

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 Center button.

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

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Font arrow → Scroll down until you find the font name → Click on the new font name

3. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

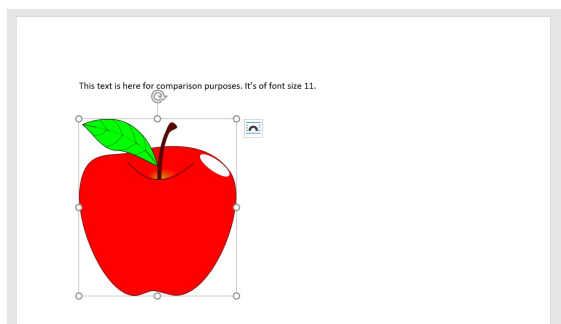


Figure 1: Apple: Before

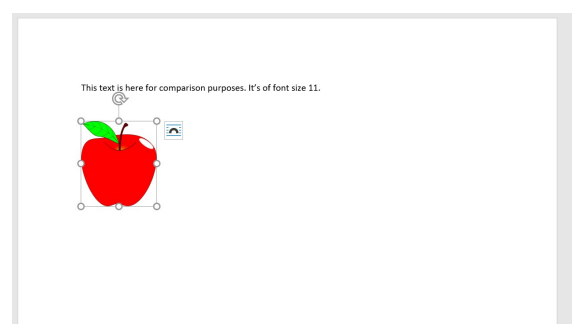


Figure 2: Apple: After

(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.

4. 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

5. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

Figure 3: Watermark: Before

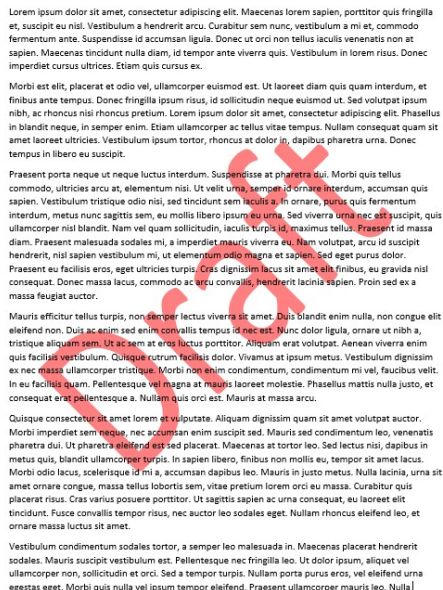


Figure 4: Watermark: After

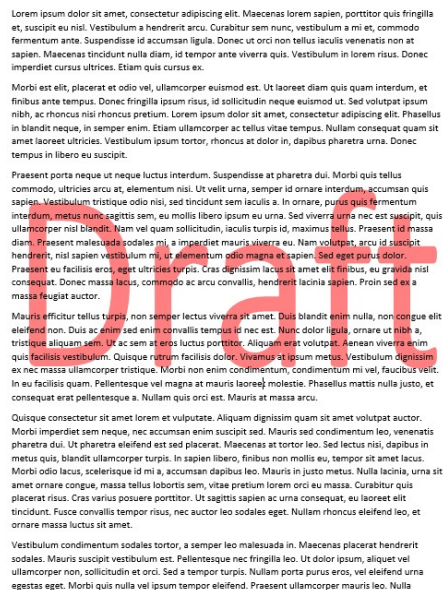


Figure 3: Watermark: Before

Figure 4: 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. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

the colroful flower

Figure 5: Phrase in Word

- (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.”)

(Pages: 419 – 423) (7.14 points)

Correct answer:

- (a) The word “colroful” is misspelled, so Word warns you by drawing a red wavy 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.]
7. 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.

PowerPoint – Short Answer

8. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?
(Pages: 1116 – 1123) (7.14 points)

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

9. Where do you need to click to change the chart in Figure 7, “Chart: Before” to the chart in Figure 8, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.
(Pages: 1126 – 1133) (7.14 points)

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”.

