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"?

Figure 1: Watermark: Before

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. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

Figure 3: 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.]

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: 438 – 441) (7.14 points)

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

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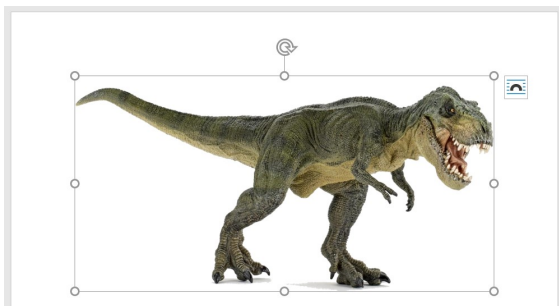
Figure 4: Dino: Before
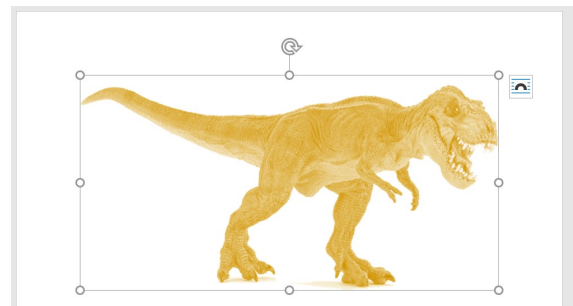
Figure 5: Dino: After

(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. Explain where you should click to:

(a) Save the Word document for the 1st time (mention just **one** way.)

(b) Open an <u>existing</u> 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".

6. Where should you click to change the table in Figure 6, "Table: Before" to the one in Figure 7, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 7: 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.

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

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

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 8? **Hint**: Look at the screenshots given on the textbook pages listed below.
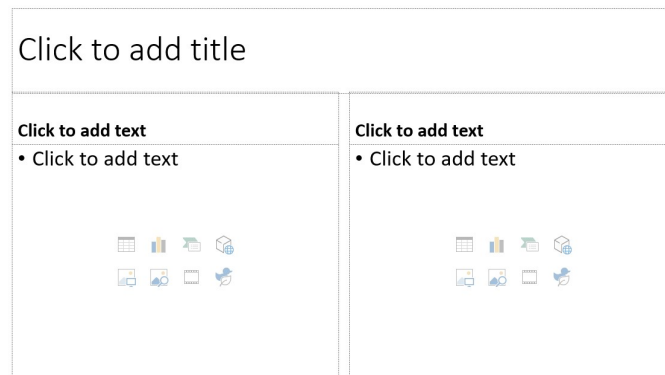
Figure 8: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Comparison.

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Correct answer: The style of the table on the PowerPoint slide will change to the one that you click among the "Many options".

10. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "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) Format Tab → Click the Align button → Click "Align to Slide" → Click the Align button again → Click "Distribute Horizontally".
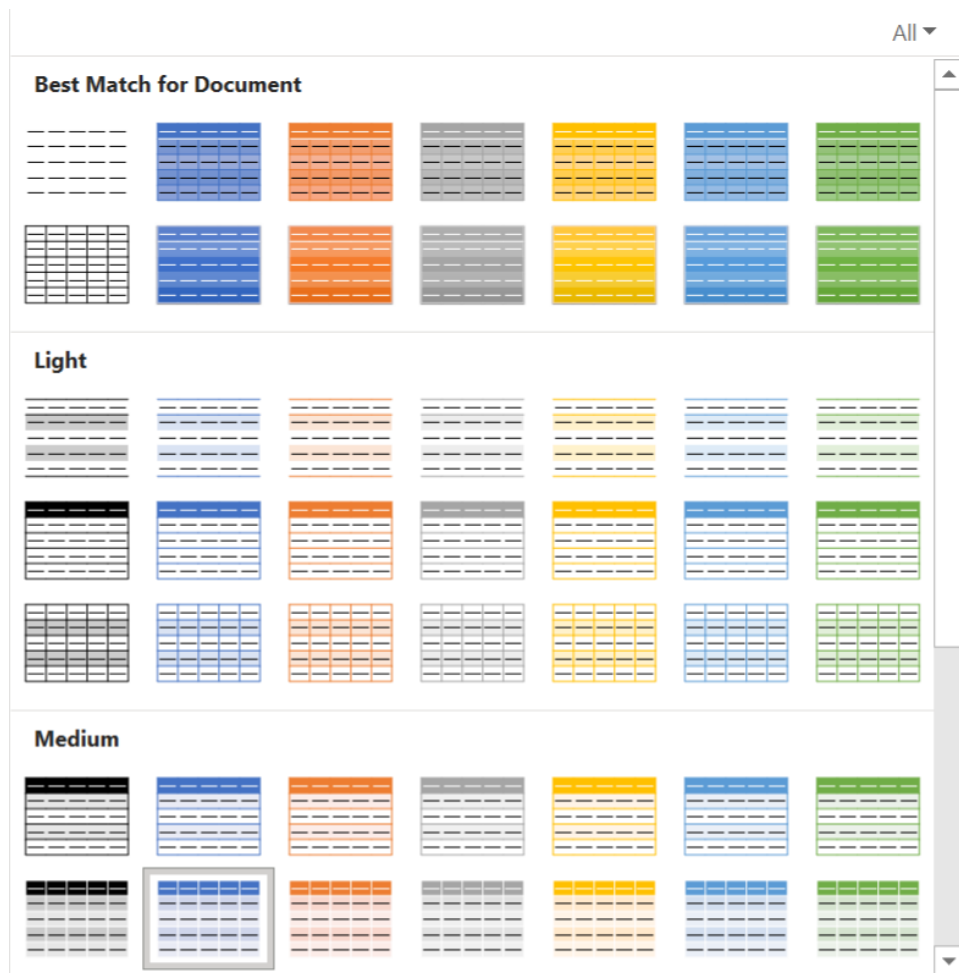
Figure 9: Many options

