Midterm Exam Solutions

Word – Short Answer

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

   (Pages: 365 – 366) (7.14 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.

2. Where should you click to change the table in Figure 1, "Table: Before" to the one in Figure 2, "Table: After"?

Figure 1: Table: Before

Figure 2: Table: After

   (Pages: 494 – 498) (7.14 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.

3. 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.

4. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 8 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 8 points of space below the 1st paragraph and there are 8 points of space above the 2nd paragraph, there will be a total of 16 points of space between the two paragraphs.

5. What is change has been made to the picture in Figure 3, "Dino: Before", so that it became the picture in Figure 4, "Dino: After"?
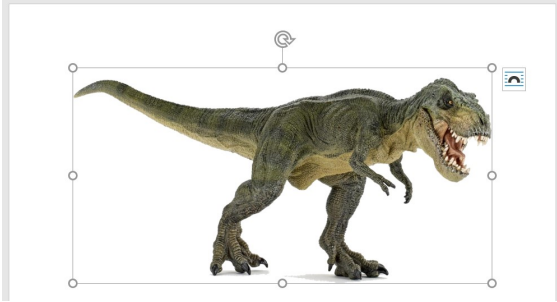

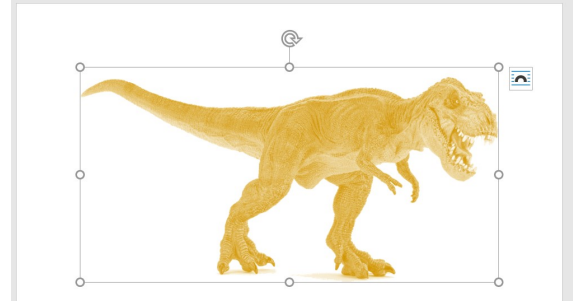Figure 3: Dino: Before   Figure 4: Dino: After

(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.

6. 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) (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".

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".

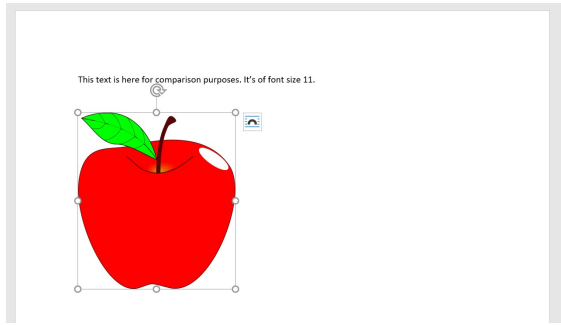(Pages: 514 – 516) (7.14 points)
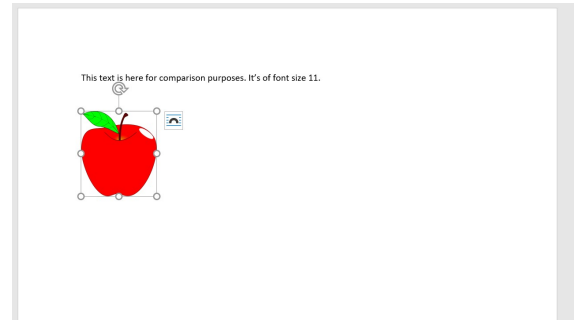
Figure 5: Apple: Before

Figure 6: Apple: After

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.

PowerPoint – Short Answer

8. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "My New List"?)
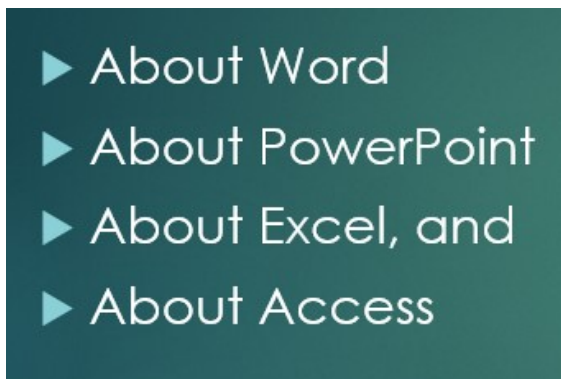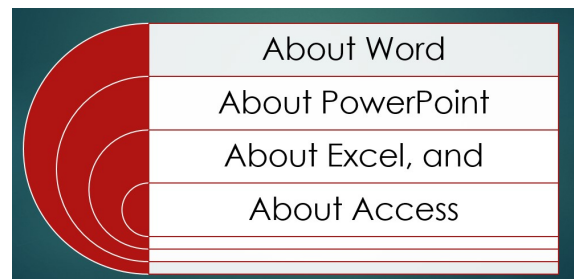

Figure 7: My List

Figure 8: My New List

(Pages: 930 – 937) (7.14 points)

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

9. 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.
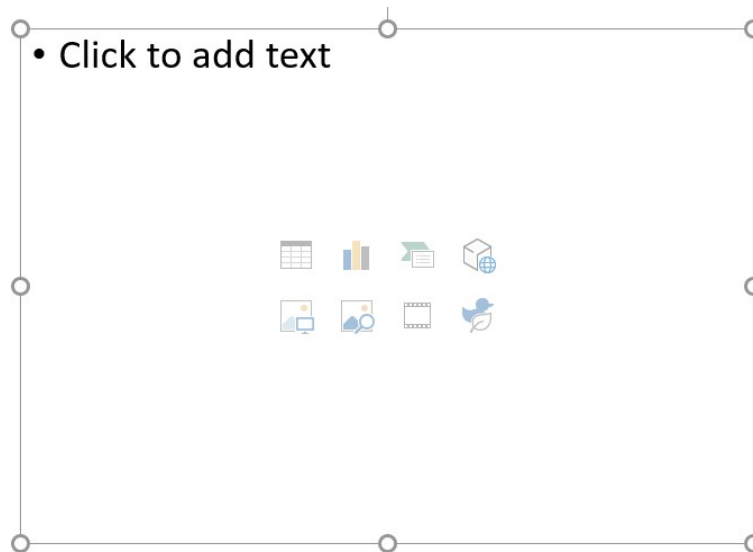
(Pages: 921 – 924) (7.14 points)

Figure 9: Insert Picture Here

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.

