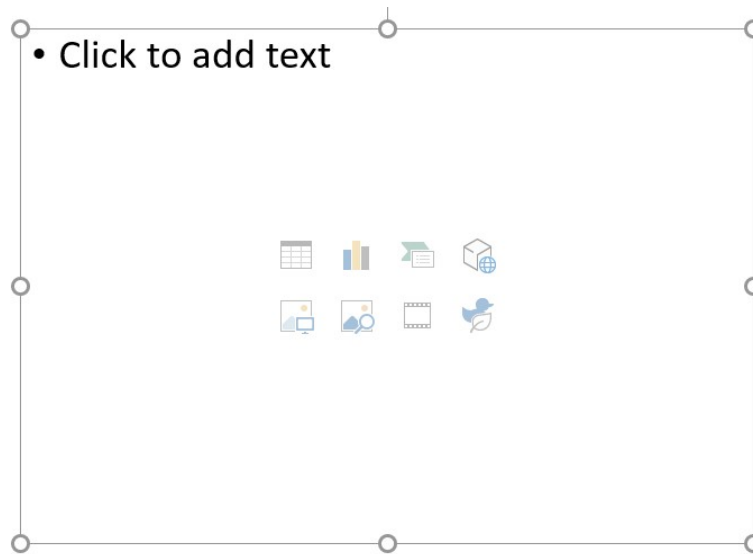
Figure 4: Insert Table Here

(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.

10. Which button do you need to click to add the text pointed by the red arrows in Figure 5? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

    (Pages: 967 – 970) (7.14 points)

    Correct answer: Click the Insert Tab → Click the "Header & Footer" button → Check the "Date and time" box → Click on the Fixed radio button → Check the "Slide Number" box → Check the "Footer" box → Type: "Presentation about Nothing" → Click the "Apply to All" button to insert this footer.

11. How can you insert a picture inside the object shown in Figure 6? 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. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.
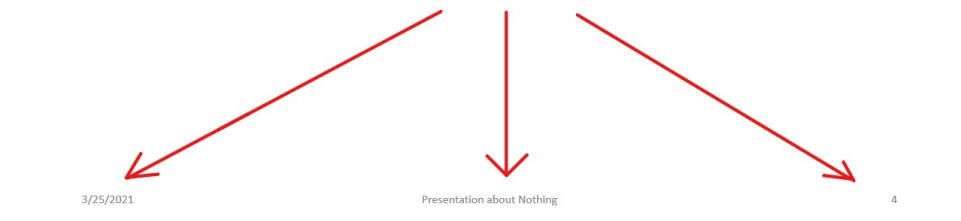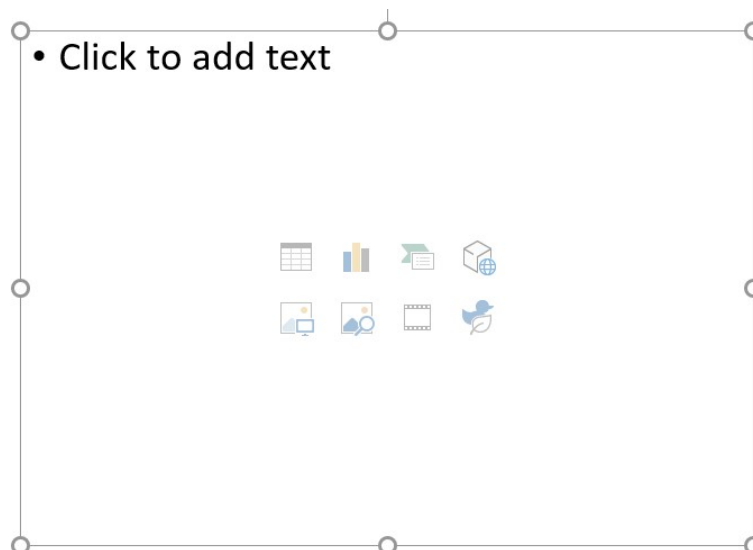
Figure 5: What is This

Figure 6: Insert Picture Here

(Pages: 1155 – 1156) (7.14 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.

13. 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.

14. 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.

Extra Credit

Word

15. The following text appears in a Word document:
    Yesterday, the President delivered a speech at the <u>United Nations</u> 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) (2.5 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!

