Midterm Exam Solutions

Word – Short Answer

1. 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 \rightarrow Click the "100%" button.
- (b) Status Bar \rightarrow Click the or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.
- 2. What is the purpose of the buttons displayed in Figure 1?

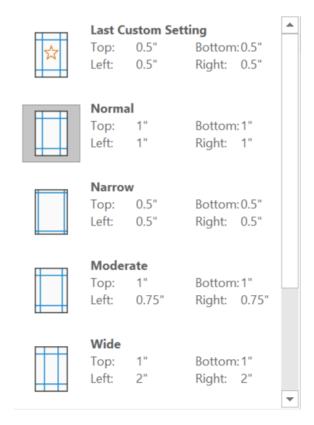


Figure 1: Five Buttons

(Pages: 772 - 774) (7.14 points)

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

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 \rightarrow Click the Home Tab \rightarrow Click the Center button.

4. 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) (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" \rightarrow click "Remove Hyperlink" to remove the hyperlink!

5. You inserted an oval shape into your Word document shown in Figure 2, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 3, "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 \rightarrow Click the Drawing Tools (Shape) Format \rightarrow Click the Position button \rightarrow Click "Position in Top Center with Square Wrapping."

- 6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.
 - (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.)

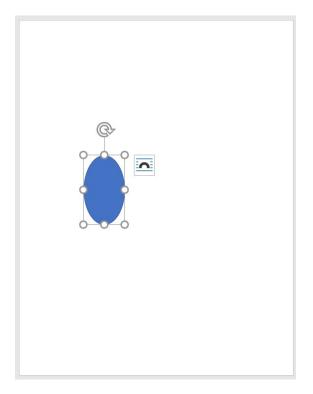


Figure 2: Added Oval Shape

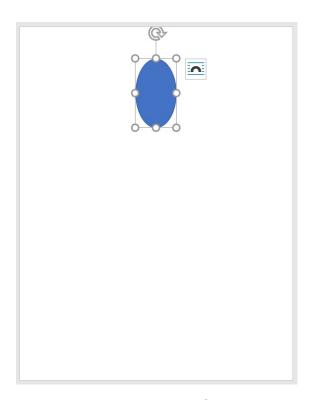


Figure 3: Moved Oval



Figure 4: Window Area

7. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portititor quis fringig et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendissei da ccumsan ligula. Donec ut ori no no telbus iaculis venenatis non at sapien. Maecensa incidunt nulla diam, it de mapor ante viverra quis. Vestibulum in lorem risus. Done imperdiet cursus utrices. Etiam quis cursus ex. |
Morbi est elli, placentar et doi ovel, fullamocroper euismod est. Ut laoreet diam quis quam interdum, e finibus ante tempus. Donec fringilli ispum risus, si dos licitudin neque euismod ut. Sed volutpat i spun.

Morbi est ellt, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla i psum risus, jul sollicitudin neque euismod ut. Sed volutpat i psum risus, jul sollicitudin neque euismod ut. Sed volutpat i psum nibh, ac rhoncus nisi rhoncus pretium. Lorem i psum dolor sit amet, consectetur adipiscing elit. Phasellu in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultricies. Vestibulumi psum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero es uscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbì quis tellus

tempus nibero eu suscipit.

Praesent parta neque un enque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum risi. U veilt uma, semper id ornare interdum, secuman quis agein. Vestibulum tristique odio nisi, qui est incisi an tomare, pruna quis fermentum interdum, metus num signitis sem, eu mollis libero ipsum eu urma. Sed viverra uma nec est suscipit, qui ultamorper più Blandit. Nam vei quam sollicitudin, icaluit turpis il, masima tellu. Paresent di audiannorper aib Blandit. Nam vei quam sollicitudin, icaluit turpis il, masima tellu. Paresent di audiannorper aib pelmenti della massi diam. Praesent rialescudas odales mi, a impordier mauris viverra eu. Nam voltata, arcui di suscipit hendrerit, nisì algen vestilulum mi, u elementum odio magna et sapine. Sed eget purus dotre. Praesent eu facilisis eros, eget ultricies turpis. Cras dighissim lacus sit amet eli finibas, eu gravida nisi concequat. Done messa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa fougiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue el 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 portitior. Aliquam erat volutpat. Aenean viverra enim quis facilisis westibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim

Figure 5: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maccens lorem sapien, portitior quis fringilla et, suscipit en nisi. Vestibulum a hendreit arcu. Curabitur sem nunc, vestibulum a ni et, commodo fermentum ente. Suspendisse id accuman ligula. Donec ut ord non tellu siaculis venenantis non at sapien. Maccenas incidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec

rensentus in blandit enque, in semper enim. Etiam illulamcorper ac tellus vitae tempus. Nullam consequat quam sit amet acorect Utricies. Vestibulum ipsum cortor, rhoncus at dolor in, dapibus pharetra urma. Donec tempus in libero eu suscipit. Praesent porta neque ut neque u

ti di massa enim quis facil reasent vatibulum. Culsique rutrun goda sodales dicalisis dolor. Vivamus at ips ultupta, arcu luttapta, arcu lutt

Figure 6: My Text Layout: After

(Pages: 465 - 469) (7.14 points)

Correct answer: The difference between the layout is in the number of columns: while the "My Text Layout: Before" image has 1 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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

PowerPoint - Short Answer

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 - 903) (7.14 points)

Correct answer: This slide is of the type Comparison.

9. 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 \rightarrow Insert tab \rightarrow Link button (the Insert Hyperlink dialog box will open) \rightarrow Click OK.

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

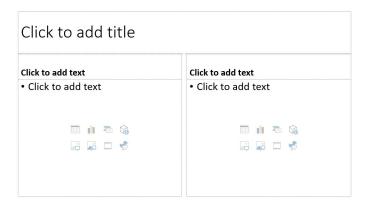


Figure 7: My Slide

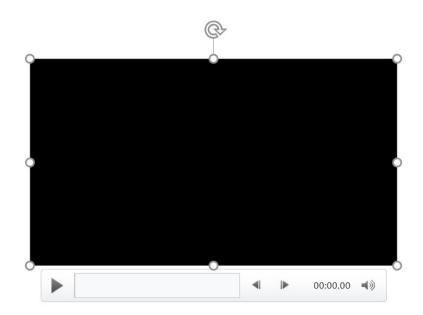


Figure 8: Object with Buttons

5

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. 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.

12. 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 9, "My Slides". Where should you click to change the Slides tab to the one in Figure 10, "My Slides: Changed"?



Figure 9: My Slides

MY TITLE SLIDE

Just a Presentation

2

This and That

This

That

Love Talking!

About Word

About PowerPoint

About Excel, and

About Access

Figure 10: My Slides: Changed

(Pages: 907 - 908) (7.14 points)

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

13. 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

14. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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

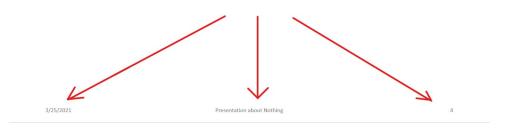


Figure 11: What is This

(Pages: 967 - 970) (7.14 points)

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

Extra Credit

Word

15. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 - 64) (2.5 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.

16. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (2.5 points)

Correct answer: You could either (1) click on Quick Access Toolbar \rightarrow 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File \rightarrow 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

PowerPoint

- 17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- About Excel, and
- ▶ About Access

About Access

Figure 12: My List

Figure 13: My New List

About Word

About PowerPoint

About Excel, and

(Pages: 930 - 937) (2.5 points)

Correct answer: Select all the bulleted list's items \rightarrow Click the Home Tab \rightarrow Click the "Convert to SmartArt" button \rightarrow 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.

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

(Pages: 1155 - 1156) (2.5 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.

– End of Midterm Exam Solutions –