

# Midterm Exam Solutions

## Word – Short Answer

1. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

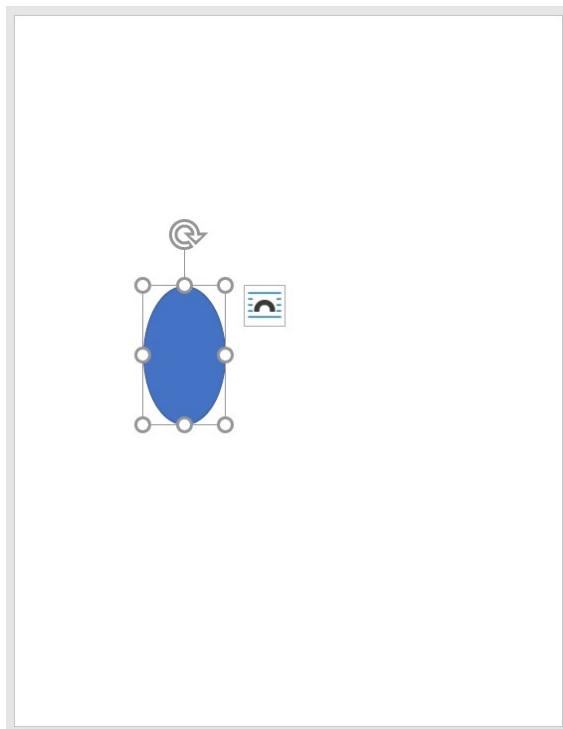


Figure 1: Added Oval Shape

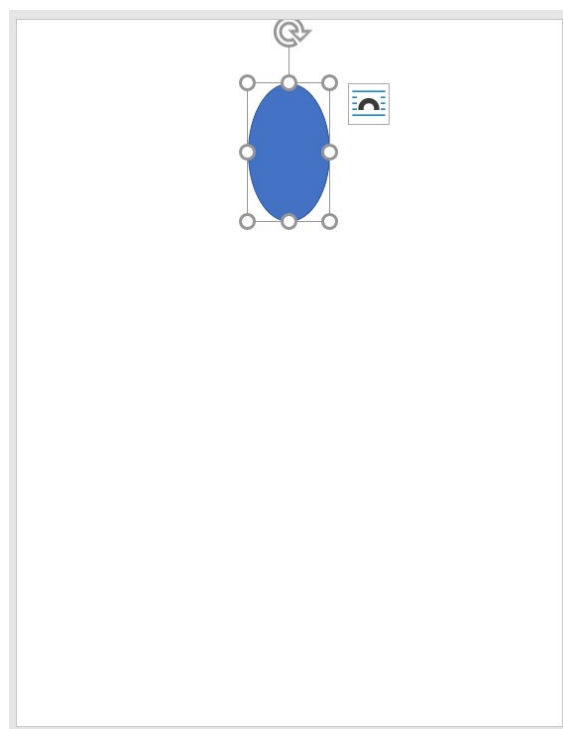


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

**Correct answer:** Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

2. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

**Correct answer:** Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture’s corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

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

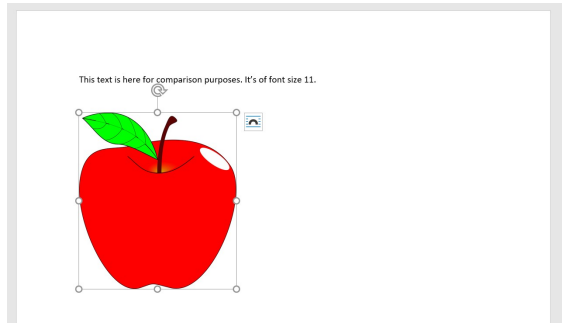


Figure 3: Apple: Before

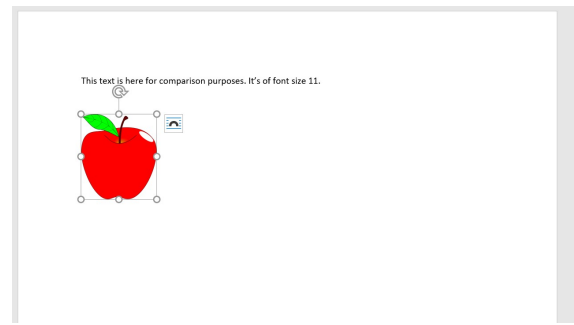


Figure 4: Apple: After

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

4. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “Dino: After”?

