

Midterm Exam Solutions

Word – Short Answer

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

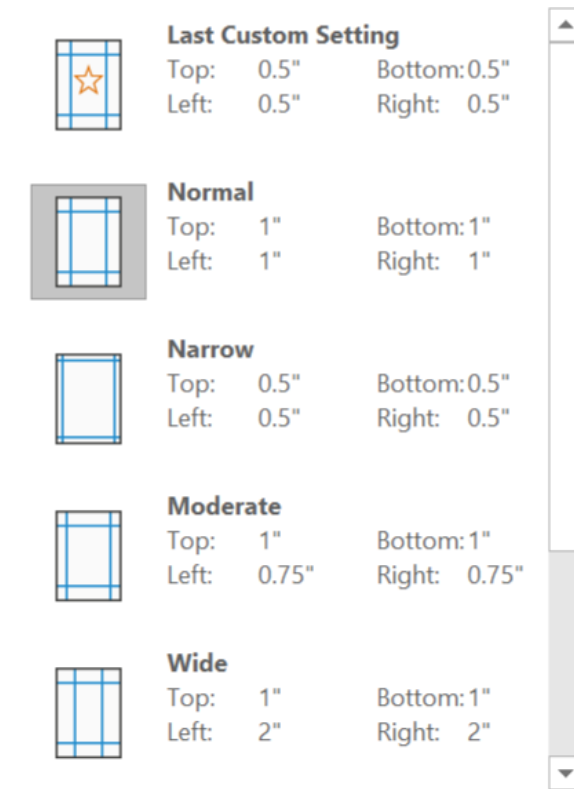


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

2. Where should you click to change the watermark in the picture 2, “Watermark: Before” to the watermark in the picture 3, “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.

3. Which button in Word should you click to change the paragraph:

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

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Figure 2: Watermark: Before

Figure 3: Watermark: After

to the following paragraph:

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

(Pages: 404 – 405) (7.14 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the Center button.

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

The girl eat this.

Figure 4: 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 “eat” should be corrected to “eats” because “girl” is singular, so Word warns you by drawing a blue double 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. 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** 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.
7. Suppose you are working on the SmartArt graphic in Word in Figure 5, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 6, “SmartArt: After”?

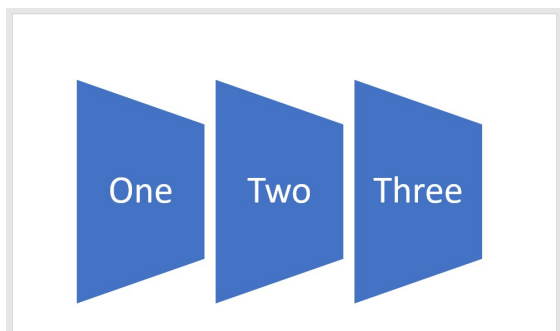


Figure 5: SmartArt: Before

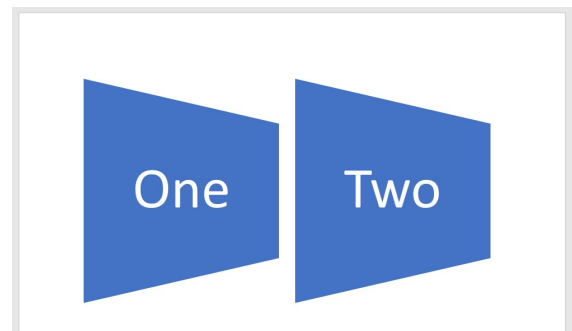


Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

Correct answer: Select the SmartArt graphic → Click on the shape with the word “Three” → Click the DELETE button on the keyboard.

PowerPoint – Short Answer

8. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.
(Pages: 885 – 889) (7.14 points)

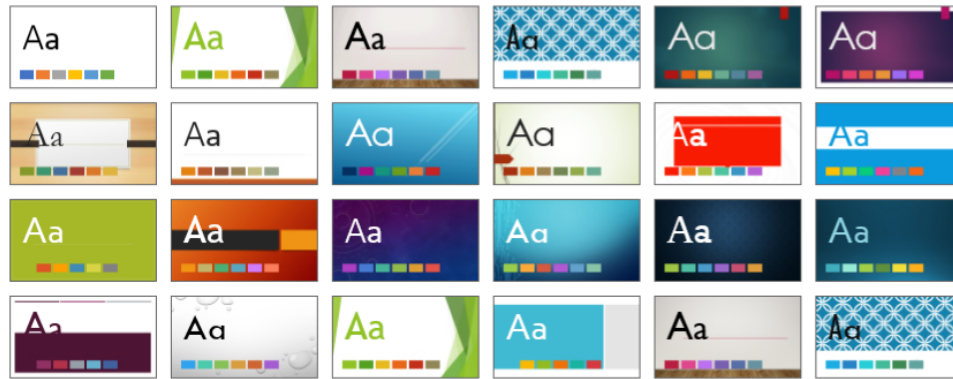


Figure 7: Many Options

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

9. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?



