

Midterm Exam Solutions

Word – Short Answer

- 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.

- 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?

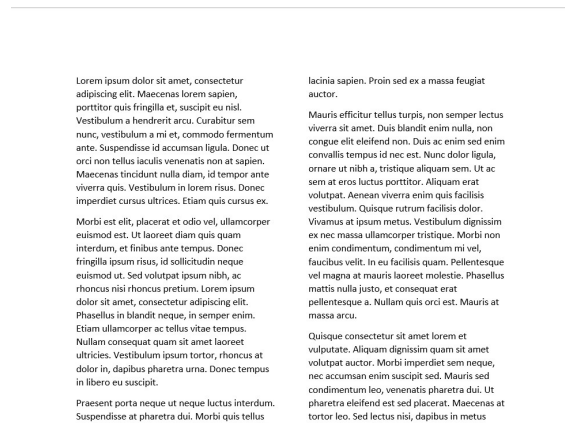


Figure 1: My Text Layout: Before



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 2 columns, the “My Text Layout: After” image has 4 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 4 next to “Number of Columns”.

- You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 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.

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.

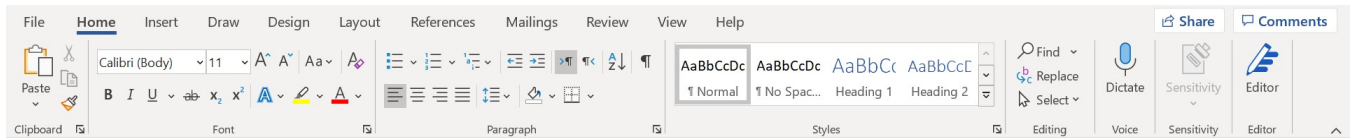


Figure 3: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

Correct answer:

- (a) This is the Ribbon.
- (b) (For example:) The Bold button makes the text look bold (thicker.)
5. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, “Apple: Before” to the picture shown in Figure 5, “Apple: After”.

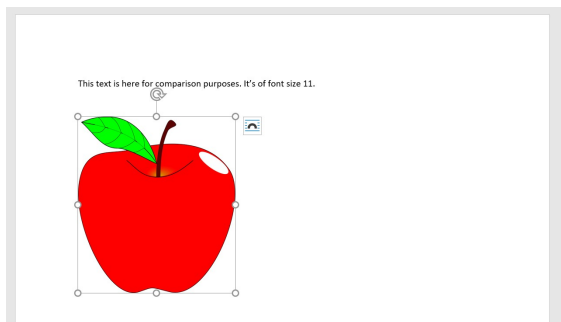


Figure 4: Apple: Before

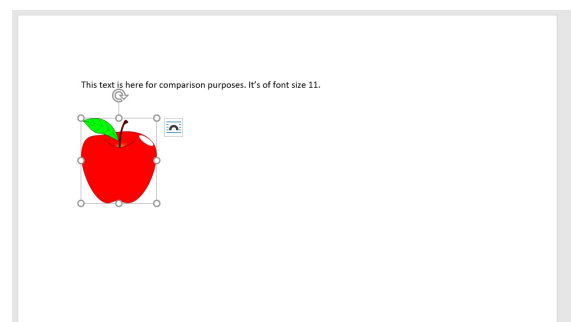


Figure 5: Apple: After

(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.

6. 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.

7. Where should you click to change the table in Figure 6, “Table: Before” to the one in Figure 7, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 7: 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.

PowerPoint – Short Answer

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

Click to add title

Figure 8: Object/Box

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

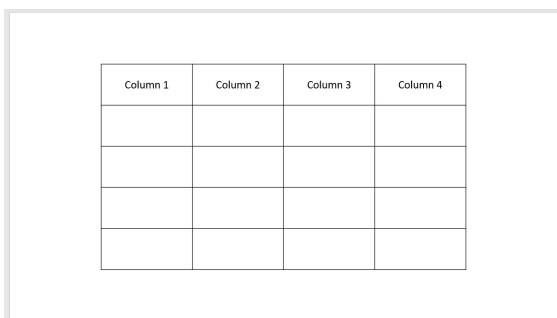
(Pages: 880 – 883) (7.14 points)

Correct answer:

(a) This is the placeholder of the Title, or “Title placeholder” shortly.

