Midterm Exam Solutions

Word – Short Answer

1. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?
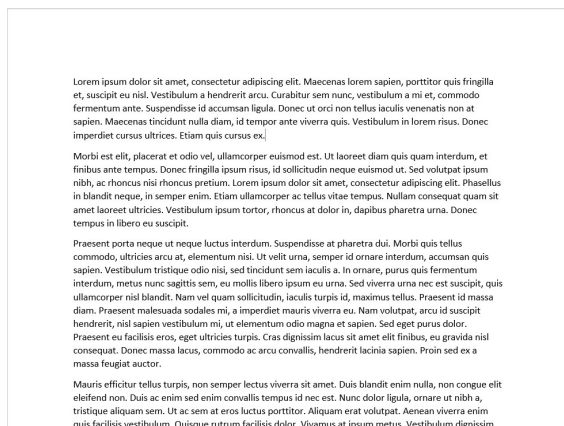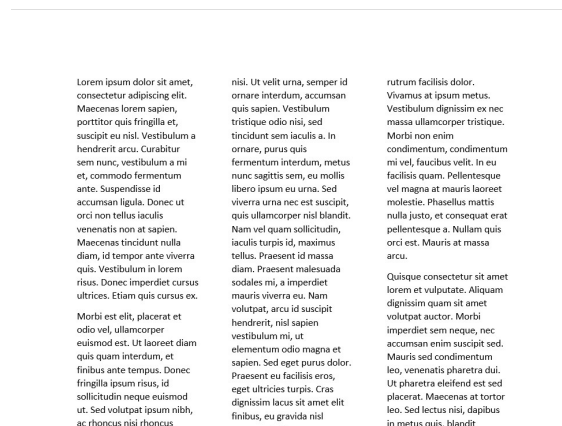

Figure 1: My Text Layout: Before

Figure 2: 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 1 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".

2. What does the button displayed in the Figure 3 do?
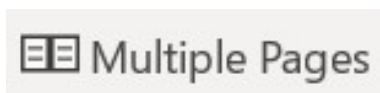

Figure 3: Multiple Pages

(Pages: 370) (7.14 points)

Correct answer: It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

3. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

Correct answer: You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

4. 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".

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

   Good morning!

   to the following text:

   Good morning!

   (Pages: 396 – 399) (7.14 points)

   Correct answer: Select the phrase → Click the Home Tab → Click the Font arrow → Scroll down until you find the font name → Click on the new font name

6. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

   (Pages: 470 – 473) (7.14 points)

   Correct answer: Insert tab → Header button → Blank option

7. Where should you click to change the table in Figure 4, "Table: Before" to the one in Figure 5, "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.

Figure 4: Table: Before

Figure 5: Table: After

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. 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.

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

    (Pages: 1116 – 1123) (7.14 points)

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

11. 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"?)

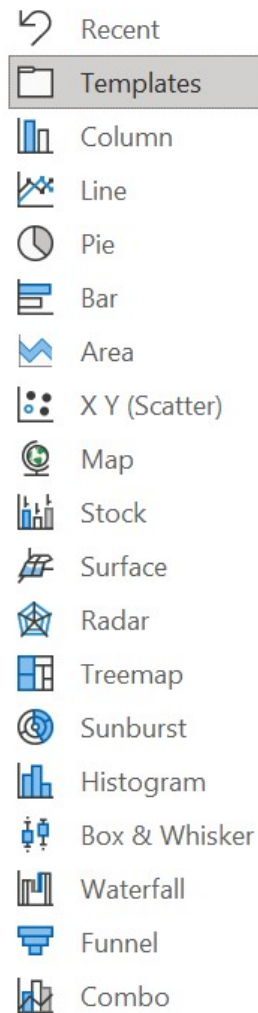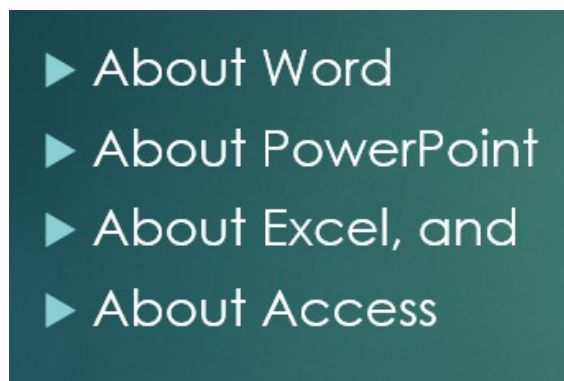   (Pages: 930 – 937) (7.14 points)
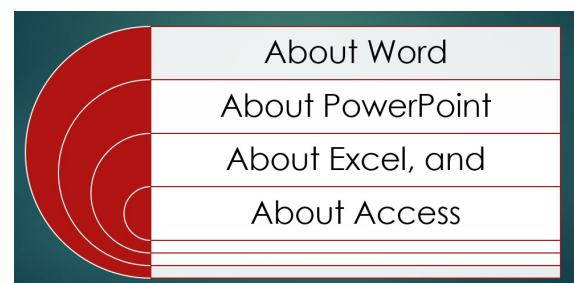
Figure 6: Long Menu

Figure 7: My List

Figure 8: My New List

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.

