

Midterm Exam Solutions

Word – Short Answer

1. What is the purpose of the following partially-shown dialog box in Figure 1?

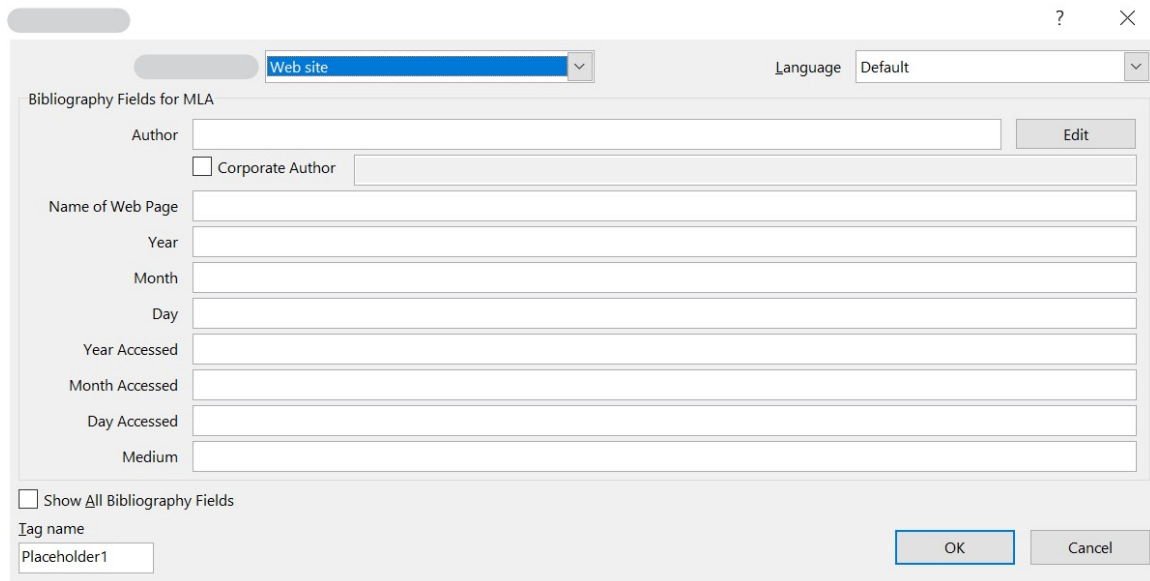


Figure 1: Dialog Box

(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.

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

the colroful flower

Figure 2: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

Correct answer:

- (a) The word “colroful” is misspelled, so Word warns you by drawing a red wavy underline under that word.

- (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]
3. Suppose you are working on the SmartArt graphic in Word in Figure 3, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 4, “SmartArt: After”?

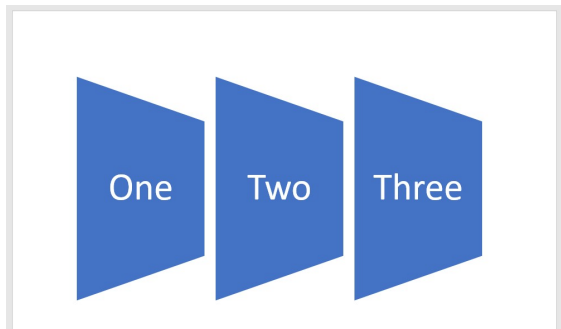


Figure 3: SmartArt: Before

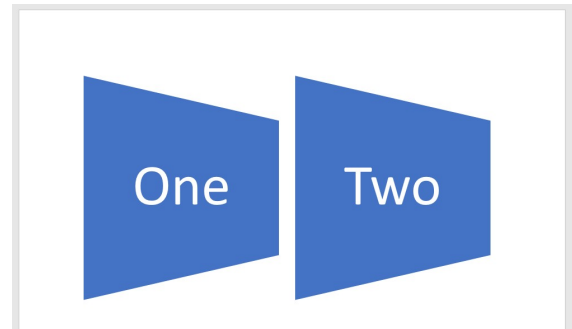


Figure 4: SmartArt: After

(Pages: 930 – 937) (7.14 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

4. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “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) (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.”