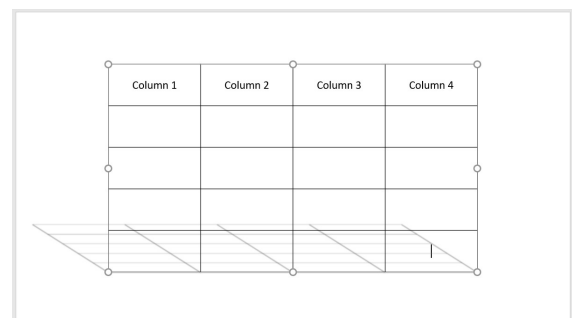
(b) You can either right-click it and choose “Cut” from the shortcut menu, or click its boundary and then click on the DELETE key.

9. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: 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.

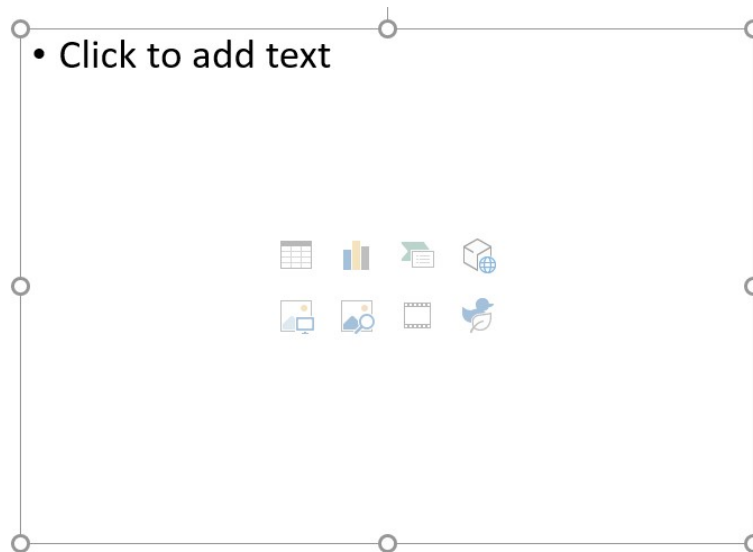


Figure 11: Insert Picture Here

10. How can you insert a picture inside the object shown in Figure 11? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

Correct answer: This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box → Scroll through the list of files on the Desktop to find that picture → double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

11. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

Correct answer: Select the slide you want to duplicate → Home tab → New Slide arrow → Click 'Duplicate Selected Slides'.

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

(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. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