12. Which button do you need to click to add the text pointed by the red arrows in Figure 9? (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.)
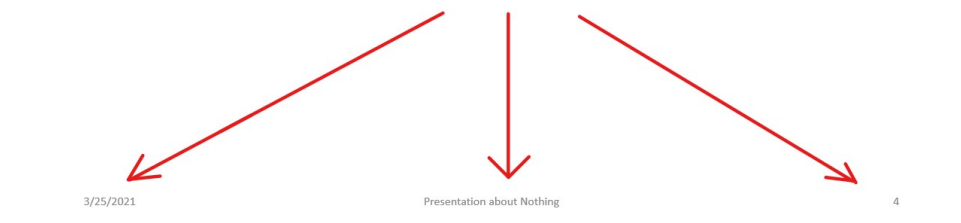
Just a Title

3/25/2021   Presentation about Nothing   4

Figure 9: What is This

(Pages: 967 – 970) (7.14 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.

13. 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.

14. If you click on any of the options shown in Figure 11, what object will change on the PowerPoint slide, and how?
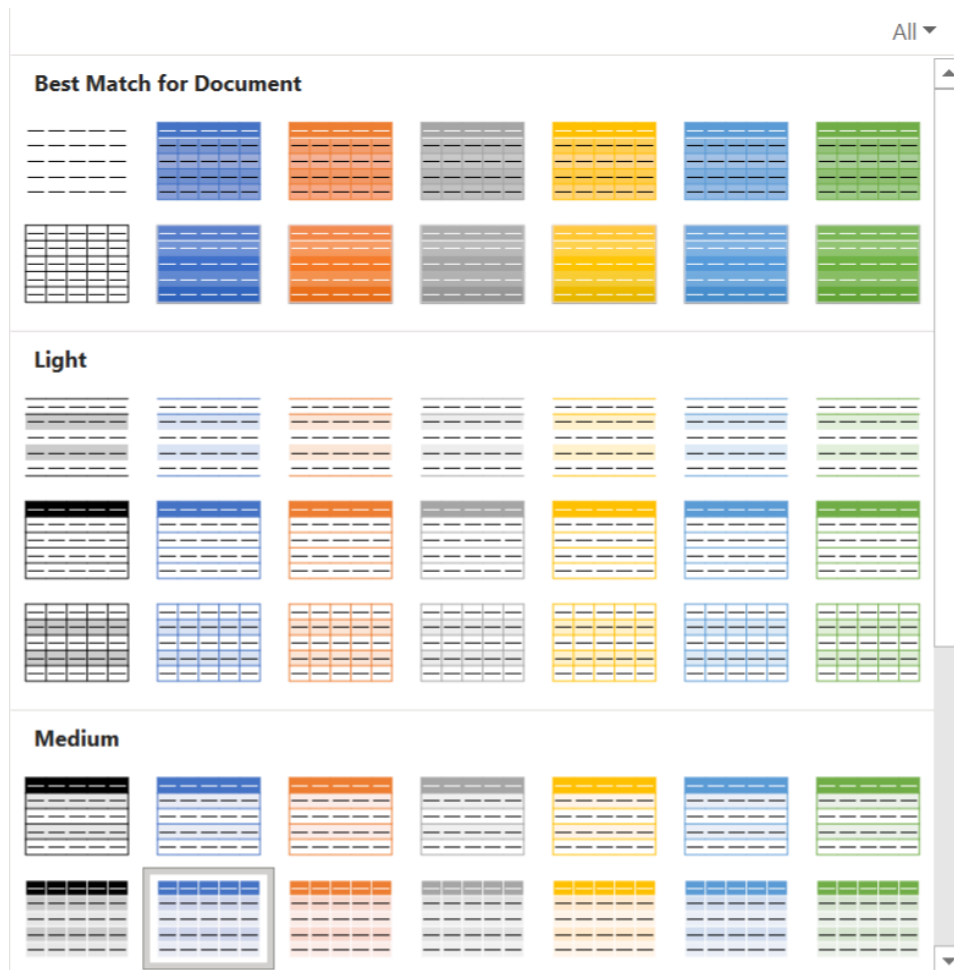

Figure 11: Many options

(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".

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.

(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. If a paragraph has 17 points of space below it, and the paragraph underneath has additional 11 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (2.5 points)

Correct answer: Since there are 17 points of space below the 1st paragraph and there are 11 points of space above the 2nd paragraph, there will be a total of 28 points of space between the two paragraphs.

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 → Move the mouse above the "Layout" option → Click on the layout which you want the slide to have.

18. 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 12, "My Slides". Where should you click to change the Slides tab to the one in Figure 13, "My Slides: Changed"?

(Pages: 907 – 908) (2.5 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!

– End of Midterm Exam Solutions –

Figure 12: My Slides

Figure 13: My Slides: Changed