

Midterm Exam Solutions

Word – Short Answer

1. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

Correct answer: One of the following answers would suffice:

- A **.docx** Word file belongs the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
- A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
- A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

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

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

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. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

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Figure 3: Watermark: Before

Figure 4: 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.

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 Center button.

5. What is the purpose of the buttons displayed in Figure 5?

(Pages: 772 — 774) (7.14 points)

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

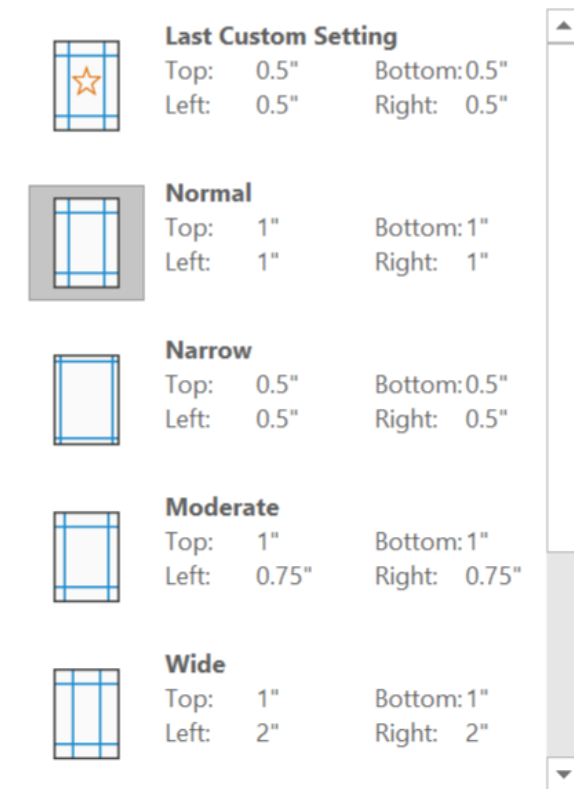


Figure 5: Five Buttons

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 6?

the colroful flower

Figure 6: 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 “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]
7. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 15 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 7 points of space below the 1st paragraph and there are 15 points of space above the 2nd paragraph, there will be a total of 22 points of space between the two paragraphs.

PowerPoint – Short Answer

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

(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.

9. (a) What is the name of the PowerPoint object appearing in the Figure 8?
- (b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

Correct answer:

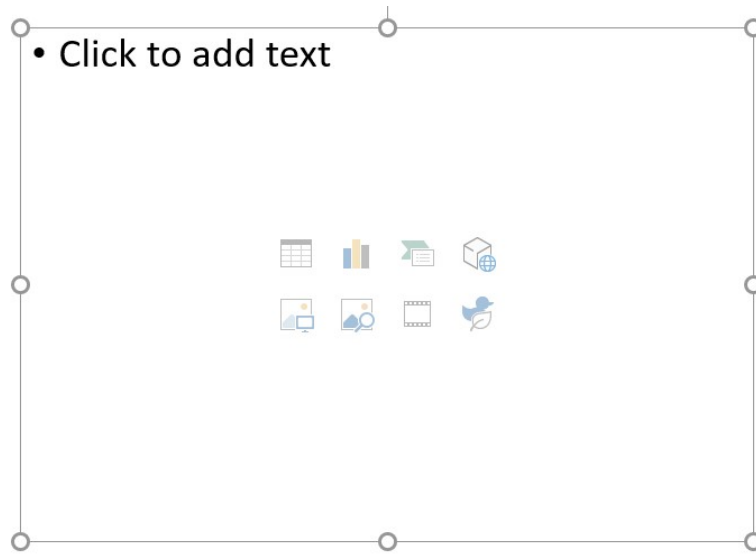
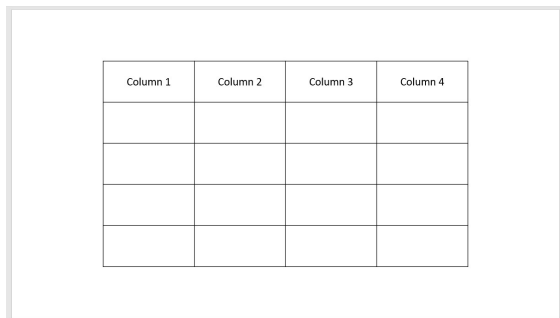