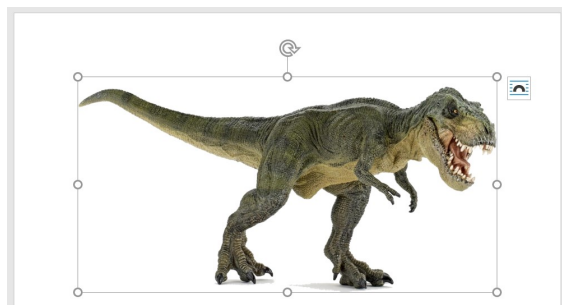


Figure 5: Dino: Before

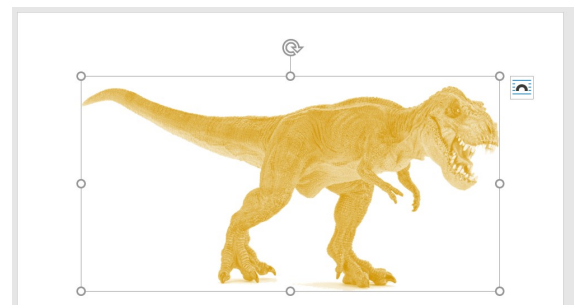


Figure 6: Dino: After

(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.

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: 1078 – 1079) (7.14 points)

**Correct answer:** Select the paragraph → Click the Home Tab → Click the Borders arrow → Either click the “Outside Borders” option, or click the “Borders and Shading” option, and in the dialog box that opens, click “Box”, and then OK.

6. What is the purpose of the following partially-shown dialog box in Figure 7?

Figure 7: Dialog Box

(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.

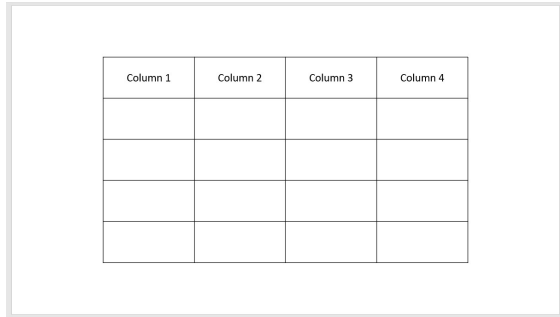
7. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 17 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

**Correct answer:** Since there are 20 points of space below the 1st paragraph and there are 17 points of space above the 2nd paragraph, there will be a total of 37 points of space between the two paragraphs.

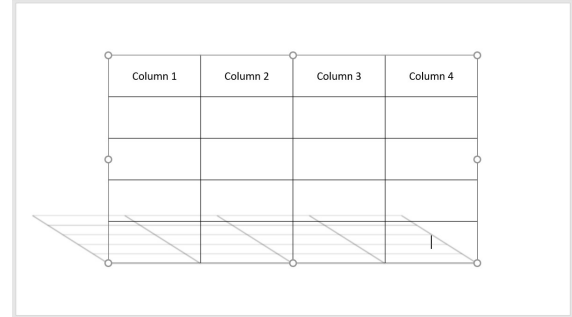
## PowerPoint – Short Answer

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



Column 1	Column 2	Column 3	Column 4

Figure 8: Table: Before




Column 1	Column 2	Column 3	Column 4

Figure 9: Table: After

(Pages: 549 – 551) (7.14 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.

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint:** Look at the screenshots given on the textbook pages listed below.



Click to add title

Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)

**Correct answer:** This slide is of the type Title Only.

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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 11? Your answer must use the box shown in that Figure.

