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"?
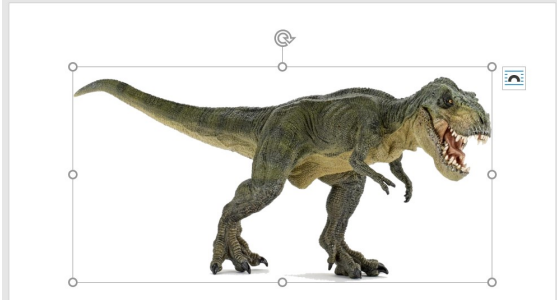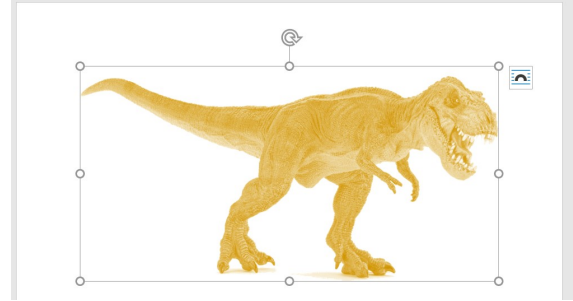

Figure 1: Dino: Before

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. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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."

3. 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."
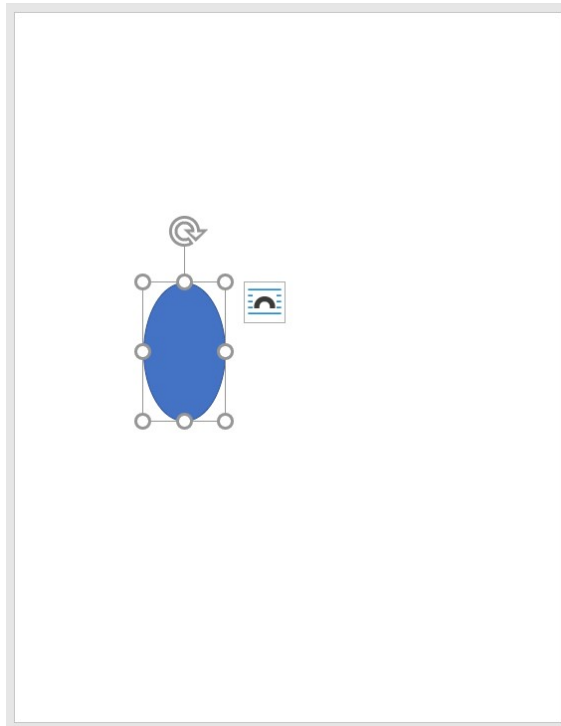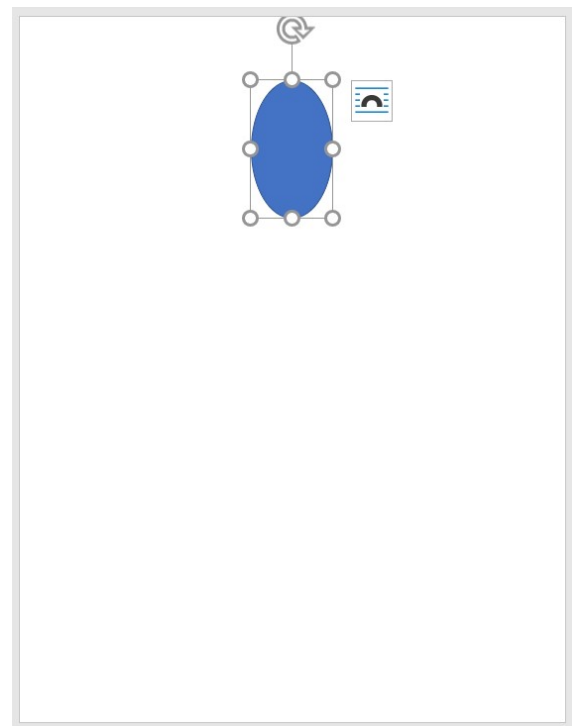
Figure 3: Added Oval Shape

Figure 4: Moved Oval

(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.

4. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the "Narrow" option.

5. 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.

6. 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.