Figure 7: Insert Table Here

Click to add title

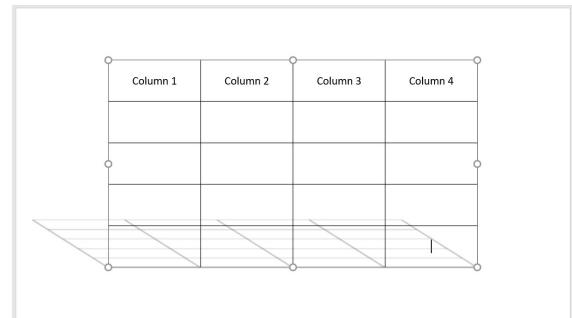
Figure 8: Object/Box

- (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.
10. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

(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. 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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “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!

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.

(Pages: 1126 – 1133) (7.14 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”.

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 15?



Figure 11: My Slides



Figure 12: My Slides: Changed

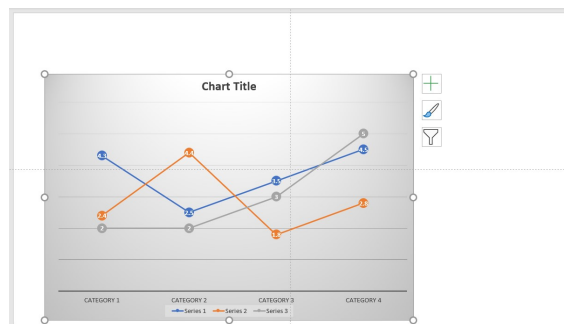


Figure 13: Chart: Before

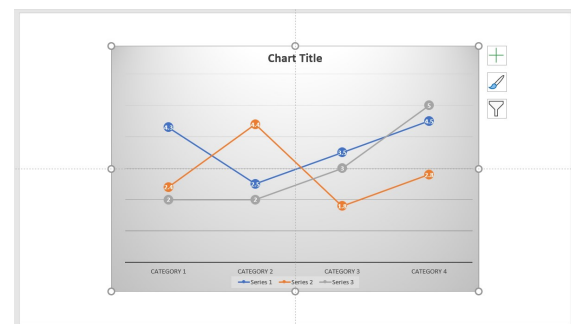


Figure 14: Chart: After



Figure 15: Button with Arrow

(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.

14. If you click on any one of the squares in the picture in Figure 16, what will change in the PowerPoint presentation? Explain in general.

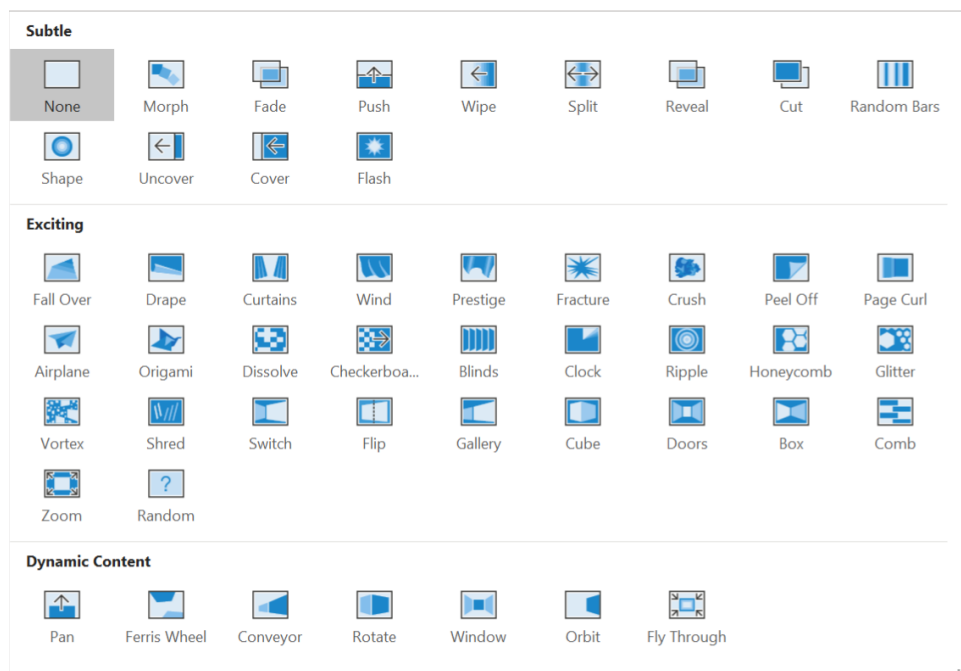


Figure 16: Many Options

(Pages: 962 – 964) (7.14 points)

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

Extra Credit

Word

15. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.

- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 – 442) (2.5 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Numbering button

16. You inserted an oval shape into your Word document shown in Figure 17, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 18, “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.”]

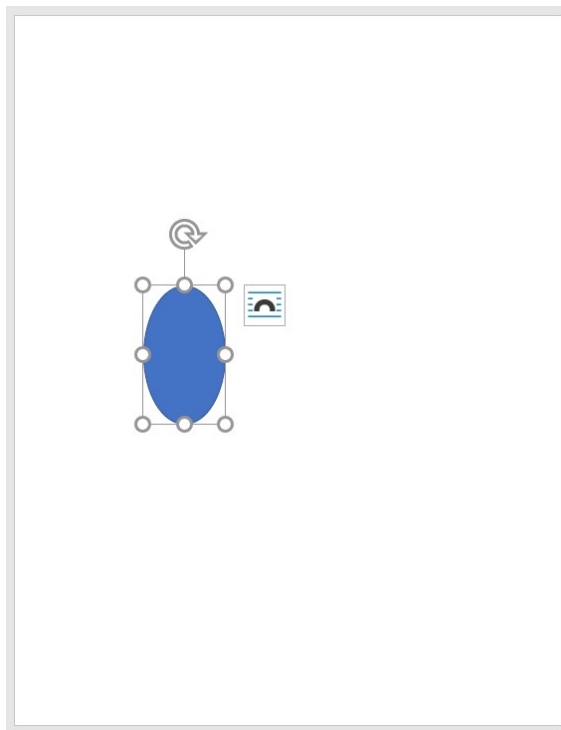


Figure 17: Added Oval Shape

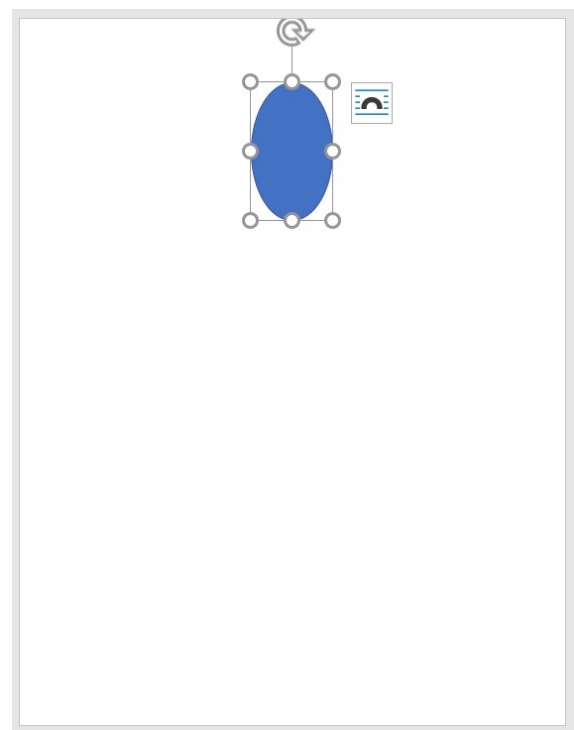


Figure 18: Moved Oval

(Pages: 519 – 521) (2.5 points)

