

Midterm Exam Solutions

Word – Short Answer

1. 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.

2. 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”?

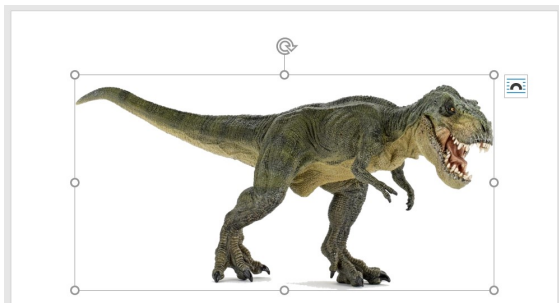


Figure 3: Dino: Before

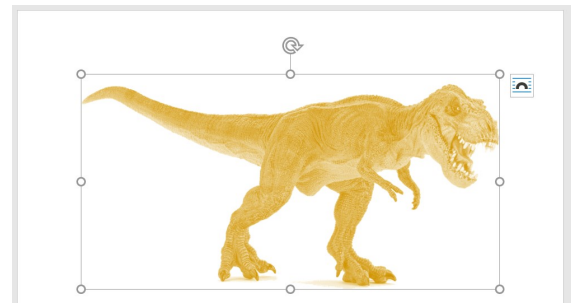


Figure 4: Dino: After

(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.

3. Where should you click to change the watermark in the picture 5, “Watermark: Before” to the watermark in the picture 6, “Watermark: After”?

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Figure 5: Watermark: Before

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Figure 6: 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. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

the colorful flower

Figure 7: 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.]

5. 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”.

6. What is the purpose of the following partially-shown dialog box in Figure 8?

(Pages: 569 – 570) (7.14 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.

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the “Change Case” arrow (Aa) → Click on UPPERCASE

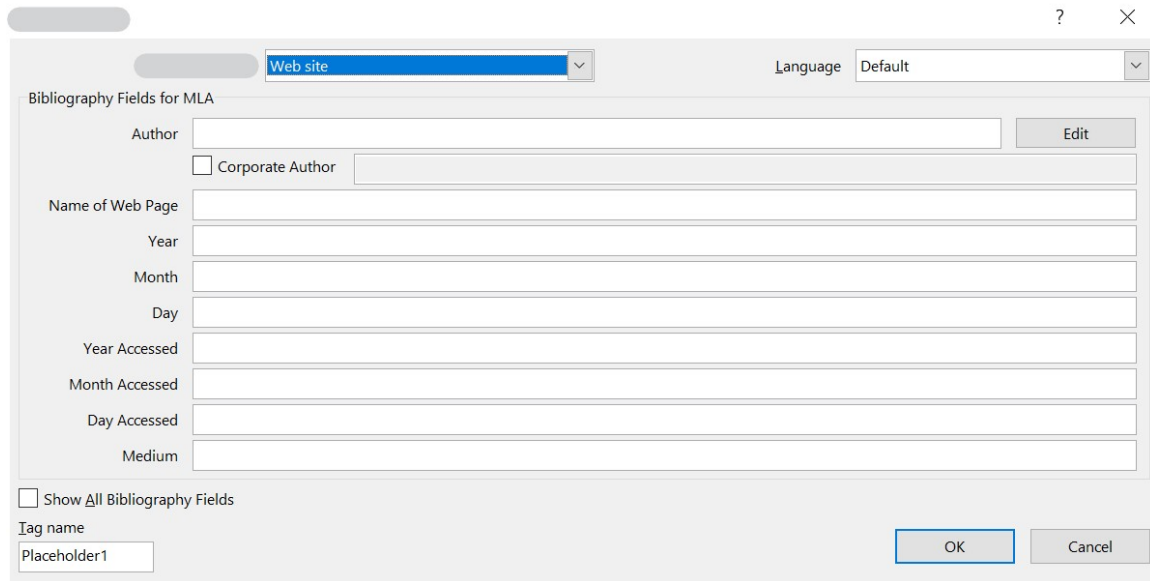


Figure 8: Dialog Box

PowerPoint – Short Answer

8. 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 → Insert tab → Link button (the Insert Hyperlink dialog box will open) → Click OK.

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint:** Look at the screenshots given on the textbook pages listed below.