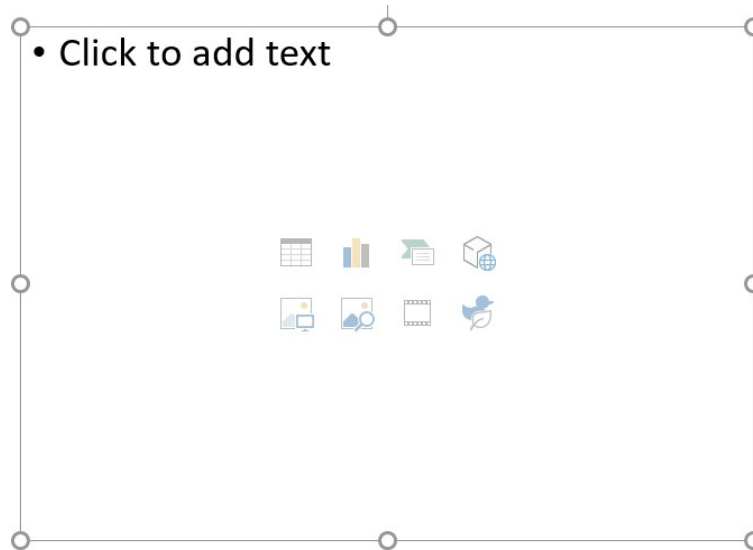


Figure 11: Insert Table Here

(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.

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

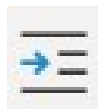


Figure 12: Button with Arrow

(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.

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

(Pages: 962 – 964) (7.14 points)

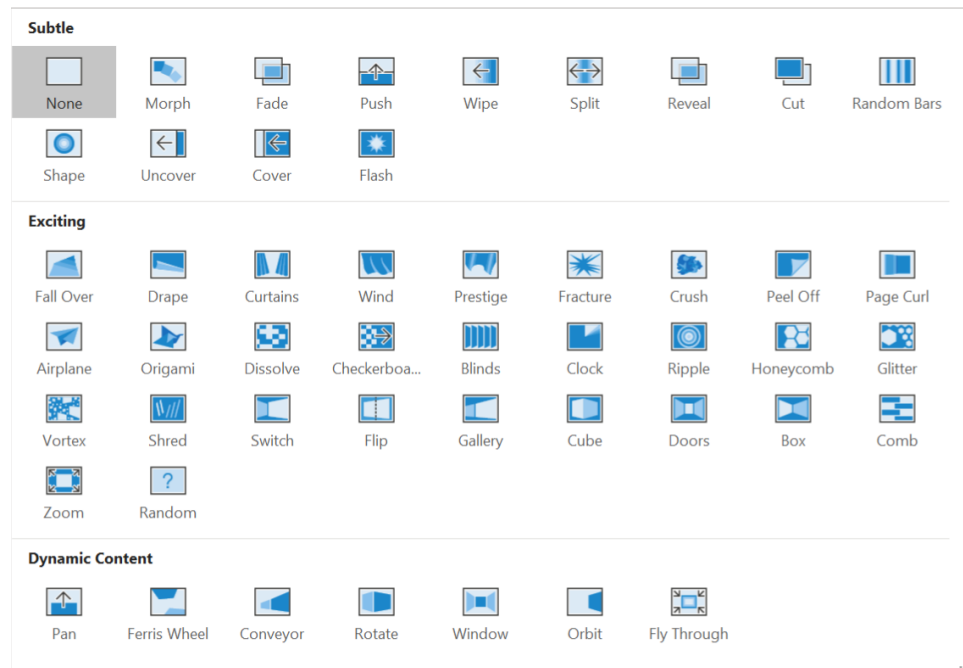


Figure 13: Many Options

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

14. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(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.

## Extra Credit

### Word

15. Where should you click to change the table in Figure 14, “Table: Before” to the one in Figure 15, “Table: After”?

(Pages: 494 – 498) (2.5 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.

16. 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.)

Column 1	Column 2
Info	Info
Info	Info

Figure 14: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 15: Table: After

(Pages: 470 – 473) (2.5 points)

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

## PowerPoint

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

(Pages: 904 – 907) (2.5 points)

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

18. You 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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “My Slides: Changed”?

(Pages: 907 – 908) (2.5 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!

– End of Midterm Exam Solutions –



Figure 16: My Slides



Figure 17: My Slides: Changed