5. Explain where you should click to:

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

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (a) (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”.
(b) File Tab → Open → Recent → Click on the document name.

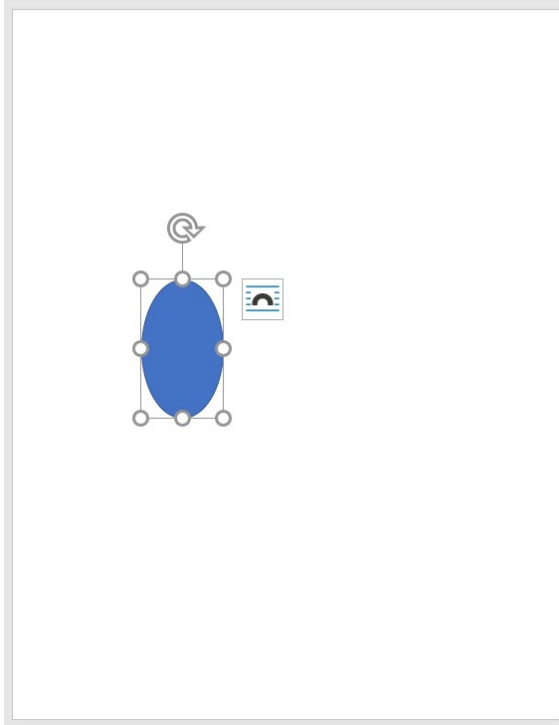


Figure 5: Added Oval Shape

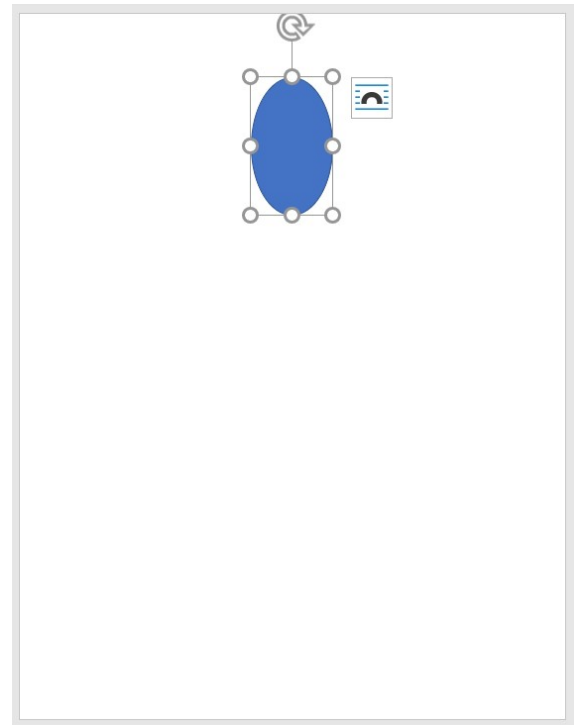


Figure 6: Moved Oval

- (b) (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".
6. Where should you click to change the watermark in the picture 7, "Watermark: Before" to the watermark in the picture 8, "Watermark: After"?
(Pages: 556 – 560) (7.14 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.

7. 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.