10. 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.
(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.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

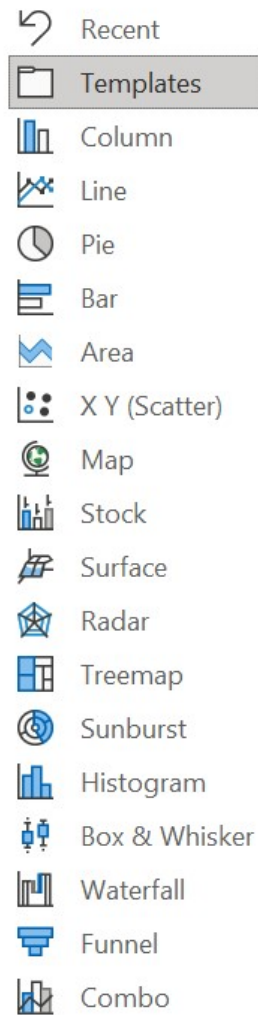


Figure 6: Long Menu

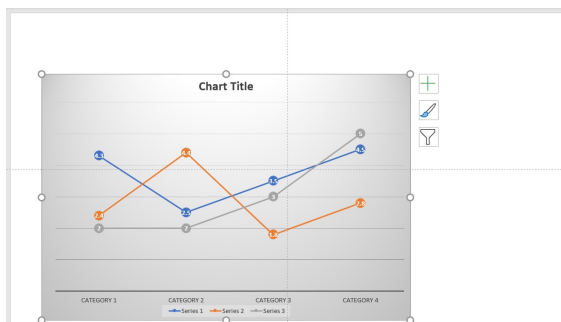
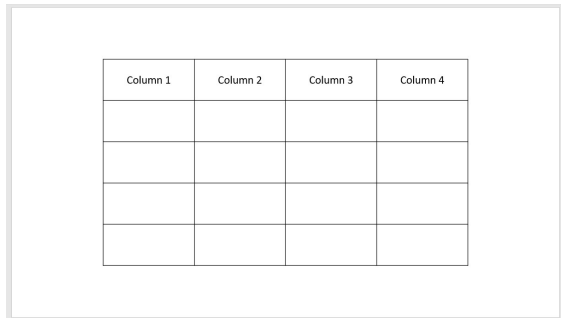


Figure 7: Chart: Before

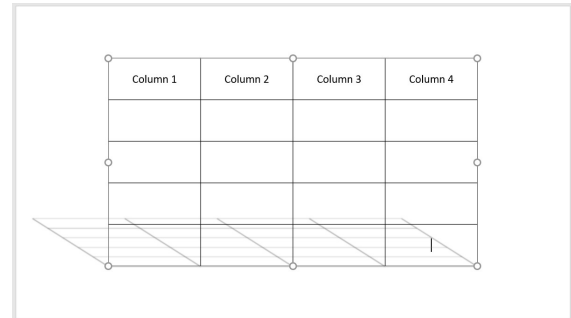


Figure 8: Chart: After



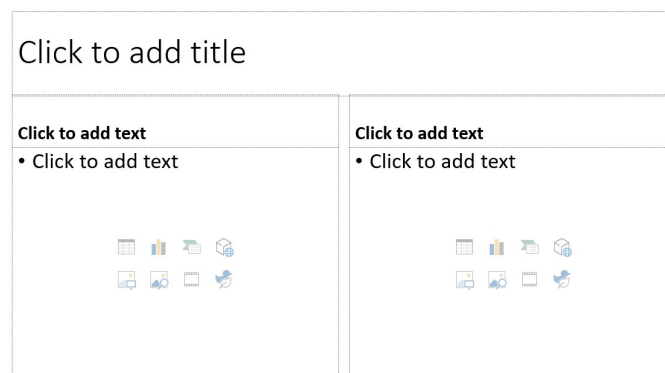
Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After



Click to add title

Click to add text <ul style="list-style-type: none">Click to add text	Click to add text <ul style="list-style-type: none">Click to add text
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Figure 11 shows a slide layout. At the top is a title area with the text 'Click to add title'. Below the title area are two content areas. Each content area has a header 'Click to add text' and a bullet point 'Click to add text'. At the bottom of each content area is a set of icons: a calendar, a bar chart, a document, a 3D cube, a pie chart, a line graph, a laptop, and a person.

Figure 11: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Comparison.

12. How do you change the shapes on a PowerPoint slide shown in Figure 12, “Three Shapes” to the shape in Figure 13, “Three Shapes: Changed”?