Figure 10: My Shapes
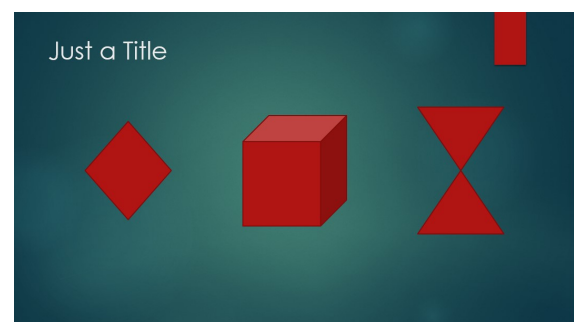
Figure 11: My Shapes: Moved

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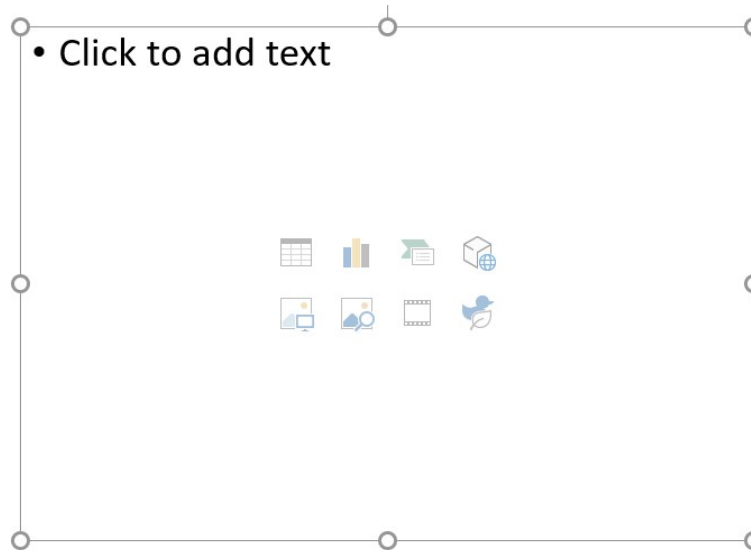
Figure 12: Insert Table Here

(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. Where do you need to click to change the chart in Figure 13, "Chart: Before" to the chart in Figure 14, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
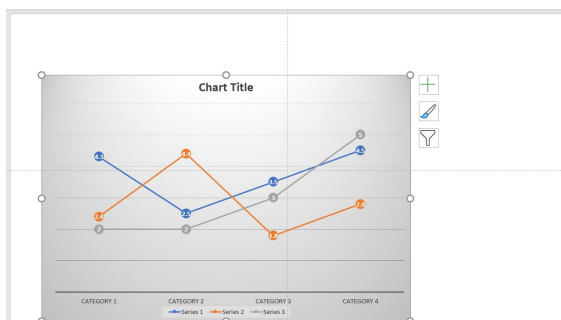
Figure 13: Chart: Before
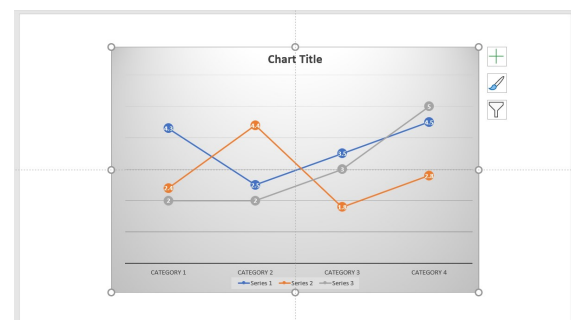
Figure 14: Chart: After

(Pages: 1126 – 1133) (7.14 points)

Correct answer: Select the chart $\rightarrow$ click on the Chart Tools: Format tab $\rightarrow$ Click on the Align button $\rightarrow$ click on "Align Center" $\rightarrow$ Click on the Align button again $\rightarrow$ click on "Align Middle".