PowerPoint – Short Answer

8. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

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Figure 7: Watermark: Before

Figure 8: Watermark: After

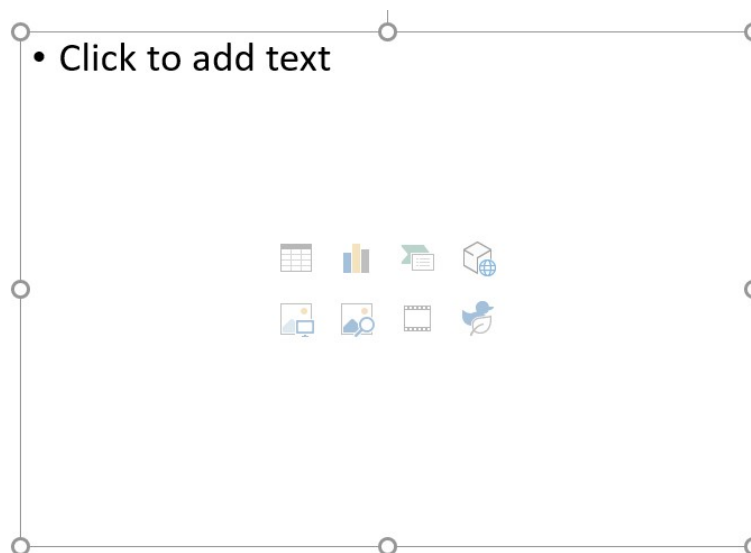


Figure 9: Insert Picture Here

(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.

9. 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.

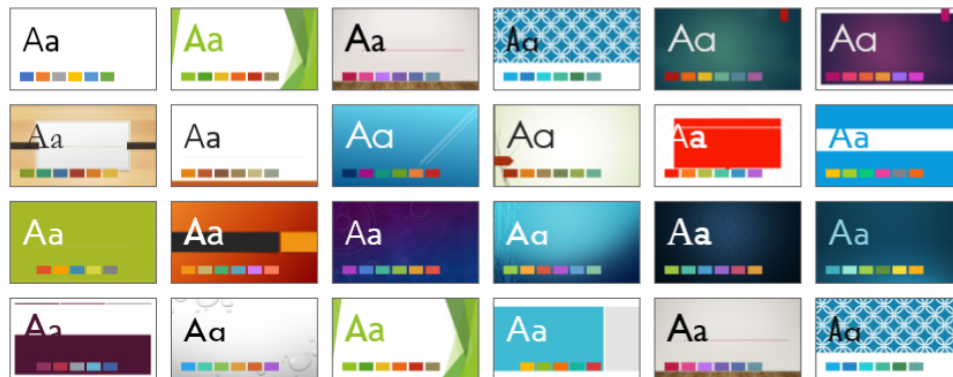


Figure 10: Many Options

(Pages: 885 – 889) (7.14 points)

Correct answer: Clicking on one of these squares will change the theme of the presentation.

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

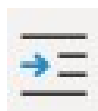


Figure 11: Button with Arrow

(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.

11. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

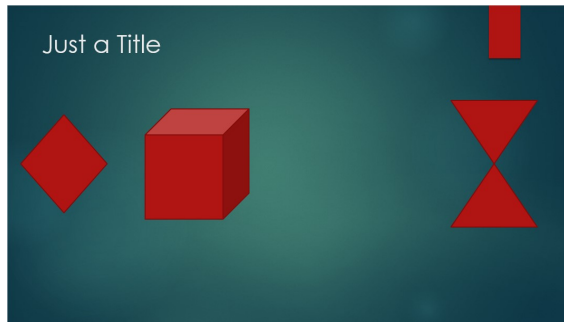


Figure 12: My Shapes

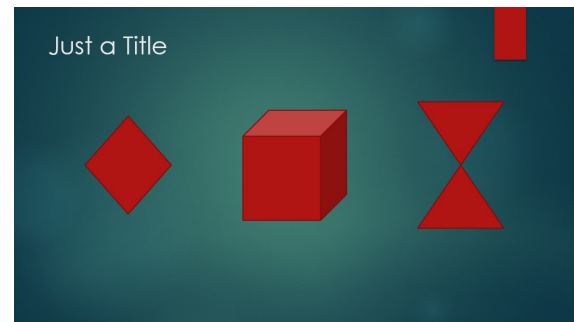


Figure 13: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

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”.

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 14? Your answer must use the box shown in that Figure.

