

# Midterm Exam Solutions

## Word – Short Answer

1. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

**Correct answer:** It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

2. Explain where you should click to:
  - (a) Save the Word document for the 1st time (mention just **one** way.)
  - (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

**Correct answer:**

- (a) (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”.
  - (b) (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”.
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.  
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.

4. 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:

- 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.

5. What is the purpose of the buttons displayed in Figure 2?

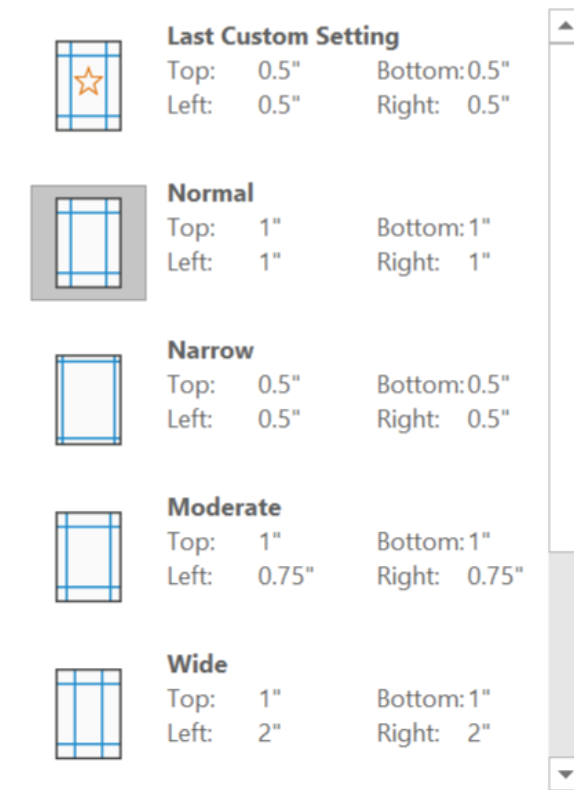


Figure 2: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

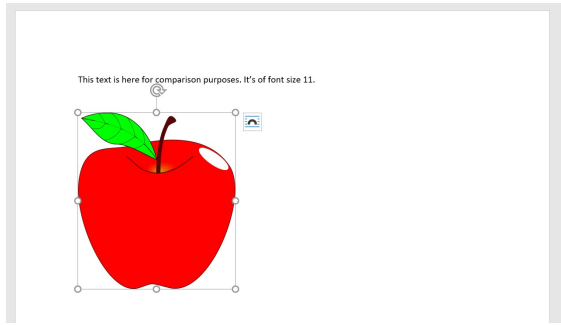


Figure 3: Apple: Before

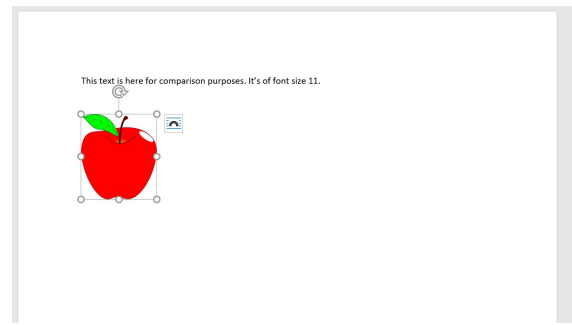


Figure 4: Apple: After

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

7. 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.

### 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. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

**Correct answer:** Right-click the slide you want to delete inside the Slides tab → Move the mouse above the “Layout” option → Click on the layout which you want the slide to have.

10. 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.

11. How can you move the shapes in Figure 5, “My Shapes” so that they are positioned like those in Figure 6, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

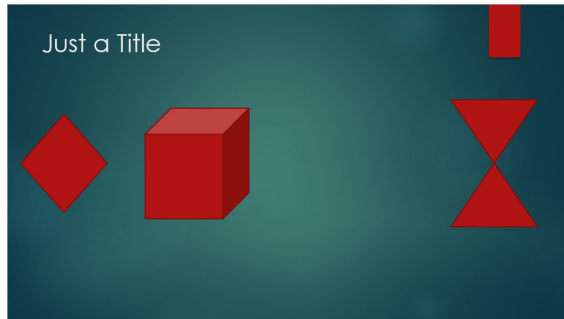


Figure 5: My Shapes

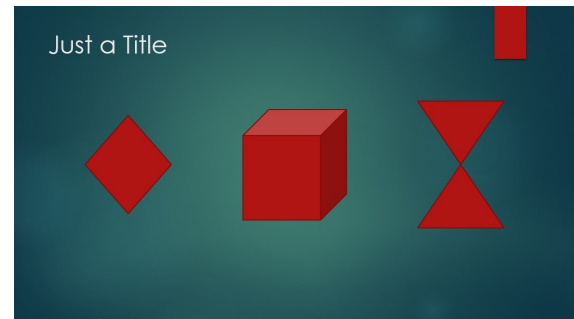


Figure 6: My Shapes: Moved

(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”.