Figure 8: Three Shapes



Figure 9: 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.

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

(Pages: 1116 – 1123) (7.14 points)

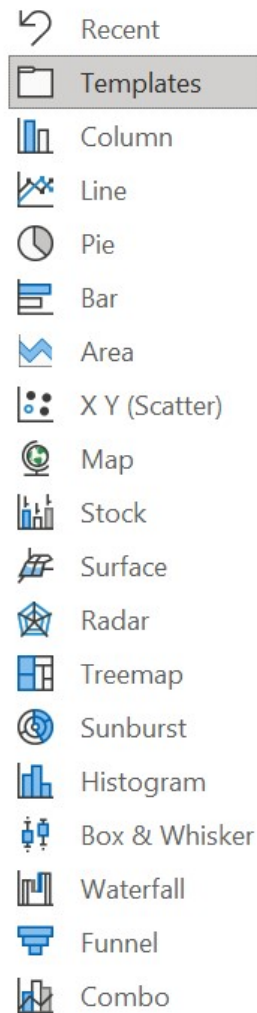


Figure 10: Long Menu

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

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

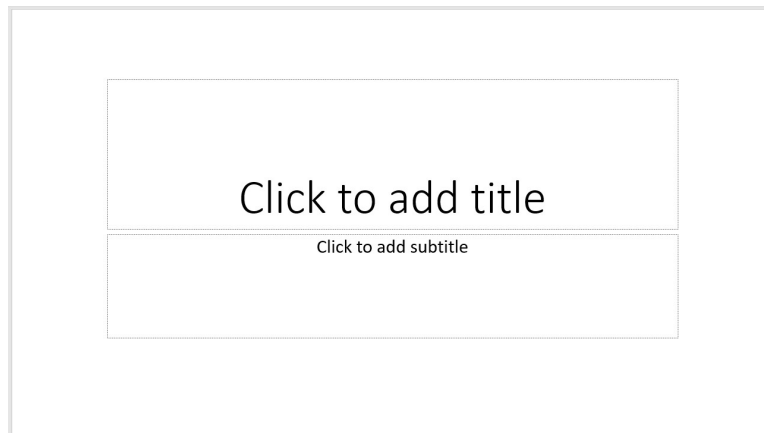


Figure 11: My Slide

(Pages: 900 – 903) (7.14 points)

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

12. 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.

13. If you click on any of the options shown in Figure 12, 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. You 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 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 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!

