

Midterm Exam Solutions

Word – Short Answer

1. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus eu.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultrices arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacus a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, iaculis turpis id, vivamus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultrices turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 1: Watermark: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultrices arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacus a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, iaculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultrices turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 2: 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.

2. What is the purpose of the buttons displayed in Figure 3?

(Pages: 772 — 774) (7.14 points)

Correct answer: The buttons set the margins of the Word document to a certain size.

3. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

Correct answer: (For example:) Save, Undo, and Redo

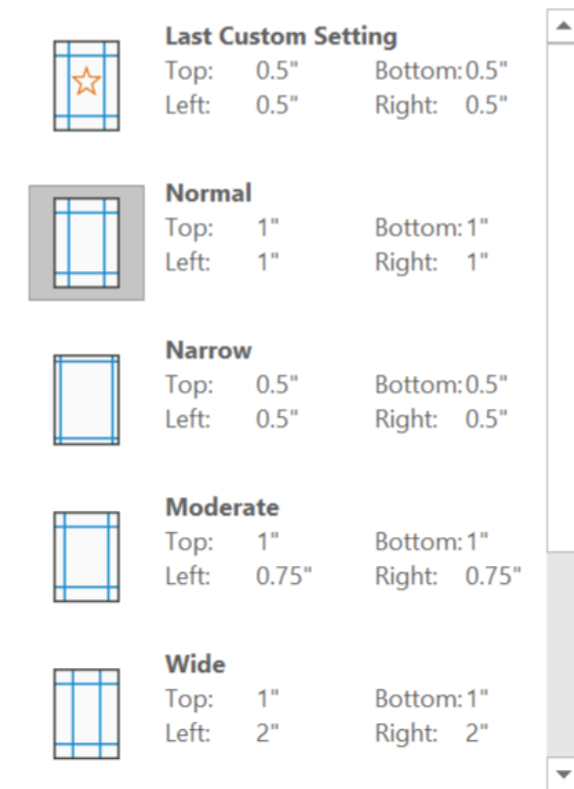


Figure 3: Five Buttons

4. 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 “Align Right” button.

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

The girl eat this.

Figure 4: 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 “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double 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.]
6. What is the purpose of the following partially-shown dialog box in Figure 5?
- (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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.

Figure 5: Dialog Box

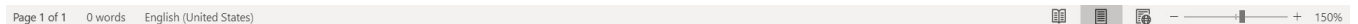


Figure 6: Window Area

- (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 Status Bar.
- (b) (For example:) The Print Layout button changes the Word window view to this of the Print Layout (you see the word pages as when they are printed.)

PowerPoint – Short Answer

8. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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.

Just a Title

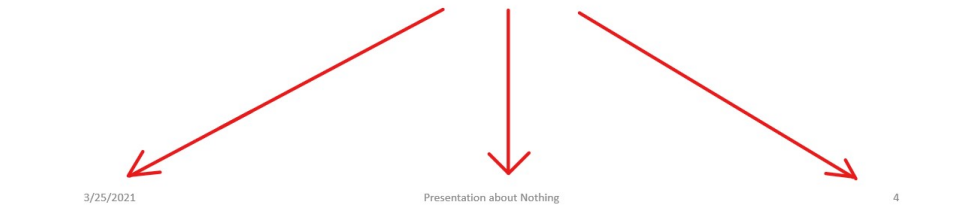


Figure 7: What is This

9. 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) (7.14 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.

10. (a) What is the object displayed in Figure 8?

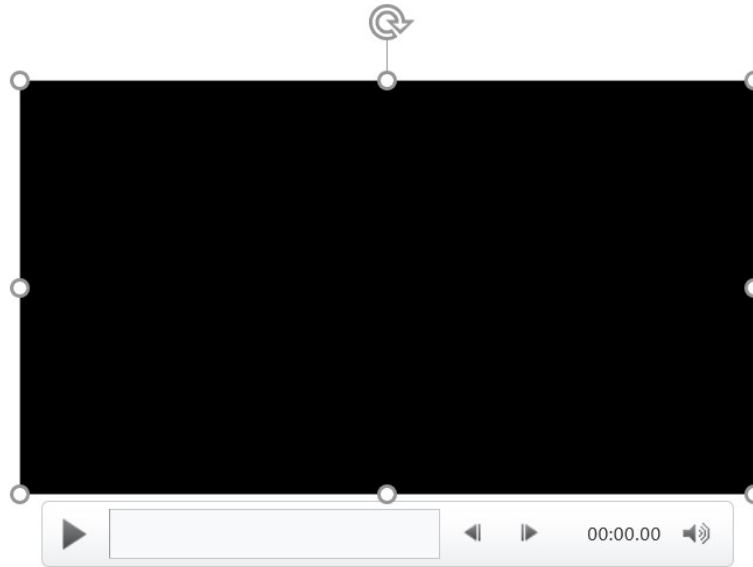


Figure 8: Object with Buttons

- (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.
11. 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.

12. 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.

(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.

