

# Midterm Exam Solutions

## Word – Short Answer

1. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

**Correct answer:** (For example:) Save, Undo, and Redo

2. 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.

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 Center button.

4. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”

5. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Font Color arrow → Click on the Blue color

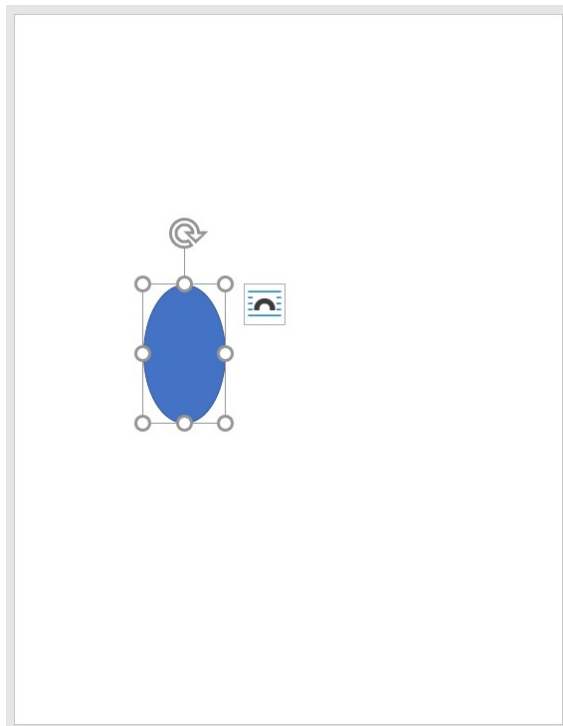


Figure 1: Added Oval Shape

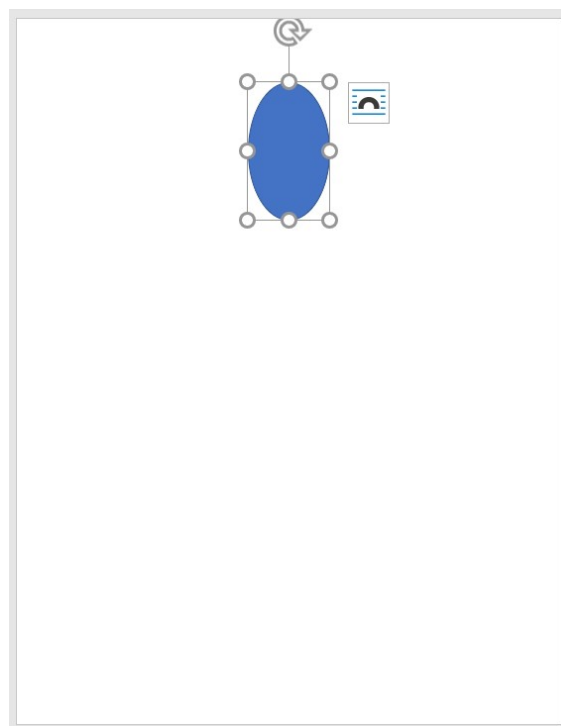


Figure 2: Moved Oval

6. 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) (7.14 points)

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

7. The following text appears in a Word document:  
 Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]  
 (Pages: 530 – 531) (7.14 points)

**Correct answer:** The clickability feature about which the question talks is called a “hyperlink” (the question didn't use the word hyperlink so that you won't be easily able to find the answer online! :) ) To remove it, right-click over the text “United Nations” → click “Remove Hyperlink” to remove the hyperlink!

### PowerPoint – Short Answer

8. The bulleted list in Figure 3, “My List” was converted into the object displayed in Figure 4, “My New List”. Where should you click for this object conversion to occur?

(**Hint:** what kind of object is displayed in Figure 4, “My New List”?)



Figure 3: My List

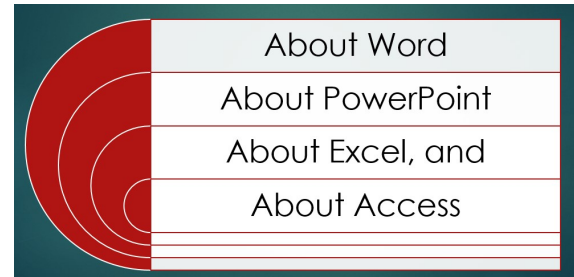


Figure 4: My New List

(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.

9. 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.

10. (a) What is the name of the PowerPoint object appearing in the Figure 5?  
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 5: Object/Box

(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.
11. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?