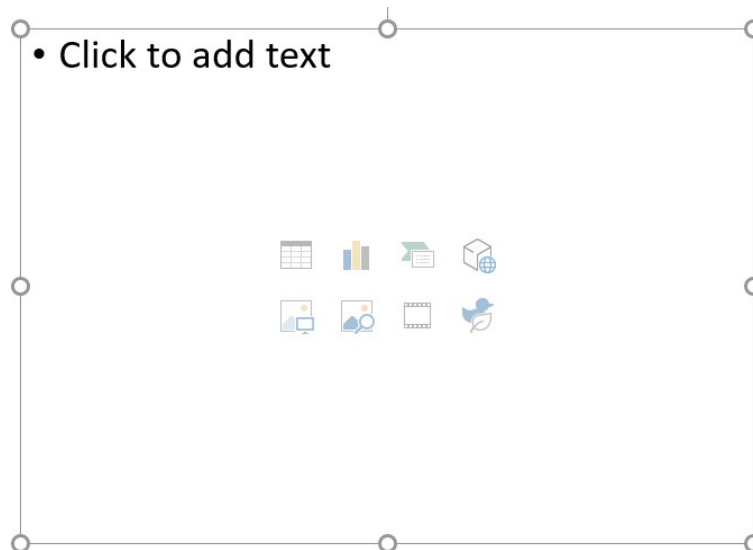
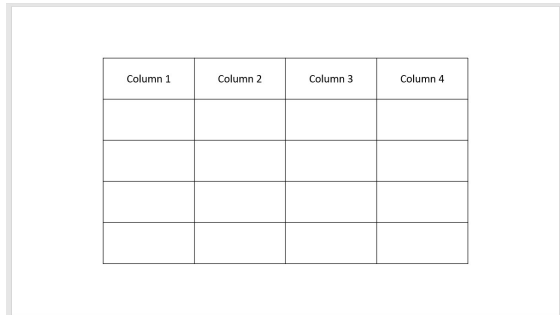


Figure 14: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

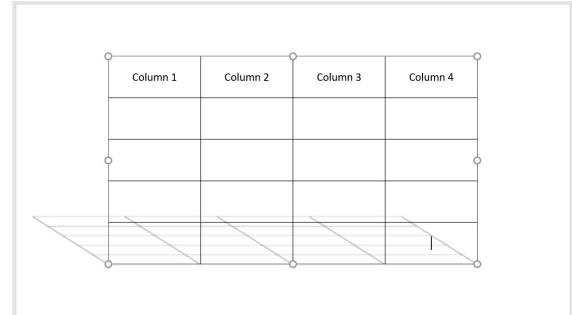
Correct answer: This object is a content placeholder. Click the “Insert Table” icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

13. Where do you need to click to change the table in Figure 15, “Table: Before” to the table in Figure 16, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 15: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 16: 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.

14. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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.)

Just a Title

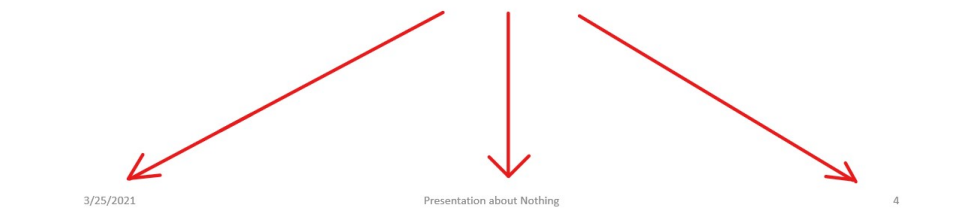


Figure 17: What is This

(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.

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: 438 – 441) (2.5 points)

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

16. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (2.5 points)

Correct answer: Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

PowerPoint

17. How do you change the shapes on a PowerPoint slide shown in Figure 18, “Three Shapes” to the shape in Figure 19, “Three Shapes: Changed”?



Figure 18: Three Shapes



Figure 19: Three Shapes: Changed

(Pages: 945 – 949) (2.5 points)

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab → Arrange button → Group option to group the shapes.

18. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (2.5 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.

– End of Midterm Exam Solutions –