Midterm Exam Solutions

Word – Short Answer

1. 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.

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 2, "SmartArt: After"?
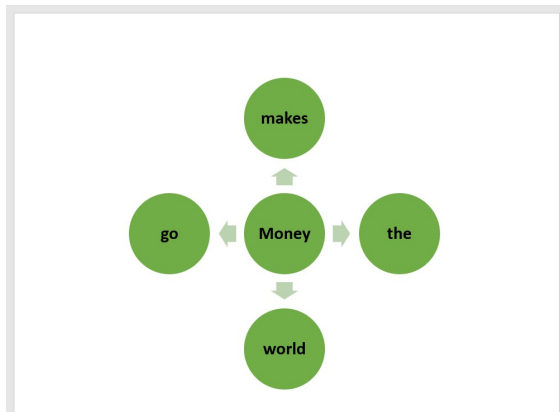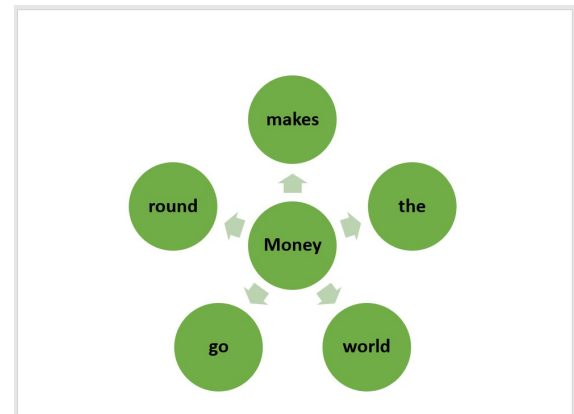
Figure 1: SmartArt: Before

Figure 2: SmartArt: After

   (Pages: 930 – 937) (7.14 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.

3. The following text appears in a Word document:
   Yesterday, the President delivered a speech at the United Nations 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" → click "Remove Hyperlink" to remove the hyperlink!

4. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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."]
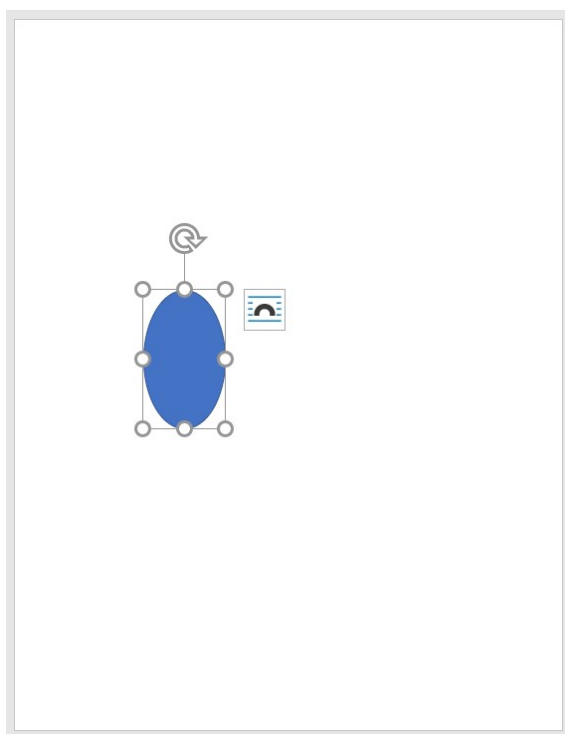
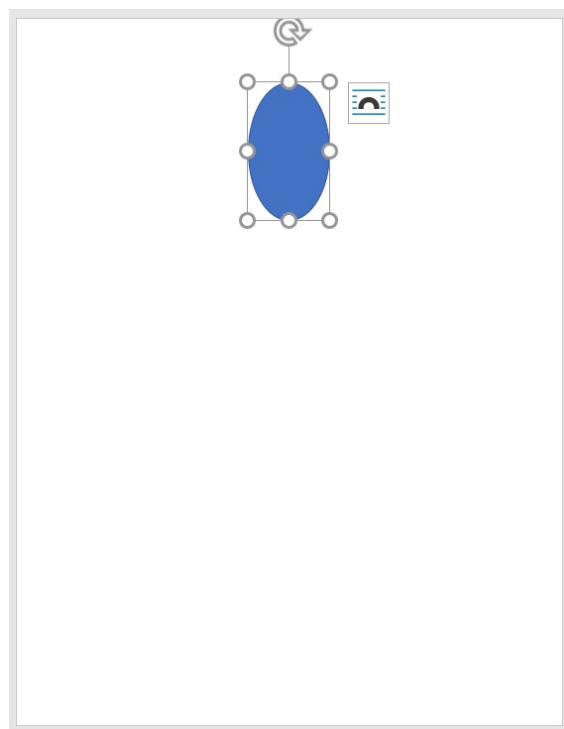Figure 3: Added Oval Shape   Figure 4: Moved Oval

