

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: 404 – 405) (7.14 points)

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

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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 Quick Access Toolbar.
(b) (For example:) The Save button saves the recent changes made to the Word document.
3. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 12 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

Correct answer: Since there are 11 points of space below the 1st paragraph and there are 12 points of space above the 2nd paragraph, there will be a total of 23 points of space between the two paragraphs.

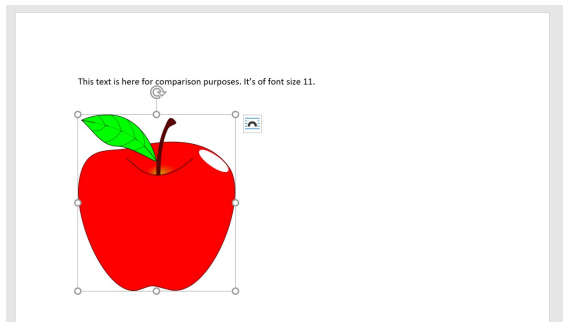


Figure 2: Apple: Before

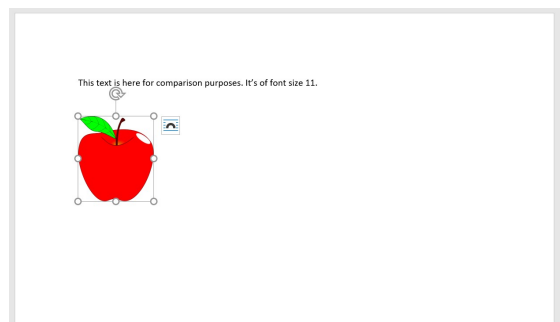


Figure 3: Apple: After

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “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.

5. Where should you click to change the watermark in the picture 4, “Watermark: Before” to the watermark in the picture 5, “Watermark: After”?

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Figure 4: Watermark: Before

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Figure 5: 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.

6. What is the purpose of the following partially-shown dialog box in Figure 6?

Figure 6: Dialog Box

(Pages: 569 – 570) (7.14 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.

7. Explain where you should click to:

- Save the Word document for the 1st time (mention just **one** way.)
- Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

Correct answer:

- (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
- (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.

PowerPoint – Short Answer

8. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

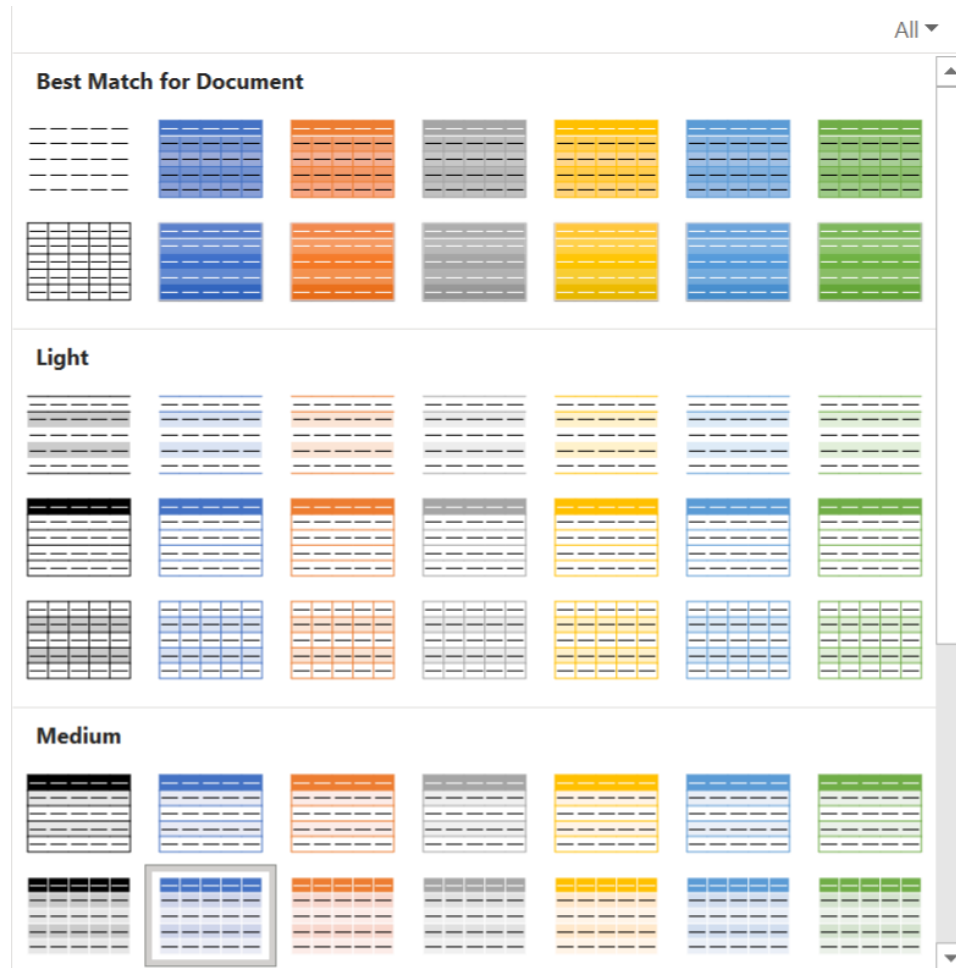


Figure 7: Many options

(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”.