Correct answer: Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

PowerPoint

17. If you click on any of the options shown in Figure 19, what object will change on the PowerPoint slide, and how?

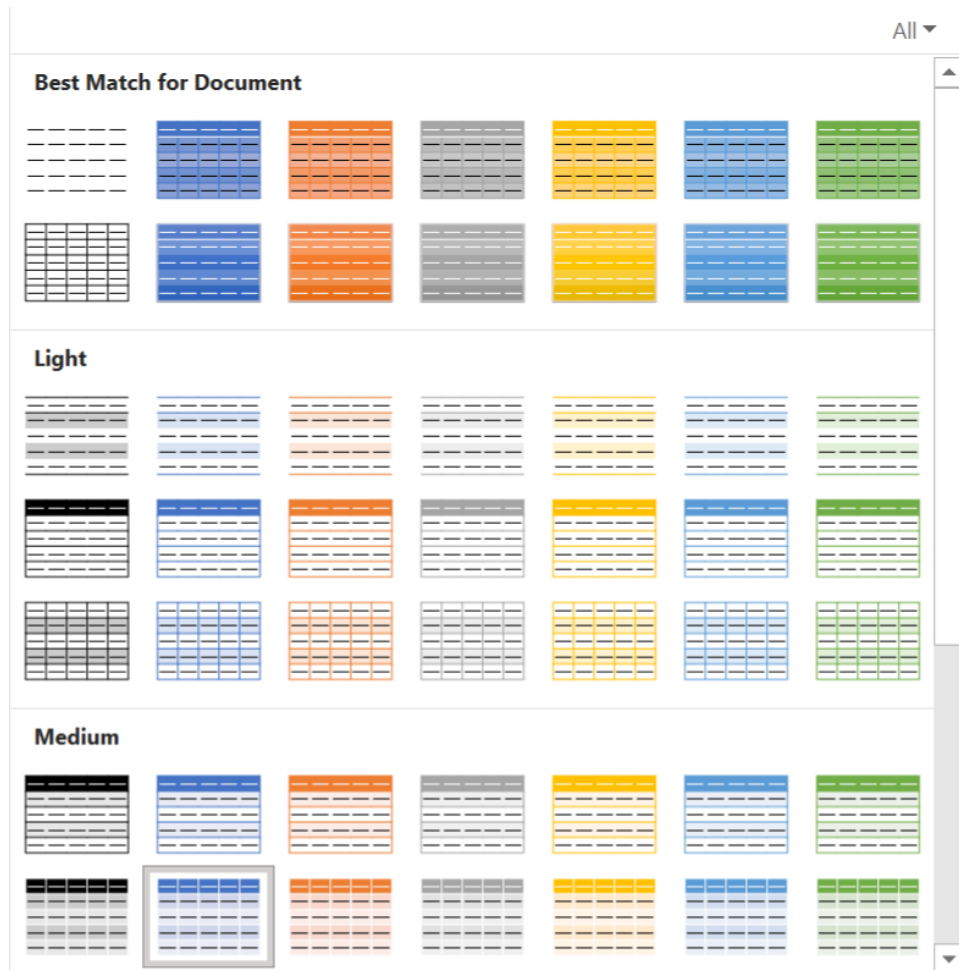


Figure 19: Many options

(Pages: 1074 – 1078) (2.5 points)

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

18. How can you insert a picture inside the object shown in Figure 20? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

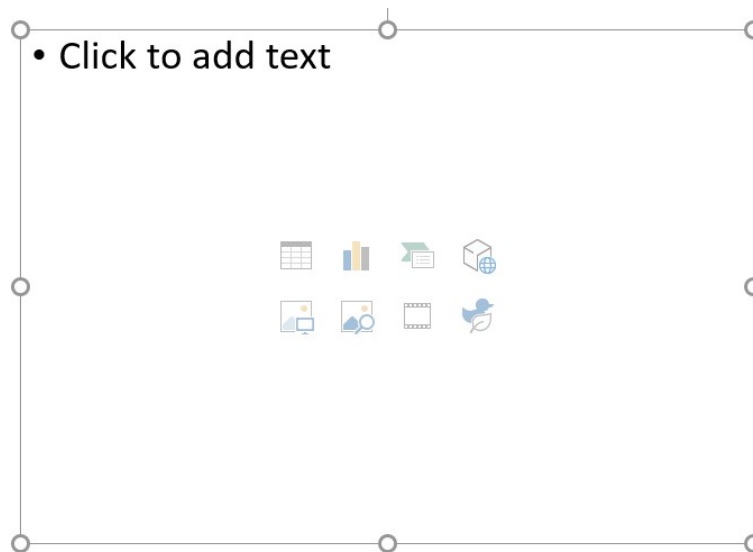


Figure 20: Insert Picture Here

(Pages: 921 – 924) (2.5 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.

– End of Midterm Exam Solutions –