(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 <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 text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?
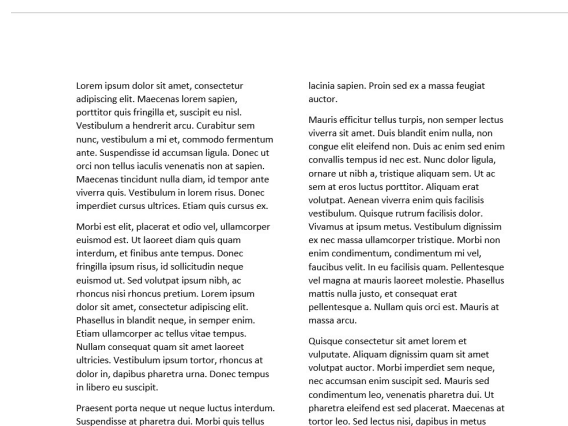
Figure 5: My Text Layout: Before

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 2 columns, the "My Text Layout: After" image has 3 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 → click on the Layout tab → click the Column arrow → click the "More Columns..." option, and then type the number 3 next to "Number of Columns".

7. Here is a paragraph in a Word document:

> I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

> When I entered the store I walked on the street.

Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

(Pages: 384 – 387) (7.14 points)

Correct answer: (An example of an answer:) Select the words "I walked on the street" and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

PowerPoint – Short Answer

8. 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.

9. If you click on any of the options shown in Figure 7, 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. Where do you need to click to change the table in Figure 8, "Table: Before" to the table in Figure 9, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

    (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.

11. 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

12. 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.

    (Pages: 930 – 934) (7.14 points)

    Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.
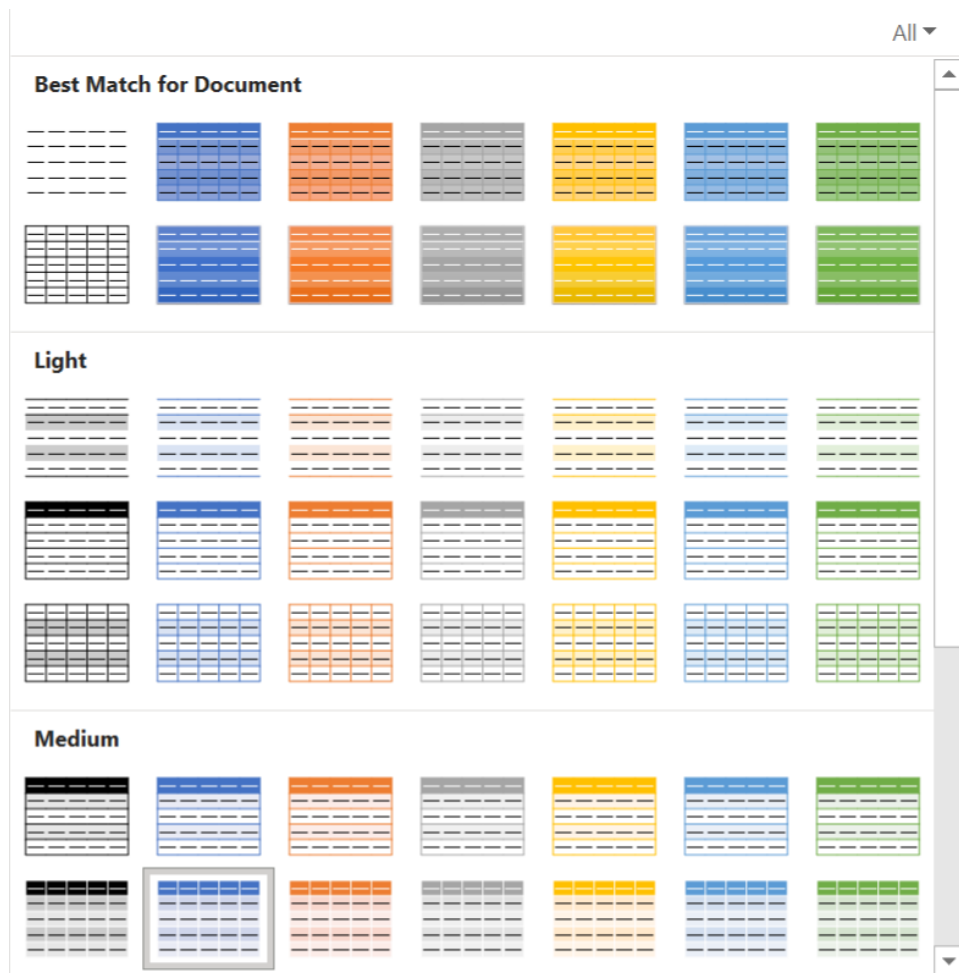
Figure 7: Many options