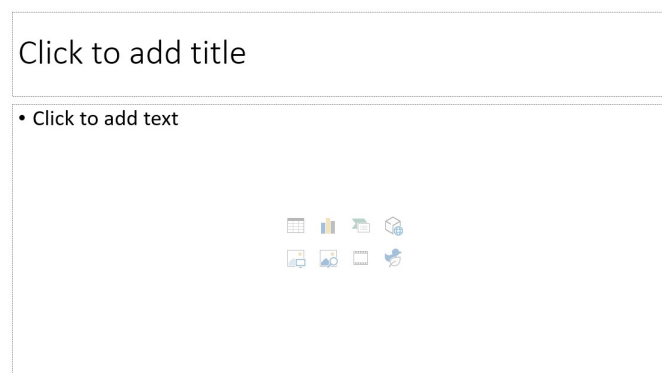


Figure 9: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title and Content.

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?

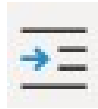


Figure 10: Button with Arrow

(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.

11. (a) What is the name of the PowerPoint object appearing in the Figure 11?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 11: 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.
12. (a) What is the object displayed in Figure 12?

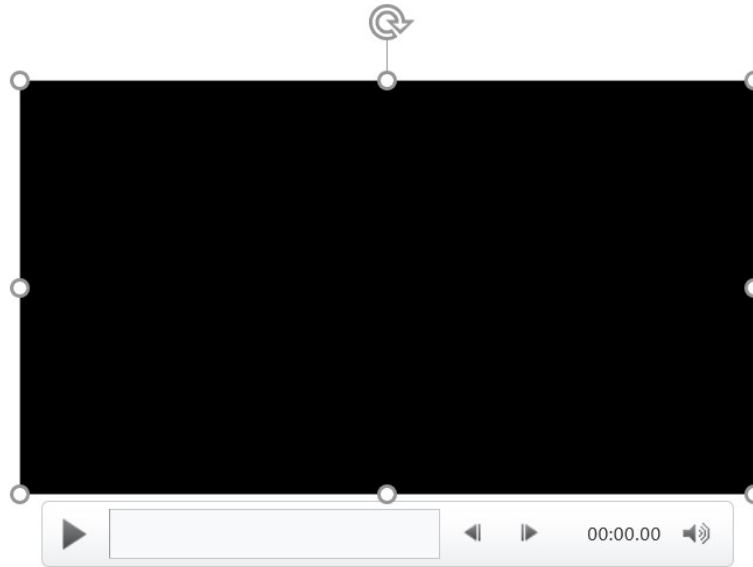


Figure 12: Object with Buttons

- (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)

Correct answer:

- (a) This is a video added to the PowerPoint slide.
- (b) When we click on the triangle button, the video starts playing.
13. If you click on any of the options shown in Figure 13, 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”.

14. Where do you need to click to change the table in Figure 14, “Table: Before” to the table in Figure 15, “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.