16. You inserted an oval shape into your Word document shown in Figure 7, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 8, "Moved Oval"? [**Note**: you must use a button on the Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]

    (Pages: 519 – 521) (2.5 points)

    Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click "Position in Top Center with Square Wrapping."
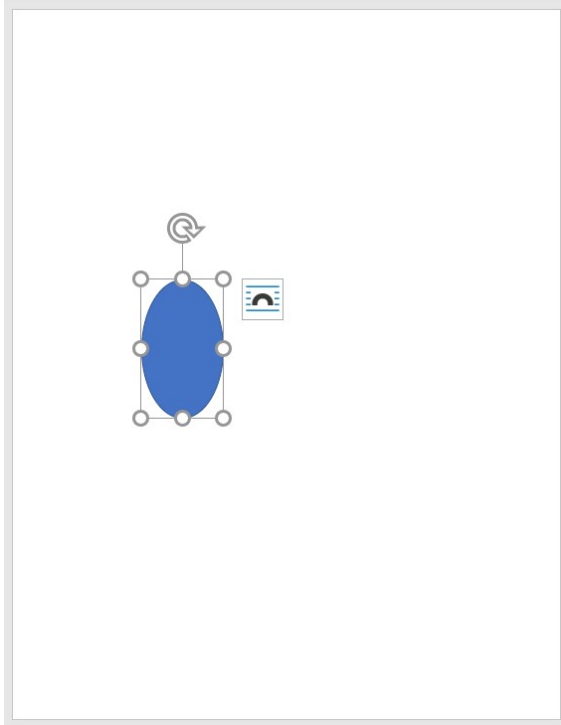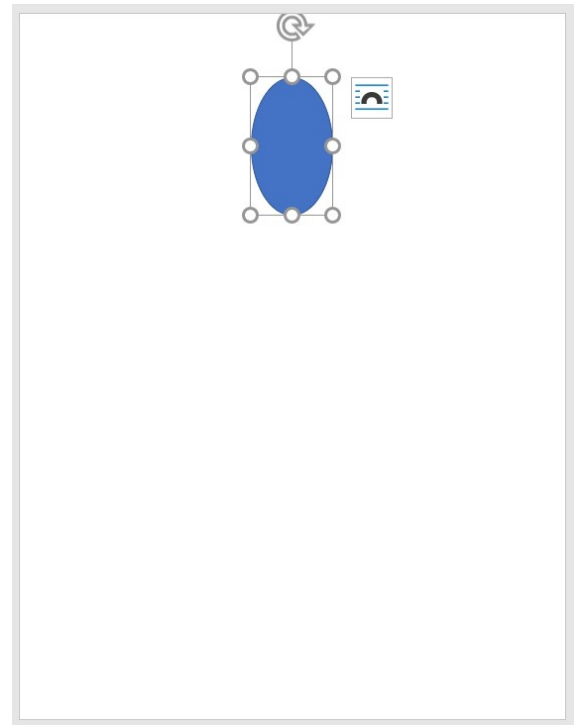
Figure 7: Added Oval Shape

Figure 8: Moved Oval

PowerPoint

17. Where do you need to click to change the table in Figure 9, "Table: Before" to the table in Figure 10, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 9: Table: Before

Figure 10: 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.

18. 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.
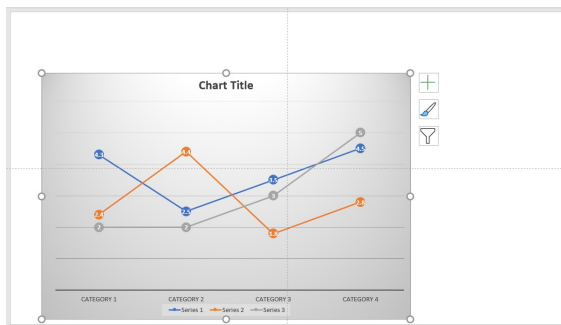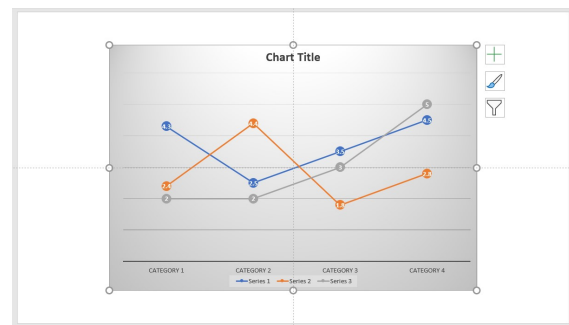

Figure 11: Chart: Before

Figure 12: Chart: After

(Pages: 1126 – 1133) (2.5 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".

– End of Midterm Exam Solutions –