

Midterm Exam Solutions

Word – Short Answer

1. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

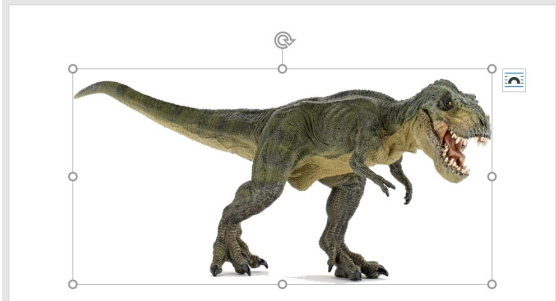


Figure 1: Dino: Before

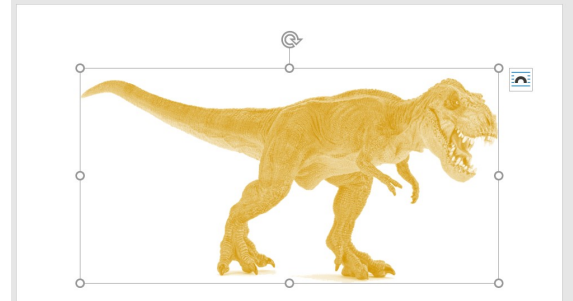


Figure 2: Dino: After

(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.

2. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

3. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 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. 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 (Cmd + S on Mac), or (3) click File → ‘Save’ option (not ‘Save As’.) Either two of the options are good for the answer.

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Figure 3: Watermark: Before

Figure 4: Watermark: After

5. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “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.

6. You inserted an oval shape into your Word document shown in Figure 7, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 8, “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.”]

(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.”

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 9?
(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:

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

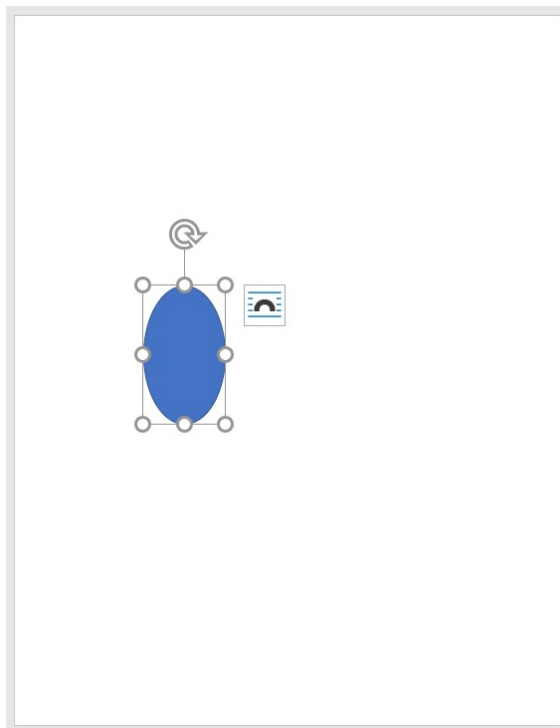


Figure 7: Added Oval Shape

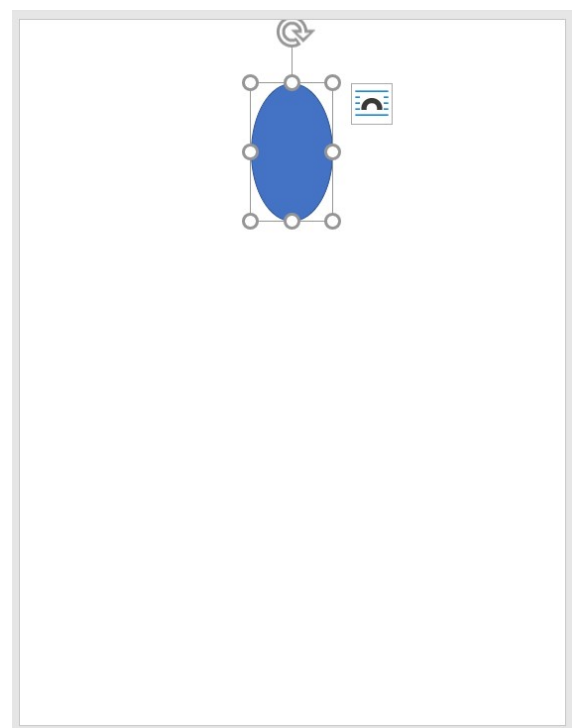


Figure 8: Moved Oval

the colroful flower

Figure 9: Phrase in Word

- (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.]