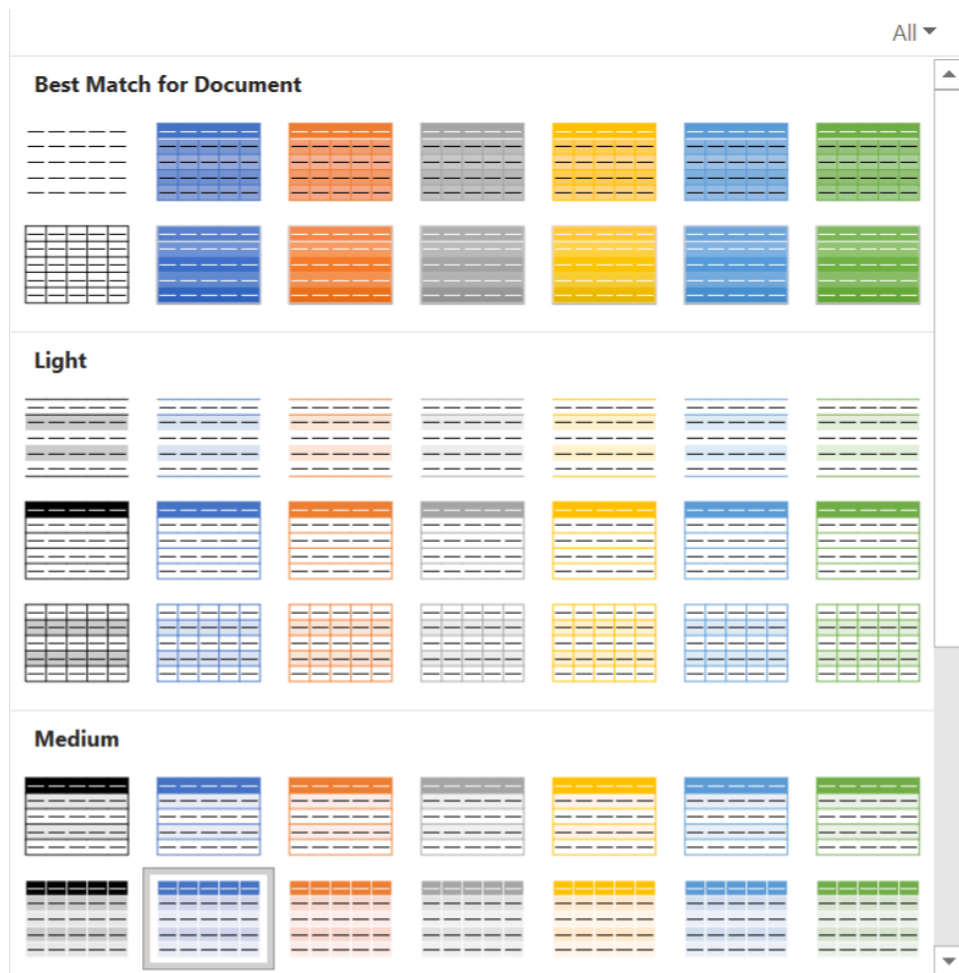


Figure 13: Many options

Column 1	Column 2	Column 3	Column 4

Figure 14: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 15: Table: After

Extra Credit

Word

15. 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.
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(Pages: 1078 – 1079) (2.5 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the Borders arrow → Either click the “Outside Borders” option, or click the “Borders and Shading” option, and in the dialog box that opens, click “Box”, and then OK.

16. 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.

PowerPoint

17. How can you move the shapes in Figure 16, “My Shapes” so that they are positioned like those in Figure 17, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

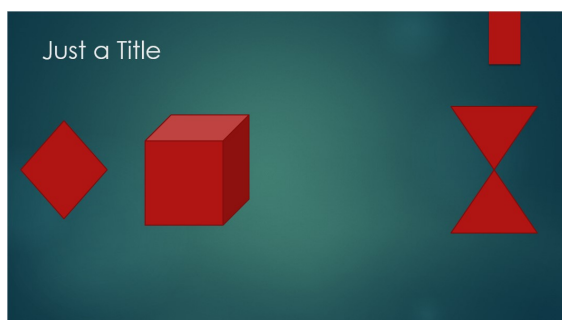


Figure 16: My Shapes

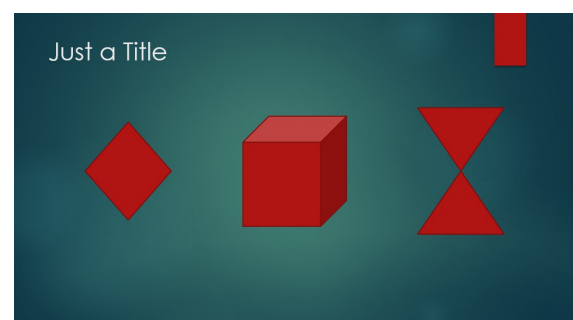


Figure 17: My Shapes: Moved

(Pages: 939 – 943) (2.5 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”.

18. Where do you need to click to change the chart in Figure 18, “Chart: Before” to the chart in Figure 19, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

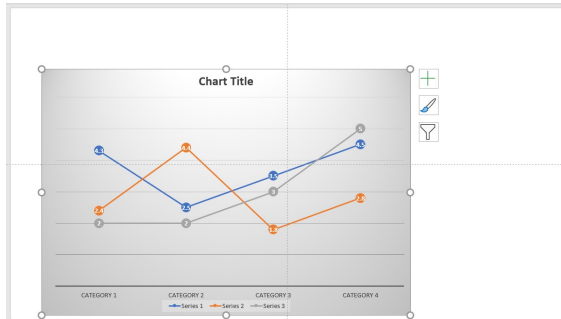


Figure 18: Chart: Before



Figure 19: Chart: After

(Pages: 1126 – 1133) (2.5 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”.

– End of Midterm Exam Solutions –