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: 438 – 441) (7.14 points)

   Correct answer: Select the paragraph → Click the Home Tab → Click the "Bullets" button to change the paragraph into a bulleted list.

2. Explain **one** way to open the Word Application on a Windows 10 computer.

   (Pages: 365 – 366) (7.14 points)

   Correct answer: Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

3. What is the purpose of the buttons displayed in Figure 1?

   (Pages: 772 — 774) (7.14 points)

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

4. Where should you click to change the table in Figure 2, "Table: Before" to the one in Figure 3, "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.

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

   (Pages: 454 – 459) (7.14 points)

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

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

   (Pages: 380 – 382) (7.14 points)

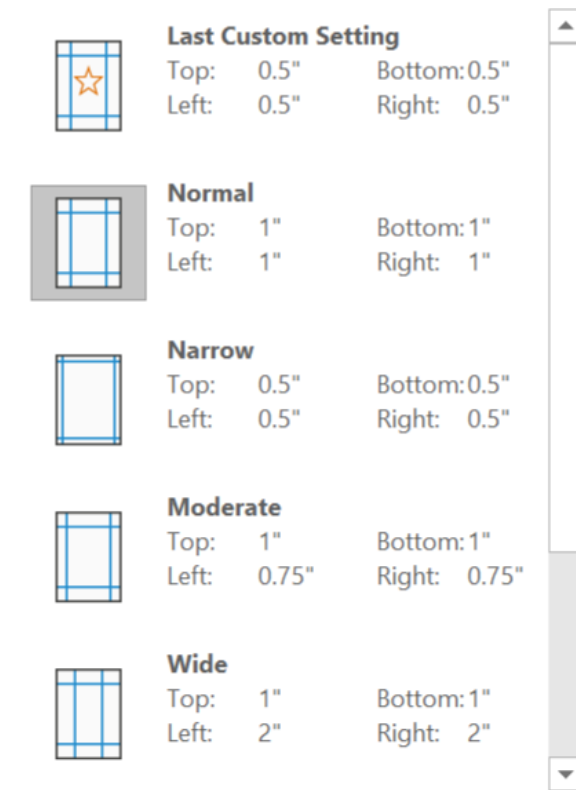   **Correct answer:** One of the following answers would suffice:

Figure 1: Five Buttons

Figure 2: Table: Before

Figure 3: Table: After

- 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.

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. The bulleted list in Figure 4, "My List" was converted into the object displayed in Figure 5, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 5, "My New List"?)

   (Pages: 930 – 937) (7.14 points)

   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.
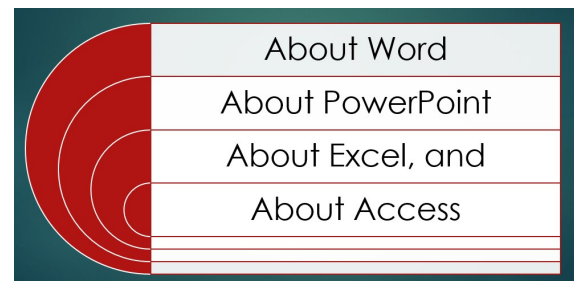
Figure 4: My List
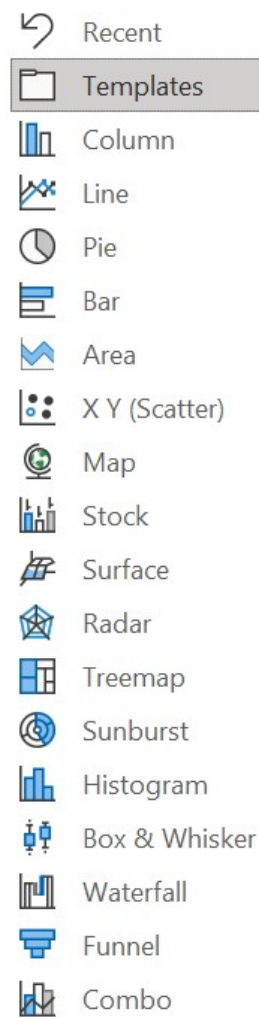

Figure 5: My New List

Figure 6: Long Menu

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. 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.
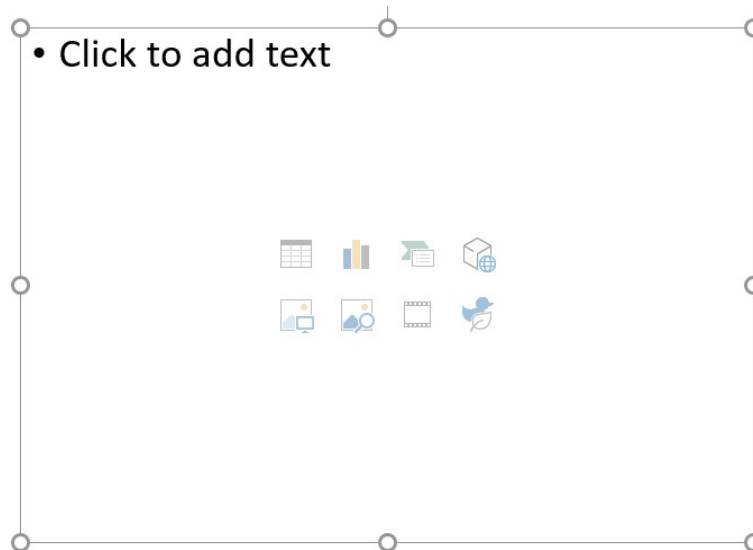