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)

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.

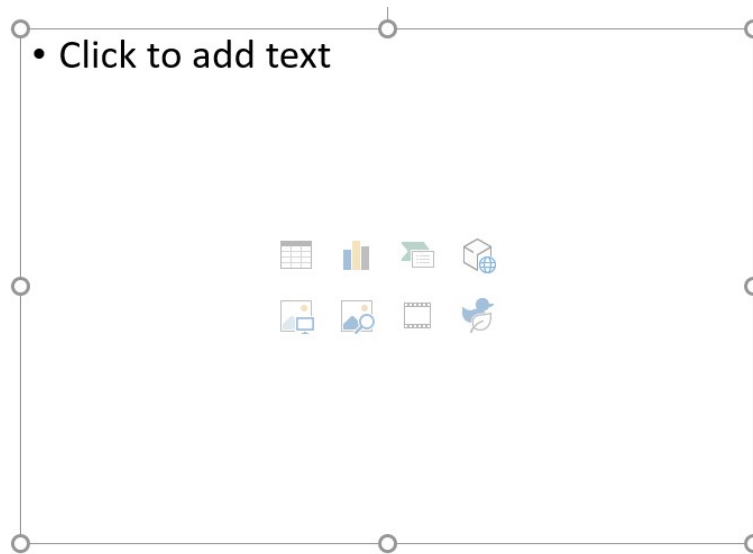


Figure 8: Insert Table Here

10. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

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

11. How can you insert a picture inside the object shown in Figure 10? 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.

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. The bulleted list in Figure 11, “My List” was converted into the object displayed in Figure 12, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 12, “My New List”?)

(Pages: 930 – 937) (7.14 points)