10. 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.

11. How do you change the shapes on a PowerPoint slide shown in Figure 10, "Three Shapes" to the shape in Figure 11, "Three Shapes: Changed"?

    (Pages: 945 – 949) (7.14 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.

12. 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.

    (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)
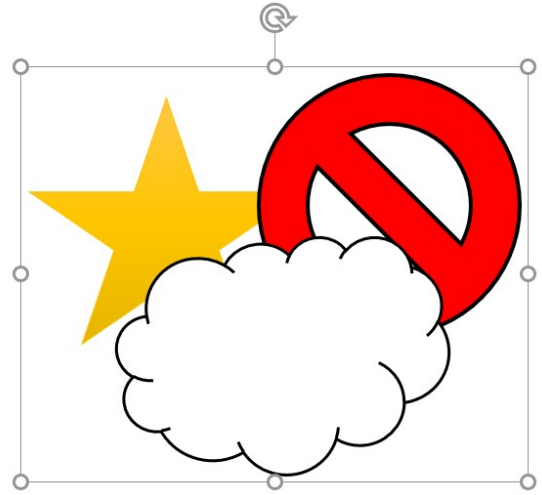
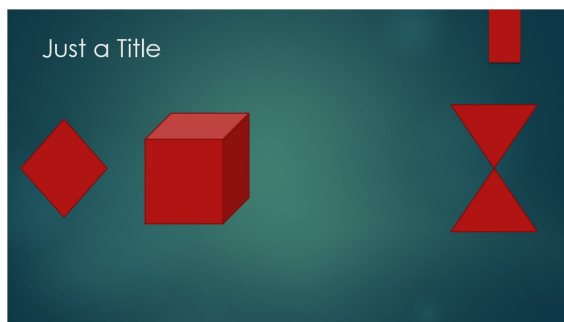Figure 10: Three Shapes

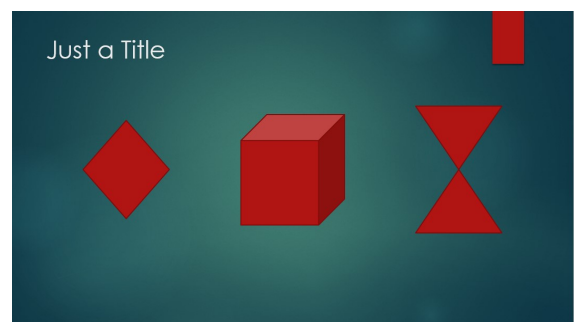Figure 11: Three Shapes: Changed

Figure 12: My Shapes

Figure 13: My Shapes: Moved

Format Tab → Click the Align button → Click "Align to Slide" → Click the Align button again → Click "Distribute Horizontally".

13. (a) What is the name of the PowerPoint object appearing in the Figure 14?

    (b) Where do you need to click to delete/remove this object?

> Click to add title

Figure 14: Object/Box

(Pages: 880 − 883) (7.14 points)

Correct answer:

(a) This is the placeholder of the Title, or "Title placeholder" shortly.

(b) You can either right-click it and choose "Cut" from the shortcut menu, or click its boundary and then click on the DELETE key.

14. How do you duplicate a slide? Mention **one** way.

(Pages: 63 − 64, 900 − 901) (7.14 points)

Correct answer: Select the slide you want to duplicate → Home tab → New Slide arrow → Click 'Duplicate Selected Slides'.

Extra Credit

Word

15. What is the purpose of the following partially-shown dialog box in Figure 15?

(Pages: 569 − 570) (2.5 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.

Figure 15: Dialog Box

16. 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) (2.5 points)

    Correct answer: Select the paragraph → Click the Home Tab → Click the Center button.

PowerPoint

17. 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.

18. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?

    (Pages: 1116 – 1123) (2.5 points)

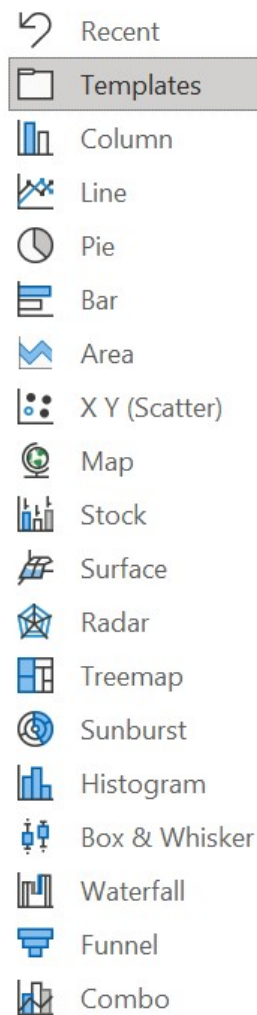   **Correct answer:** A <u>chart</u> of the option you specify will be added to the PowerPoint slide.

Figure 16: Long Menu

– End of Midterm Exam Solutions –