Figure 12: Three Shapes

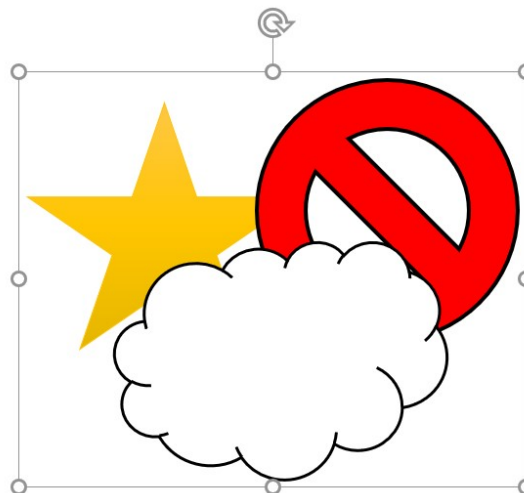


Figure 13: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

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. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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.

14. 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.

Just a Title

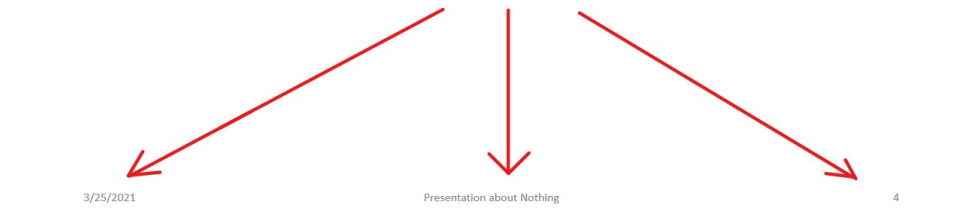


Figure 14: What is This

Extra Credit

Word

15. 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) (2.5 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.

16. Where should you click to change the text layout in picture 15, “My Text Layout: Before” to the one in the picture 16, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (2.5 points)

Correct answer: The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 1 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”.

PowerPoint

17. 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 17, “My

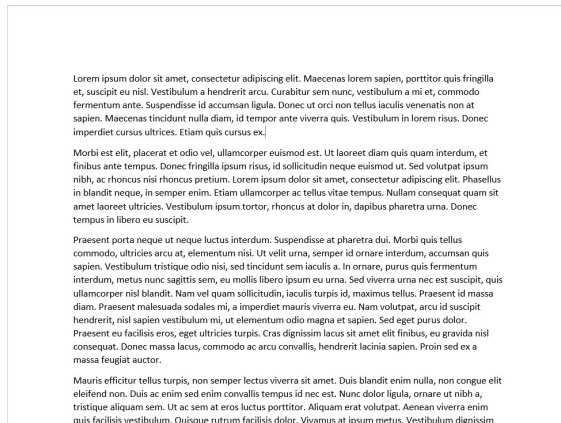


Figure 15: My Text Layout: Before



Figure 16: My Text Layout: After

Slides”. Where should you click to change the Slides tab to the one in Figure 18, “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!

18. (a) What is the object displayed in Figure 19?
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (2.5 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.

– End of Midterm Exam Solutions –



Figure 17: My Slides



Figure 18: My Slides: Changed

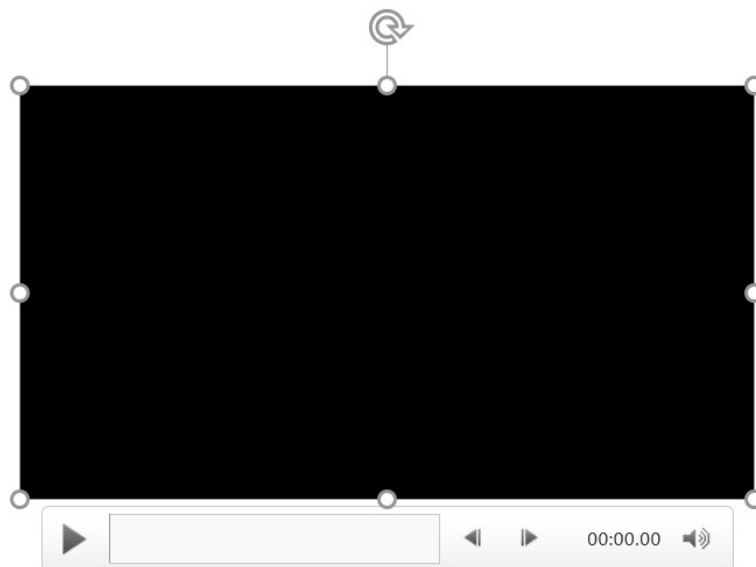


Figure 19: Object with Buttons