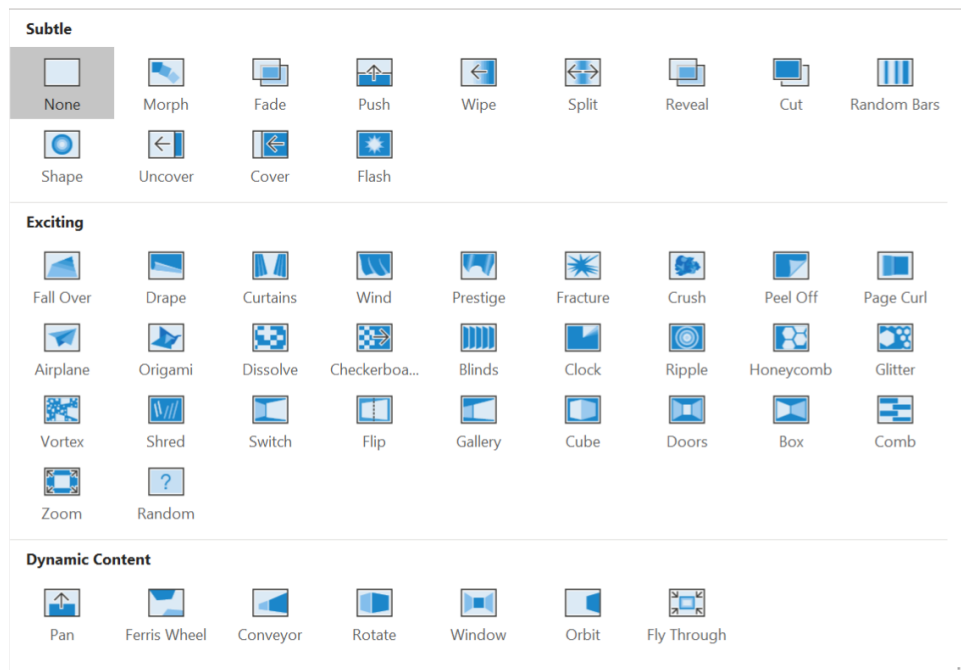


Figure 9: Many Options

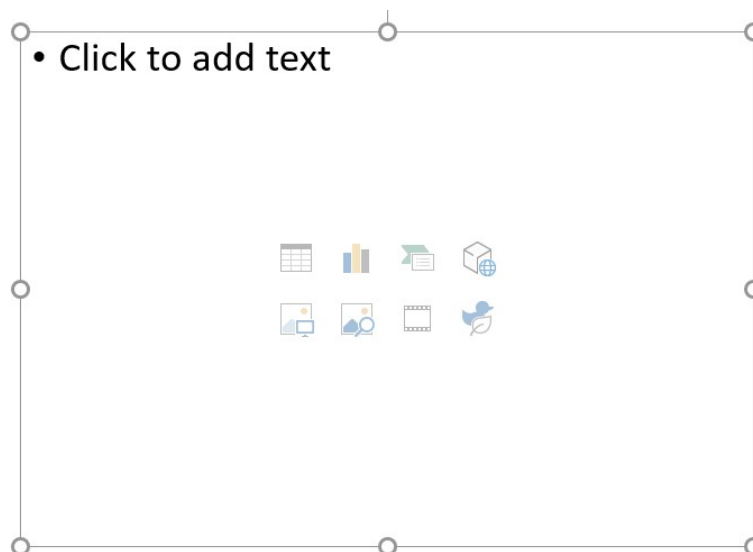


Figure 10: Insert Picture Here

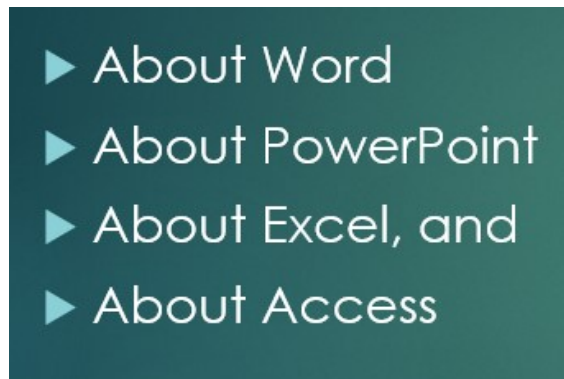


Figure 11: My List

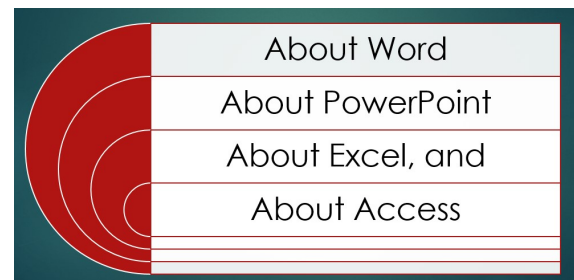


Figure 12: My New List

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.

14. (a) What is the object displayed in Figure 13?
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

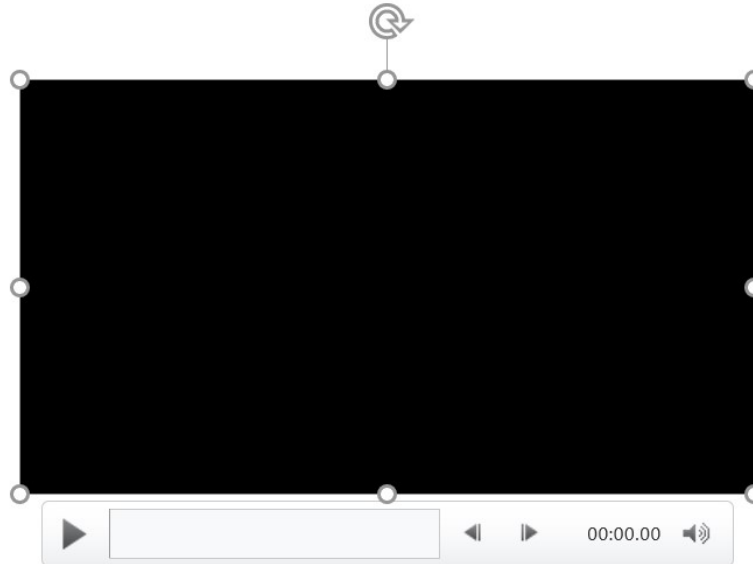


Figure 13: Object with Buttons

(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. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (2.5 points)

Correct answer: (For example:) Themes and Colors

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

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (2.5 points)

Correct answer: Select the paragraphs → Click the Home Tab → Click the Bullets button

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 14?

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

(Pages: 880 – 883) (2.5 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.

18. Where do you need to click to change the chart in Figure 15, “Chart: Before” to the chart in Figure 16, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (2.5 points)

Click to add title

Figure 14: Object/Box

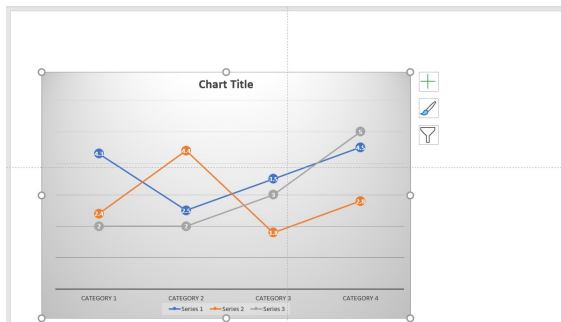


Figure 15: Chart: Before



Figure 16: Chart: After

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”.

– End of Midterm Exam Solutions –