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?



Figure 7: Button with Arrow

(Pages: 443 – 446) (7.14 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.

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



Click to add title

Figure 8: Object/Box

14. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)



Figure 9: My List

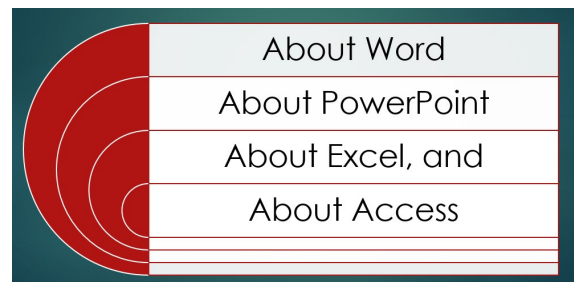


Figure 10: My New List

(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.

## Extra Credit

### Word

15. (a) Why does Word show a strange colorful underline in the phrase in Figure 11?  
(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.”)

## The girl eat this.

Figure 11: Phrase in Word

(Pages: 419 – 423) (2.5 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.]
16. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.)
- (Pages: 470 – 473) (2.5 points)

**Correct answer:** Insert tab → Header button → Blank option

### PowerPoint

17. 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) (2.5 points)
- Correct answer:** The style of the table on the PowerPoint slide will change to the one that you click among the “Many options”.
18. You are 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) (2.5 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!

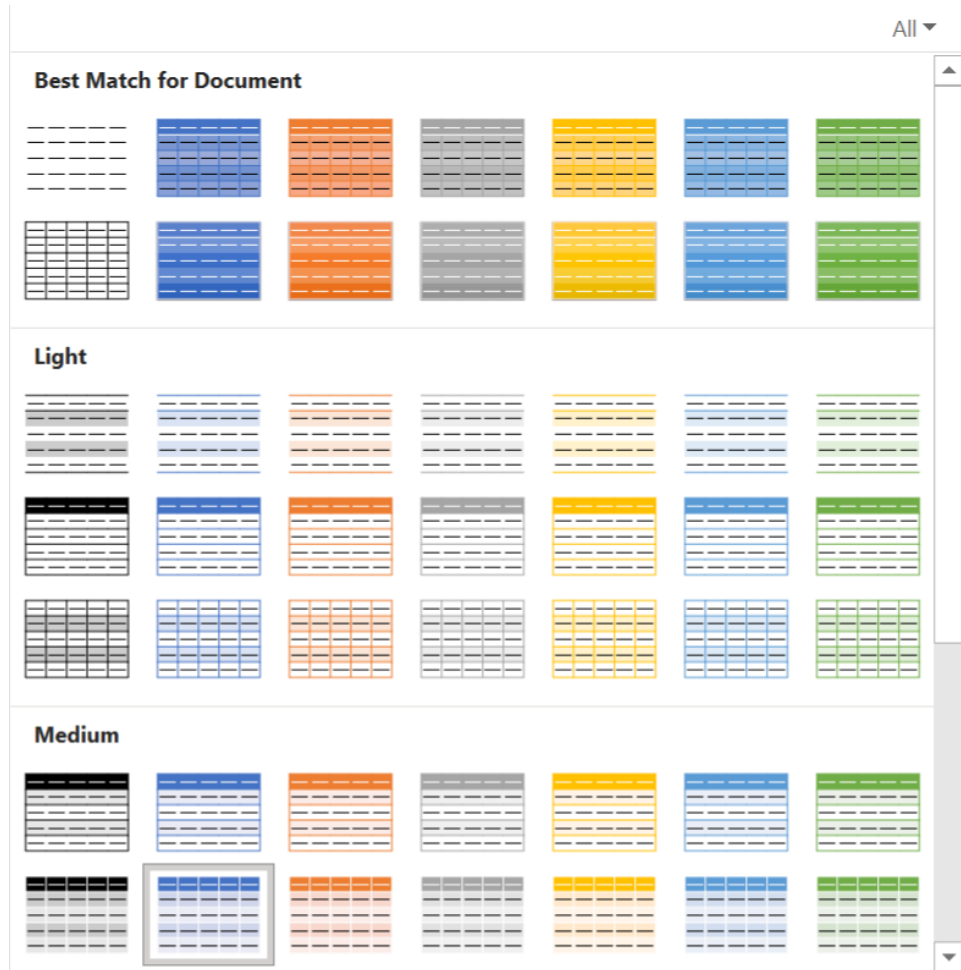


Figure 12: Many options



Figure 13: My Slides



Figure 14: My Slides: Changed