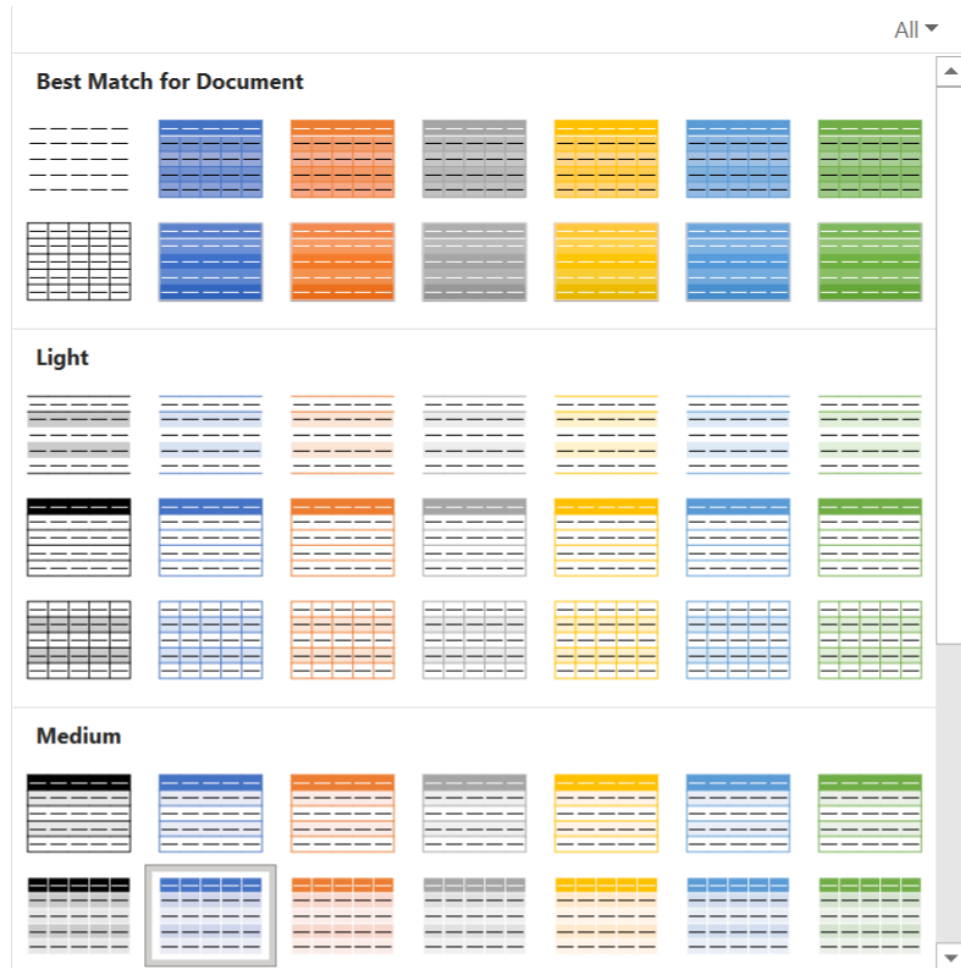


Figure 6: Many options

(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”.

12. How do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)



Figure 7: Three Shapes



Figure 8: Three Shapes: Changed

**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.

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint:** Look at the screenshots given on the textbook pages listed below.

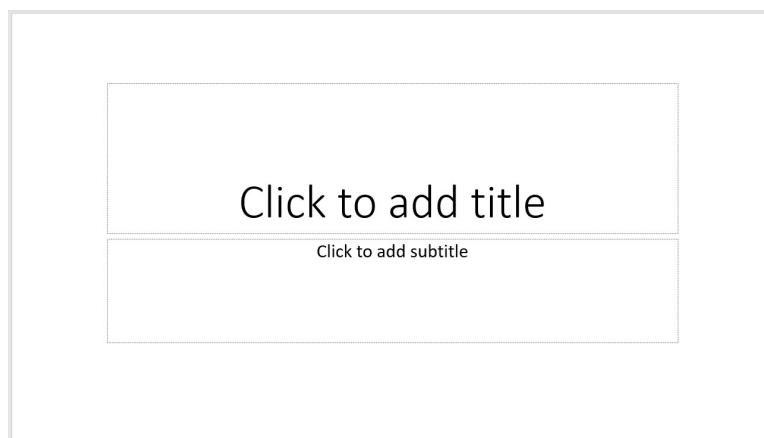


Figure 9: My Slide

(Pages: 900 – 903) (7.14 points)

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

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 10, “My

Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?



Figure 10: My Slides



Figure 11: 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!

## Extra Credit

### Word

15. Where should you click to change the table in Figure 12, “Table: Before” to the one in Figure 13, “Table: After”?

(Pages: 494 – 498) (2.5 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

Column 1	Column 2
Info	Info
Info	Info

Figure 12: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 13: Table: After

this 3rd row.

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. 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) (2.5 points)





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

18. How do you change the layout of a slide to Title and Content? Mention **one** way.  
(Pages: 902 – 903) (2.5 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.

– End of Midterm Exam Solutions –