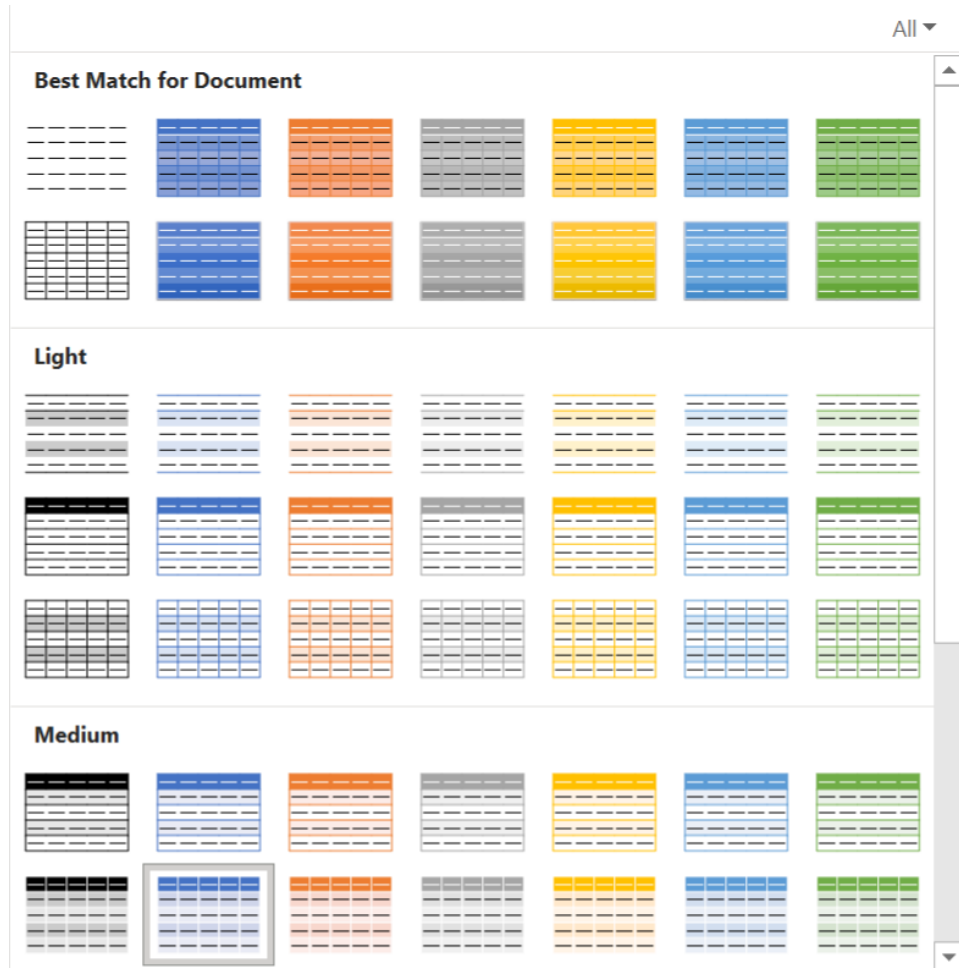


Figure 12: Many options



Figure 13: My Slides



Figure 14: My Slides: Changed

Extra Credit

Word

15. If a paragraph has 6 points of space below it, and the paragraph underneath has additional 19 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 6 points of space below the 1st paragraph and there are 19 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

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 insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.

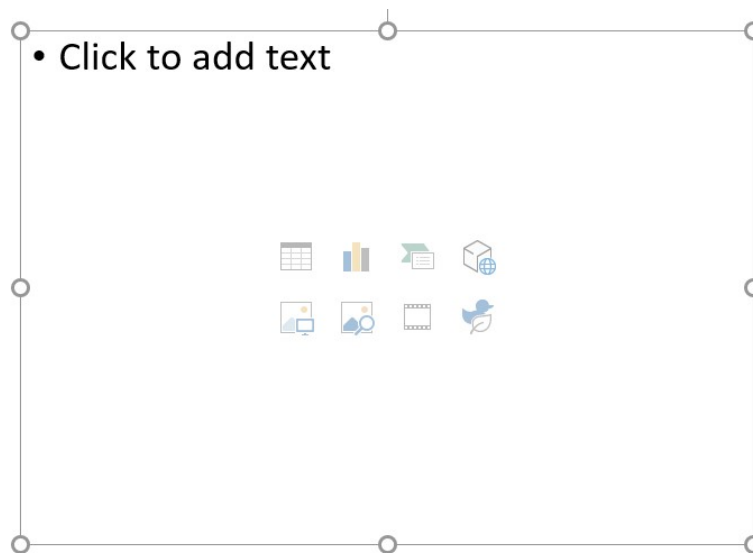


Figure 15: Insert Table Here

(Pages: 1055 – 1059) (2.5 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.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (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

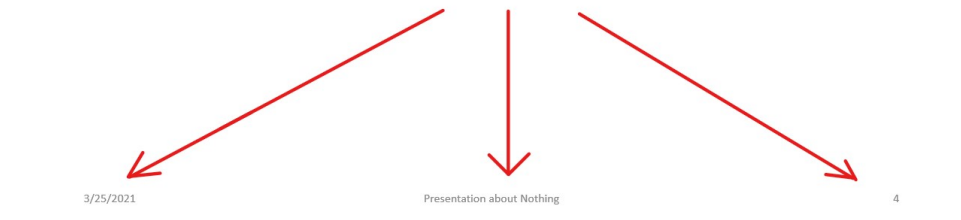


Figure 16: What is This

(Pages: 967 – 970) (2.5 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.

– End of Midterm Exam Solutions –