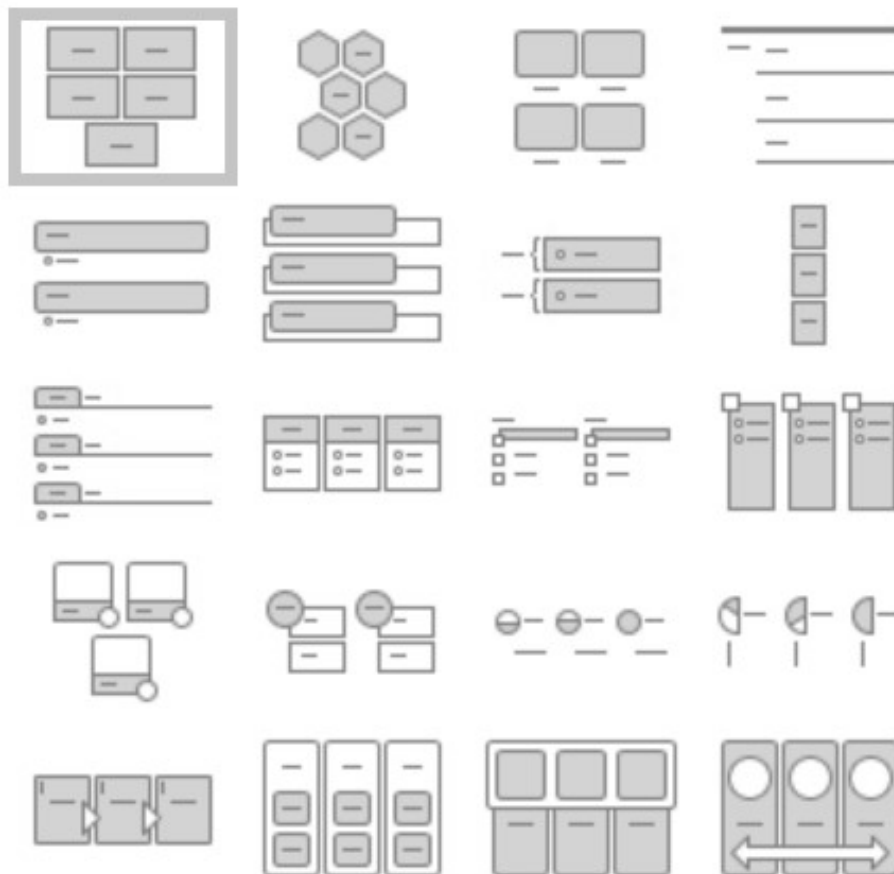Figure 8: Table: Before

Figure 9: Table: After

Figure 10: Many Options

13. How can you insert a picture inside the object shown in Figure 11? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
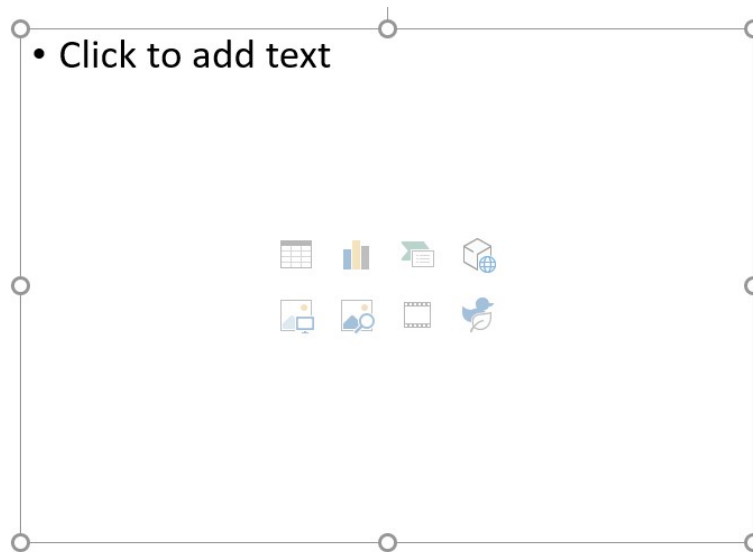

Figure 11: Insert Picture Here

(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.

14. (a) What is the name of the PowerPoint object appearing in the Figure 12?

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

Figure 12: 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.

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 13.

Page 1 of 1   0 words   English (United States)   + 150%

Figure 13: 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 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.)

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. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (2.5 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab $\rightarrow$ Move the mouse above the "Layout" option $\rightarrow$ Click on the layout which you want the slide to have.
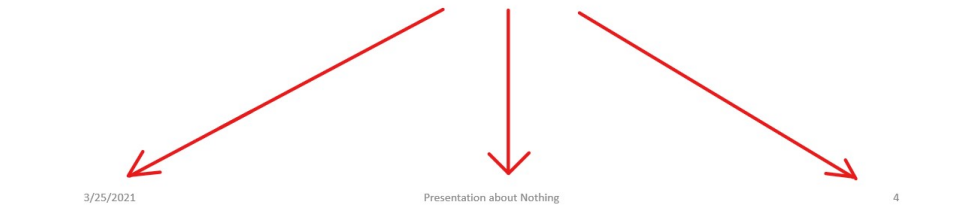
Just a Title

Figure 14: What is This

18. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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) (2.5 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.

– End of Midterm Exam Solutions –