

Midterm Exam Solutions

Word – Short Answer

1. (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 Search Bar (also called “Tell Me Box.”)
 - (b) The Search Bar lets you search for buttons and options in Word.
2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

The girl eat this.

Figure 2: 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 “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.]
3. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (7.14 points)

Correct answer: (An example of an answer:) Select the words “I walked on the street” and cut them (Ctrl + X on Windows or Cmnd+X on Mac.) Then, move the cursor to the place before the period (.) and paste (Ctrl + V on Windows or Cmnd+V on Mac) the words you cut at that place.

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

(Pages: 369) (7.14 points)

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

5. 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) (7.14 points)

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

6. 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.

7. 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

PowerPoint – Short Answer

8. 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 3, “My Slides”. Where should you click to change the Slides tab to the one in Figure 4, “My Slides: Changed”?



Figure 3: My Slides



Figure 4: 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!

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?



Figure 5: 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.

10. 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.

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

(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. 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

13. How can you insert a picture inside the object shown in Figure 7? 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.

14. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

Correct answer: Select the slide you want to duplicate → Home tab → New Slide arrow → Click ‘Duplicate Selected Slides’.

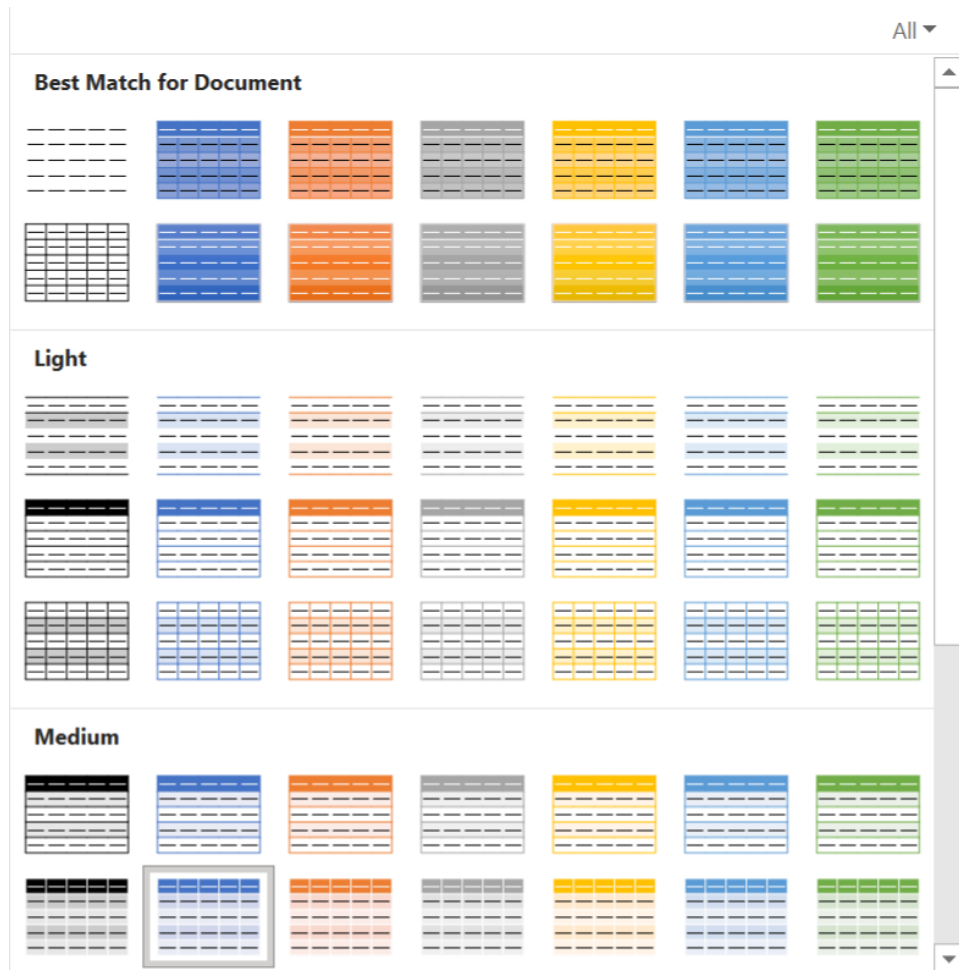


Figure 6: Many options

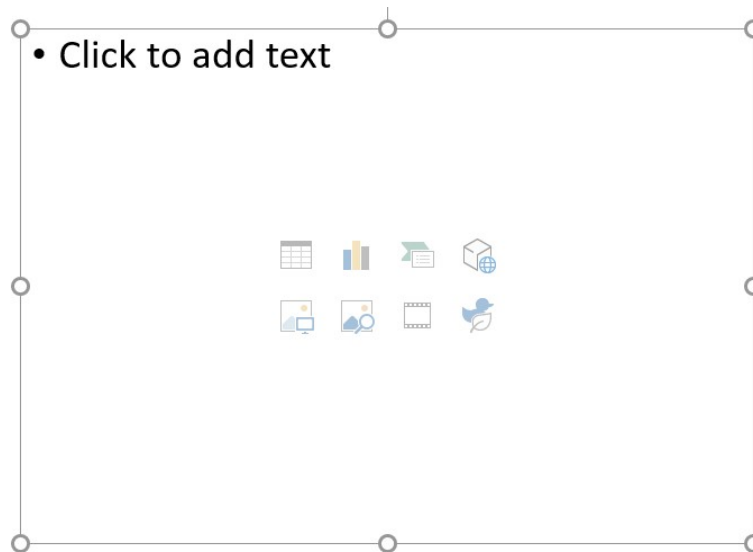


Figure 7: Insert Picture Here

Extra Credit

Word

15. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (2.5 points)

Correct answer: The Rulers can help you creating first-line indentation in a research paper.

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: 438 – 441) (2.5 points)

Correct answer: Select the paragraph → Click the Home Tab → Click the “Bullets” button to change the paragraph into a bulleted list.

PowerPoint

17. (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) (2.5 points)

Click to add title

Figure 8: Object/Box

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 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

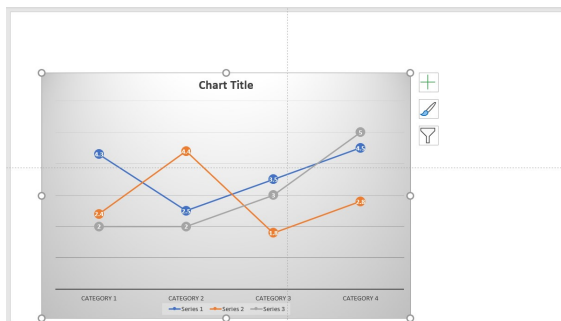


Figure 9: Chart: Before

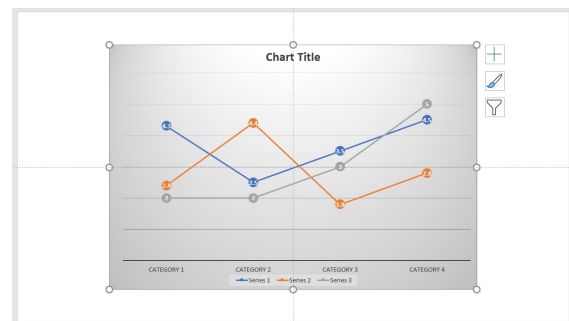


Figure 10: Chart: After

(Pages: 1126 – 1133) (2.5 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”.

– End of Midterm Exam Solutions –