Figure 7: Insert Table Here

    (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. Where do you need to click to change the chart in Figure 8, "Chart: Before" to the chart in Figure 9, "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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint**: Look at the screenshots given on the textbook pages listed below.
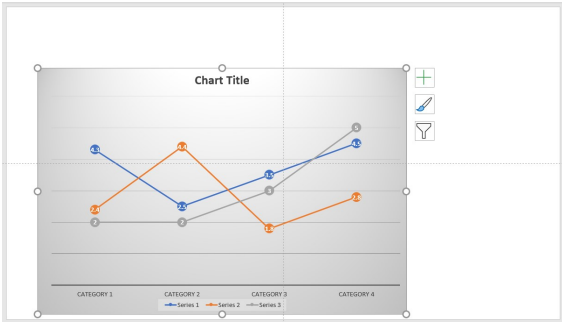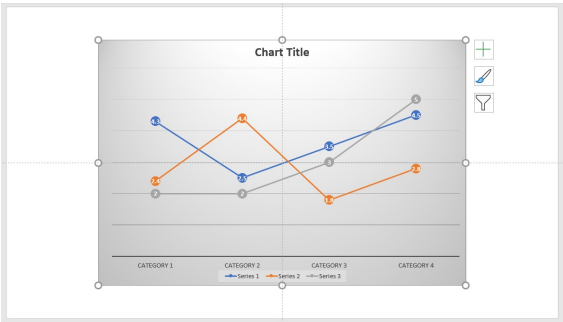
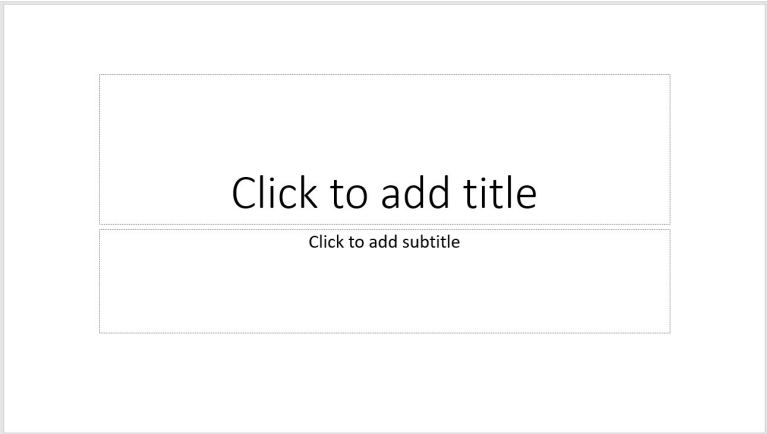Figure 8: Chart: Before

Figure 9: Chart: After

Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title Slide.

14. How do you change the shapes on a PowerPoint slide shown in Figure 11, "Three Shapes" to the shape in Figure 12, "Three Shapes: Changed"?

Figure 11: Three Shapes

Figure 12: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab → Arrange button → Group option to group the shapes.

Extra Credit

Word

15. What is change has been made to the picture in Figure 13, "Dino: Before", so that it became the picture in Figure 14, "Dino: After"?
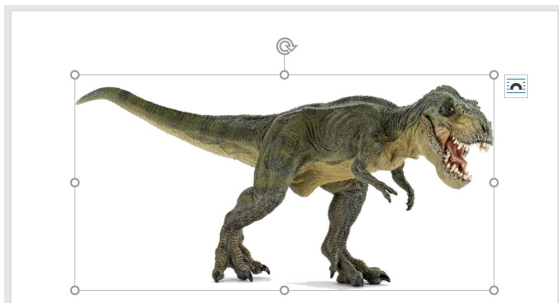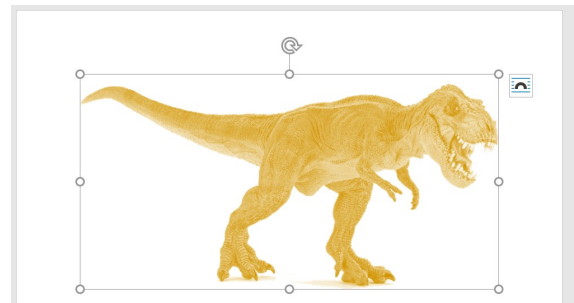

Figure 13: Dino: Before

Figure 14: Dino: After

(Pages: 514 – 516) (2.5 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.

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 15, "My Shapes" so that they are positioned like those in Figure 16, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
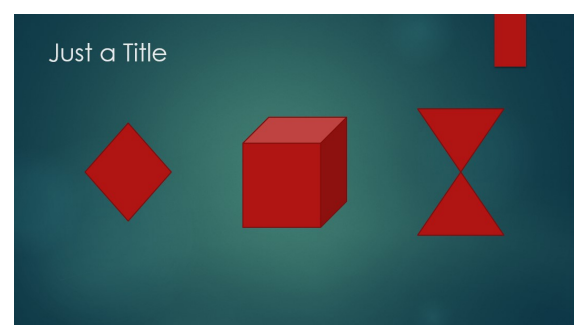

Figure 15: My Shapes

Figure 16: 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. 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) (2.5 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.

– End of Midterm Exam Solutions –