

Midterm Exam Solutions

Word – Short Answer

1. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Correct answer: Layout Tab → Margins button → Click the “Narrow” option.

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

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

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

3. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

Correct answer: (For example:) Bold, Increase Font Size, and Paste

4. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “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.

5. 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!]

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(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!

6. 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.

7. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

Correct answer: You could either (1) click on Quick Access Toolbar → ‘Save’ button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → ‘Save’ option (not ‘Save As’.) Either two of the options are good for the answer.

PowerPoint – Short Answer

8. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint’s tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

Correct answer: (Example:) Transitions, Animations

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 3? **Hint:** Look at the screenshots given on the textbook pages listed below.


A screenshot of a PowerPoint slide. It features a light blue header bar at the top. Below the header, there is a large white rectangular area with a thin grey border. Inside this area, the text 'Click to add title' is displayed in a dark blue, sans-serif font.

Figure 3: My Slide

(Pages: 900 – 903) (7.14 points)

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

10. Which button do you need to click to add the text pointed by the red arrows in Figure 4? (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.

11. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit

Just a Title

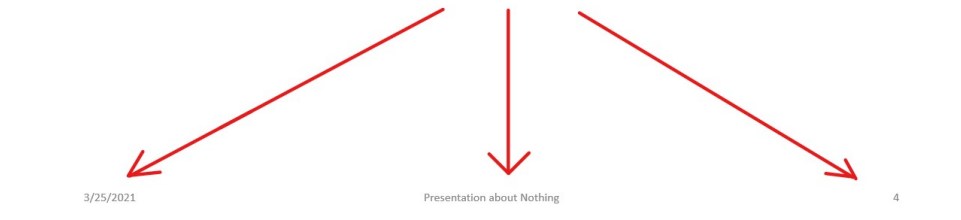


Figure 4: What is This

- Apple
- Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

Correct answer: The first list is a regular first-level bulleted list, while the second list is a multi-level bulleted list with 1st-level and 2nd-level items.

12. (a) What is the object displayed in Figure 5?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(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.

13. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)



Figure 5: Object with Buttons

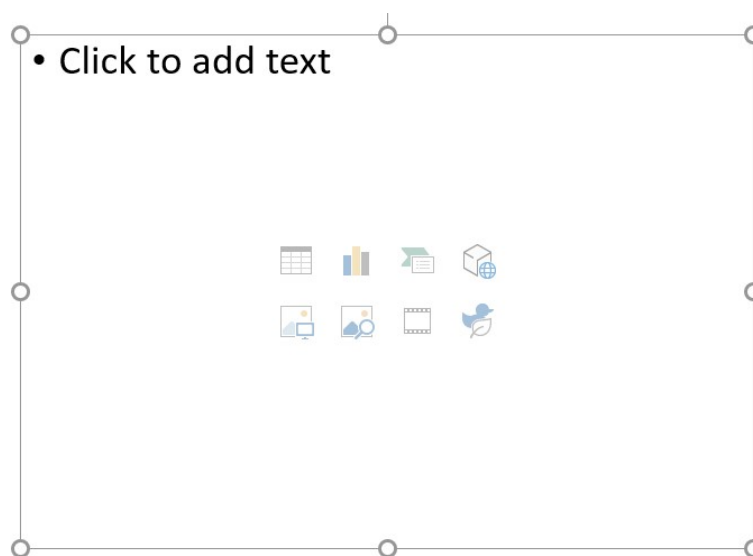


Figure 6: Insert Picture Here

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.

14. How can you move the shapes in Figure 7, “My Shapes” so that they are positioned like those in Figure 8, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

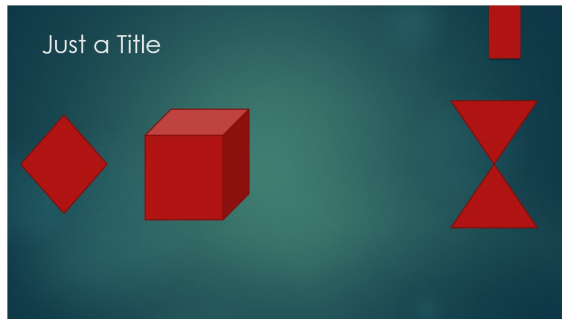


Figure 7: My Shapes

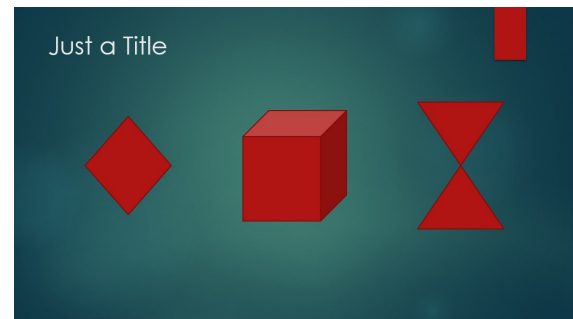


Figure 8: My Shapes: Moved

(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. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (2.5 points)

Correct answer: Any 2 of:

- (a) View Tab → Click the “100%” button.
- (b) Status Bar → Click the - or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.

16. 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: 1078 – 1079) (2.5 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the Borders arrow → Either click the “Outside Borders” option, or click the “Borders and Shading” option, and in the dialog box that opens, click “Box”, and then OK.

PowerPoint

17. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

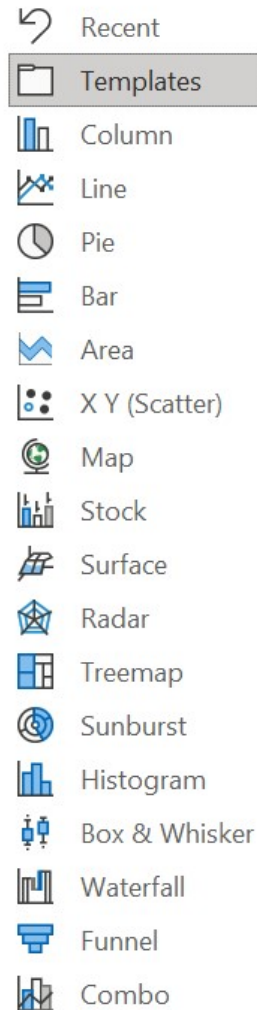


Figure 9: Long Menu

(Pages: 1116 – 1123) (2.5 points)

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

18. 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) (2.5 points)

Correct answer: Landscape because the width of a slide is longer than its height.

– End of Midterm Exam Solutions –