13. 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 10, “My

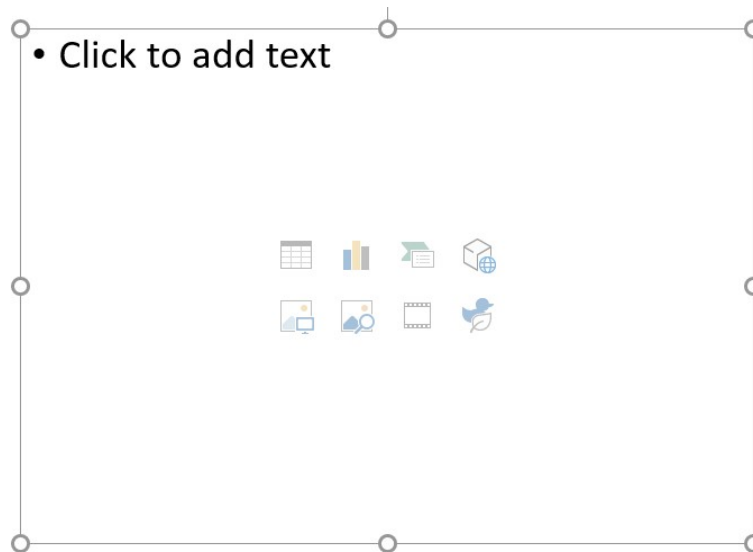


Figure 9: Insert Picture Here

Slides”. Where should you click to change the Slides tab to the one in Figure 11, “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!

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

(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.

Extra Credit

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 13, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 14, “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: My Slides



Figure 11: My Slides: Changed



Figure 12: Button with Arrow

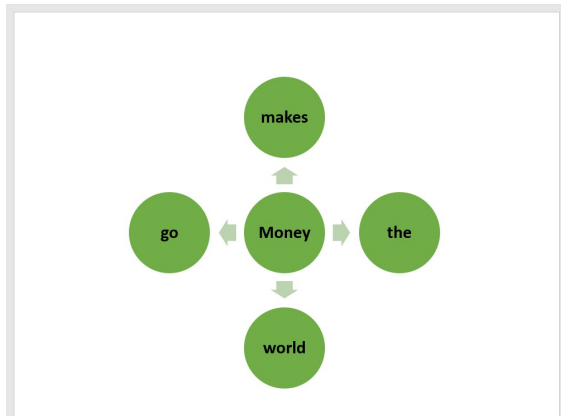


Figure 13: SmartArt: Before

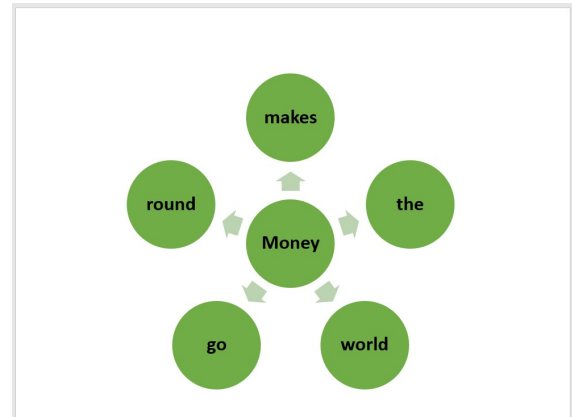


Figure 14: SmartArt: After

16. Mention **two** ways to change the zoom of a Word document to 100%.
(Pages: 370) (2.5 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.

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint:** Look at the screenshots given on the textbook pages listed below.

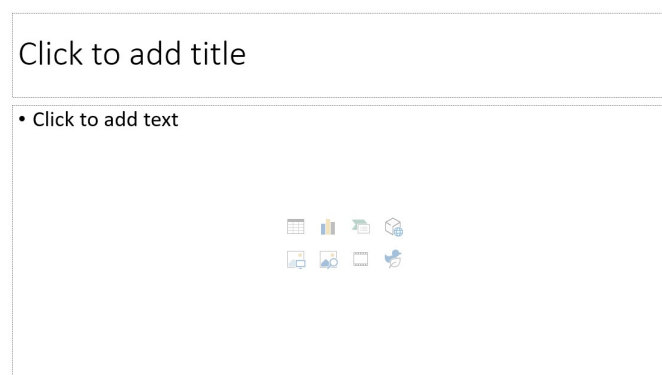


Figure 15: My Slide

(Pages: 900 – 903) (2.5 points)

Correct answer: This slide is of the type Title and Content.

18. Where do you need to click to change the chart in Figure 16, “Chart: Before” to the chart in Figure 17, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

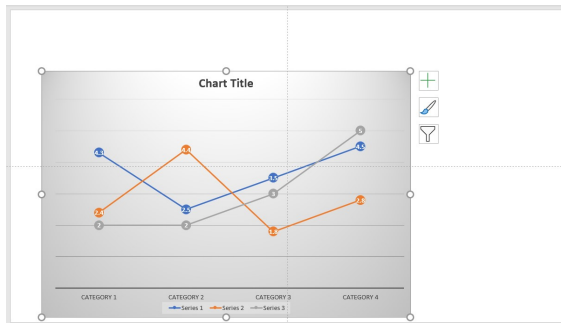


Figure 16: Chart: Before



Figure 17: 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 –