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".
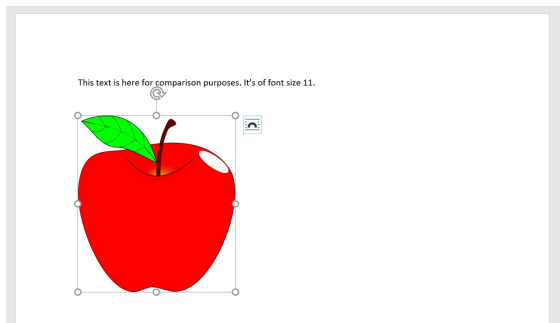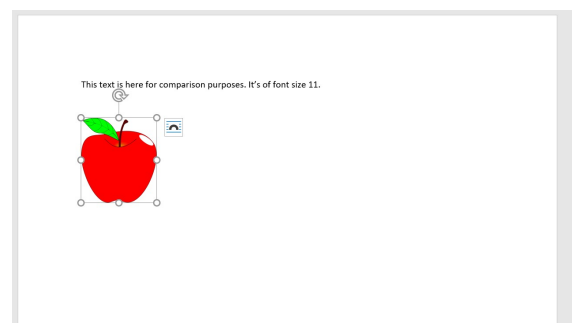

Figure 5: Apple: Before

Figure 6: Apple: After

   (Pages: 514 – 516) (7.14 points)

   Correct answer: Select the picture → Click on any one of the 4 corner sizing handles (those white small circles on the picture's corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

PowerPoint – Short Answer

8. (a) What is the name of the PowerPoint object appearing in the Figure 7?

   (b) Where do you need to click to delete/remove this object?

   (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.

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

   (Pages: 1055 – 1059) (7.14 points)
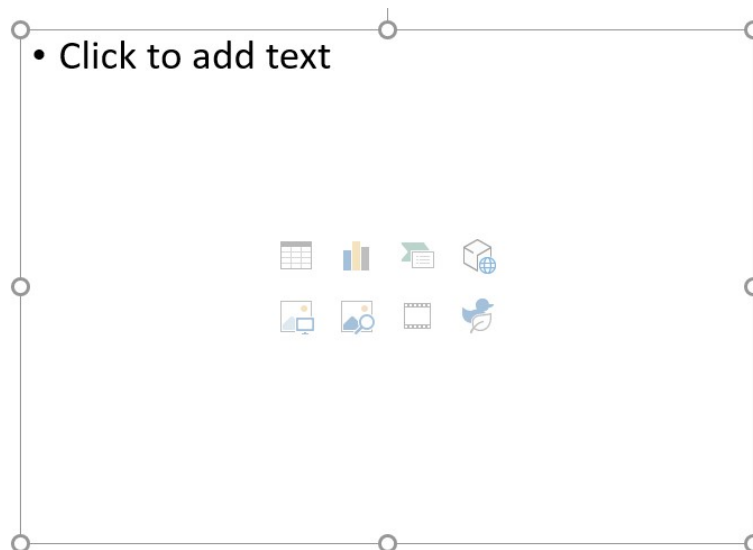
Figure 7: Object/Box

Figure 8: Insert Table Here

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.

10. 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.)
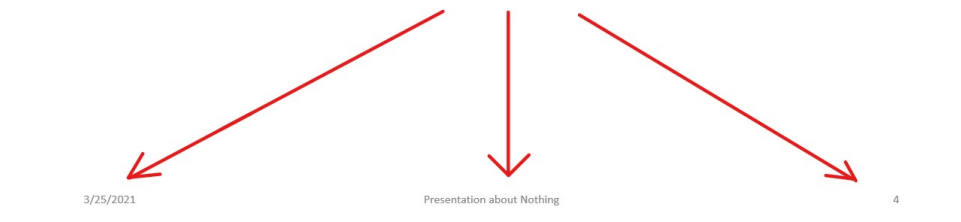
Just a Title

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.

11. The bulleted list in Figure 10, "My List" was converted into the object displayed in Figure 11, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 11, "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.

12. 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.
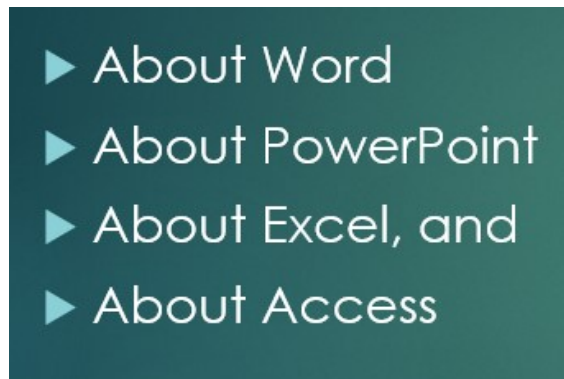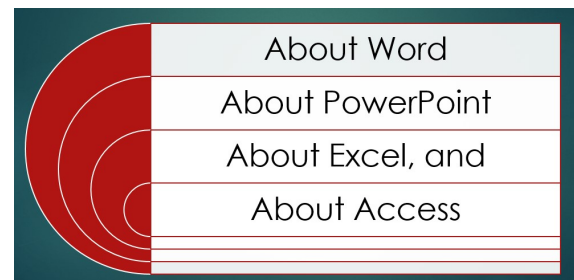
Figure 10: My List

Figure 11: My New List

Figure 12: Table: Before

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.