Just a Title

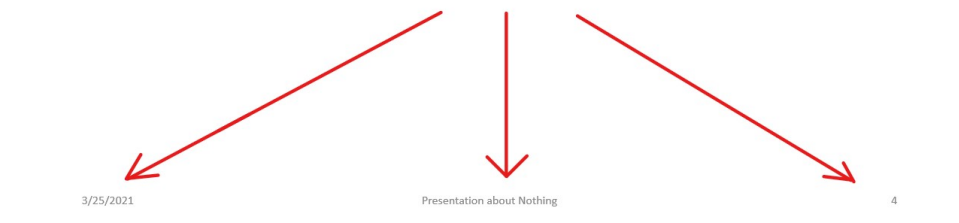


Figure 12: What is This

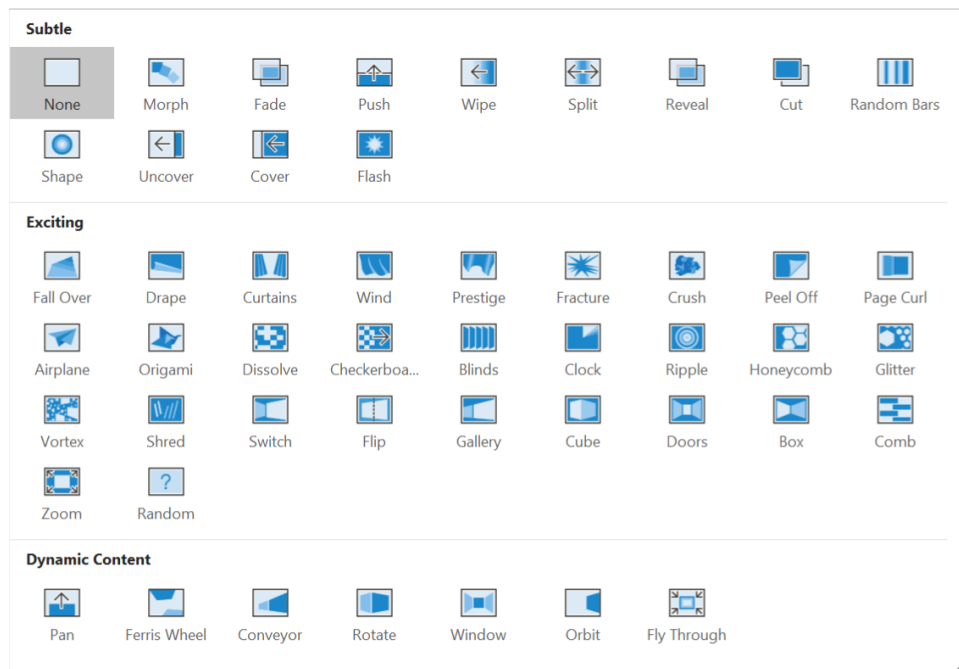


Figure 13: Many Options

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

14. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

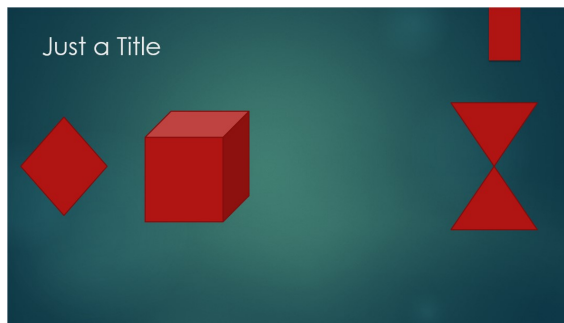


Figure 14: My Shapes

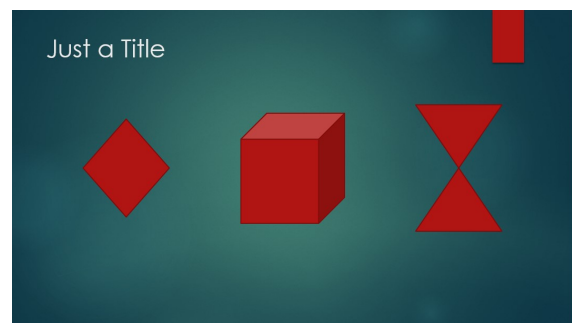


Figure 15: My Shapes: Moved

(Pages: 939 – 943) (7.14 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”.

Extra Credit

Word

15. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 9 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 19 points of space below the 1st paragraph and there are 9 points of space above the 2nd paragraph, there will be a total of 28 points of space between the two paragraphs.

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

(Pages: 369 – 370) (2.5 points)

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

PowerPoint

17. You are editing a bulleted list. What happens when you click on the button in the image in Figure 16?

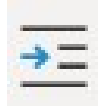


Figure 16: Button with Arrow

(Pages: 443 – 446) (2.5 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.

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

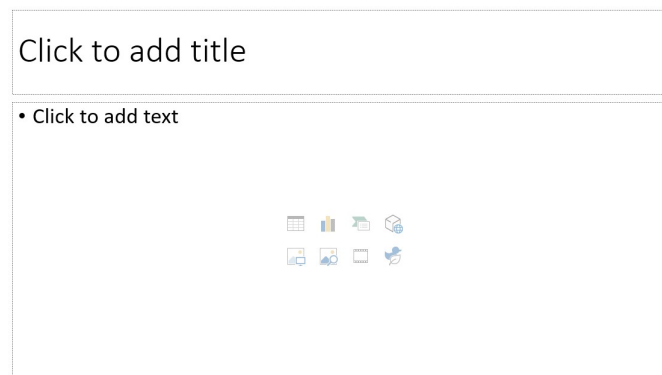


Figure 17: My Slide

(Pages: 900 – 903) (2.5 points)

Correct answer: This slide is of the type Title and Content.

– End of Midterm Exam Solutions –