13. (a) What is the object displayed in Figure 15?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?
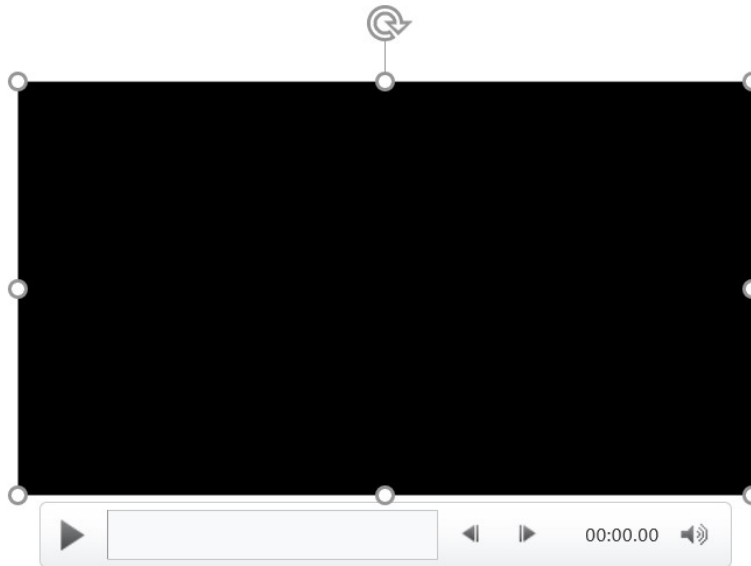
Figure 15: Object with Buttons

(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.

14. 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 16, "My Slides". Where should you click to change the Slides tab to the one in Figure 17, "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!

Figure 16: My Slides

Figure 17: My Slides: Changed

Extra Credit

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 18.

Figure 18: 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) (2.5 points)

Correct answer:

(a) This is the Search Bar (also called "Tell Me Box.")

(b) The Search Bar lets you search for buttons and options in Word.

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 $\rightarrow$ scroll through the list of apps until the Word app name appears $\rightarrow$ Click the Word app name to open the app.

PowerPoint

17. If you were to click on an option from the menu in the Figure 19, 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.

18. Where do you need to click to change the table in Figure 20, "Table: Before" to the table in Figure 21, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (2.5 points)

Correct answer: Select the table $\rightarrow$ click on the Table Tools: Design tab $\rightarrow$ Click on the Effects button $\rightarrow$ Move the mouse over the "Shadow" option $\rightarrow$ Click on the "Perspective: Upper Left" shadow option to add it.
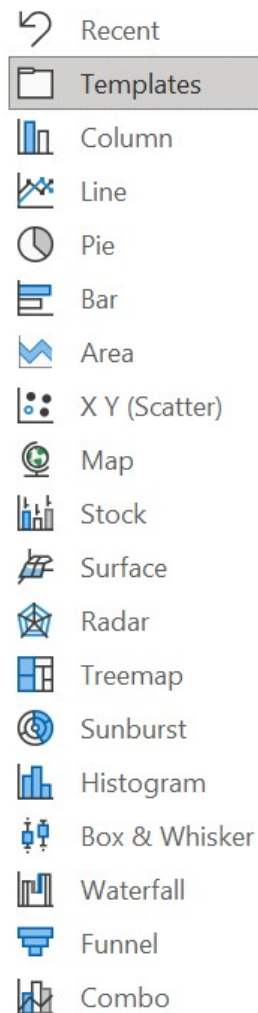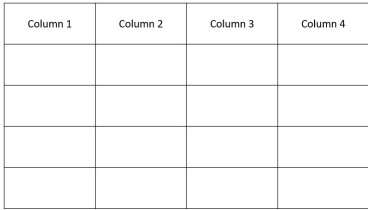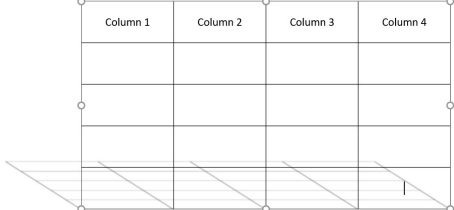
– End of Midterm Exam Solutions –

Figure 19: Long Menu

Figure 20: Table: Before

Figure 21: Table: After