13. 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.

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

(Pages: 930 – 934) (7.14 points)

Correct answer: Clicking on one of these squares will add a SmartArt graphic to the presentation.

Figure 14: Many Options

Extra Credit

Word

15. What is the purpose of the following partially-shown dialog box in Figure 15?

Figure 15: Dialog Box

(Pages: 569 – 570) (2.5 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.

16. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (2.5 points)

Correct answer: Any 2 of:

(a) View Tab → Click the "100%" button.
(b) Status Bar → Click the - or + buttons until 100% is displayed.
(c) Drag the zoom slider until 100% is displayed.

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (2.5 points)

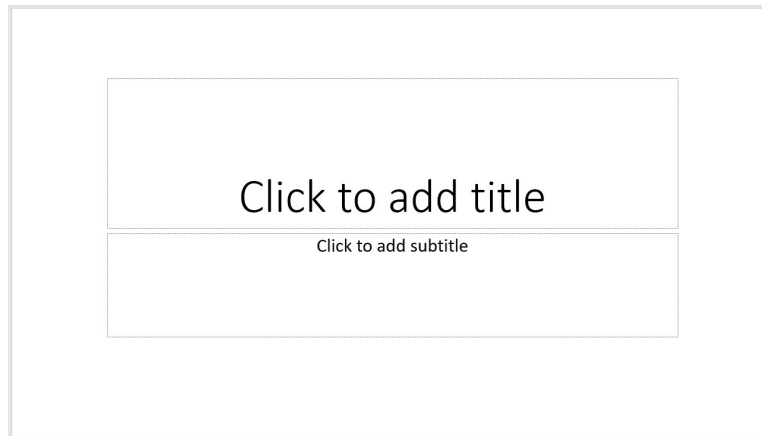**Correct answer:** This slide is of the type Title Slide.

Figure 16: My Slide

18. How do you change the shapes on a PowerPoint slide shown in Figure 17, "Three Shapes" to the shape in Figure 18, "Three Shapes: Changed"?
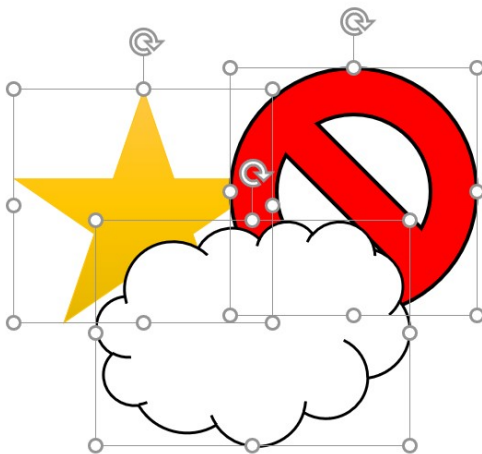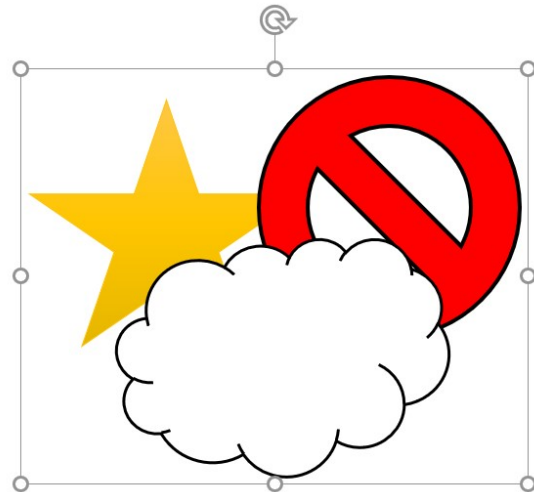

Figure 17: Three Shapes

Figure 18: Three Shapes: Changed

(Pages: 945 – 949) (2.5 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.

– End of Midterm Exam Solutions –