PowerPoint – Short Answer

8. 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.

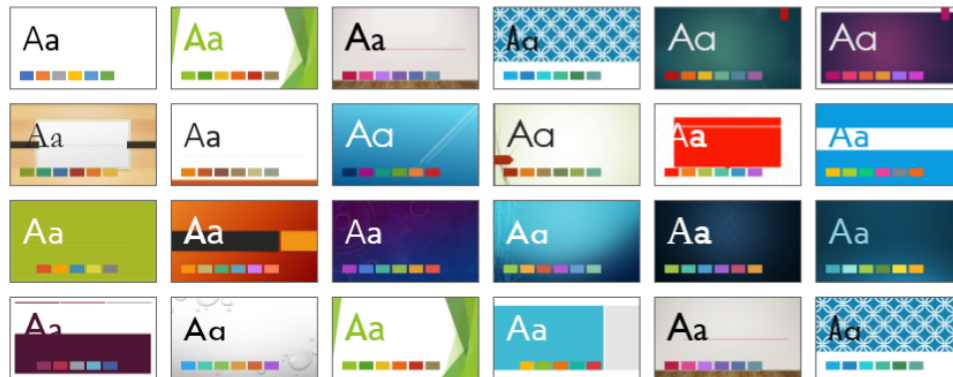


Figure 10: Many Options

(Pages: 885 – 889) (7.14 points)

Correct answer: Clicking on one of these squares will change the theme of the presentation.

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

(Pages: 902 – 903) (7.14 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.

10. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

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

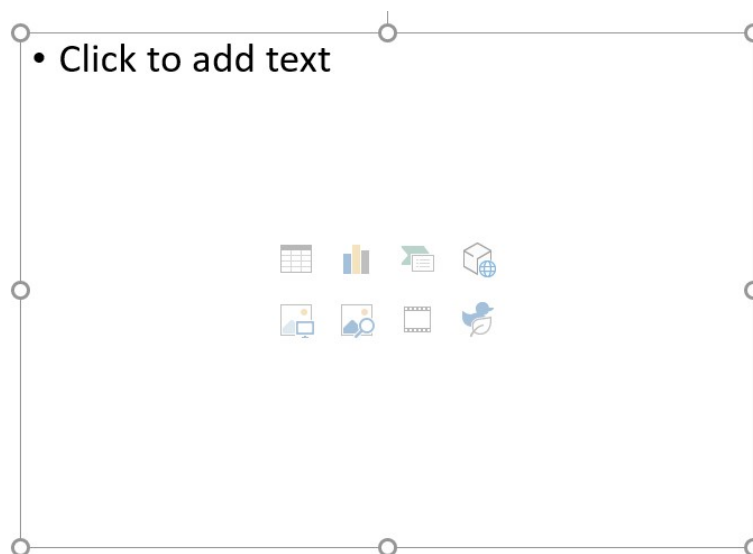


Figure 11: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

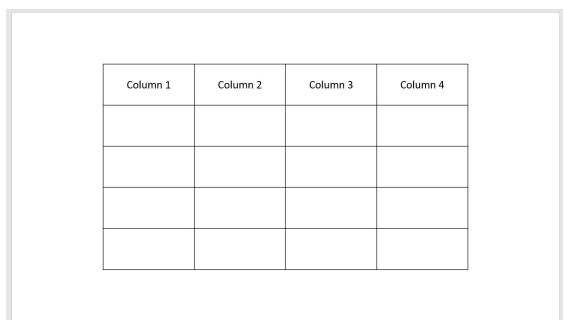
Correct answer: This object is a content placeholder. Click the “Insert Table” icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

12. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

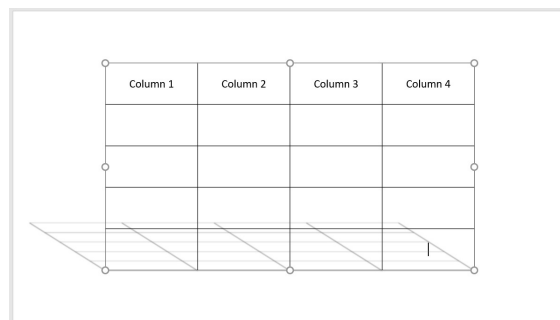
Correct answer: Landscape because the width of a slide is longer than its height.

13. Where do you need to click to change the table in Figure 12, “Table: Before” to the table in Figure 13, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 13: 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.

14. (a) What is the object displayed in Figure 14?
 (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.

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:

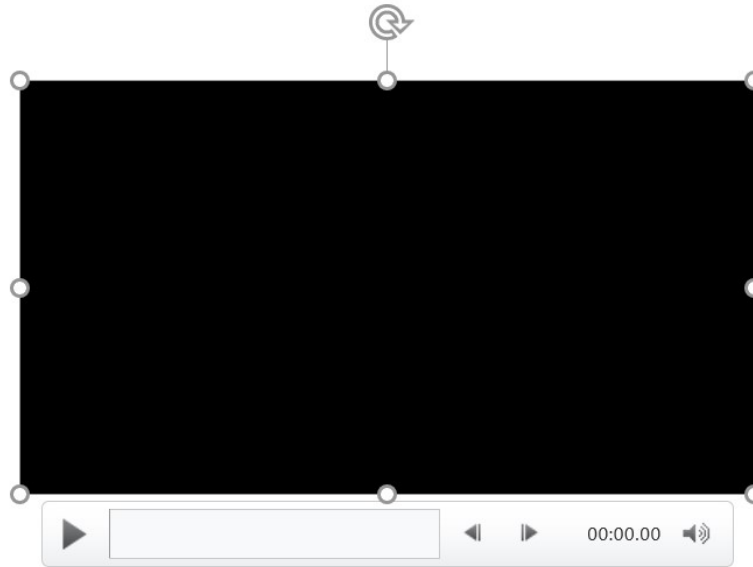


Figure 14: Object with Buttons

Brooklyn College is an integral part of the artistic energy of New York.

(Pages: 404 – 405) (2.5 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the “Align Right” button.

16. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (2.5 points)

Correct answer: The Rulers can help you creating first-line indentation in a research paper.

PowerPoint

17. 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) (2.5 points)

Correct answer: (Example:) Transitions, Animations

18. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

(Pages: 930 – 937) (2.5 points)

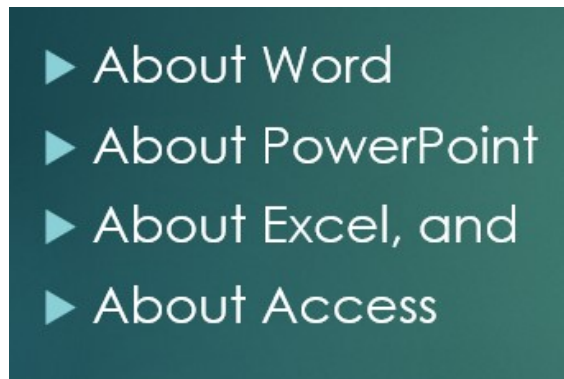


Figure 15: My List

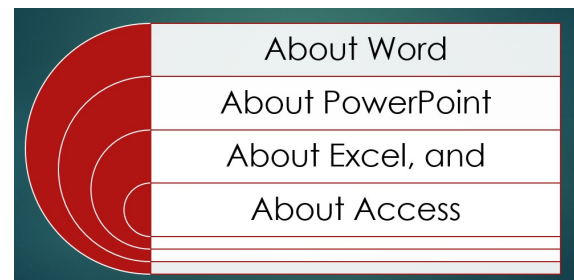


Figure 16: My New List

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.

– End of Midterm Exam Solutions –