

Midterm Exam Solutions

Word – Short Answer

1. What is the purpose of the following partially-shown dialog box in Figure 1?

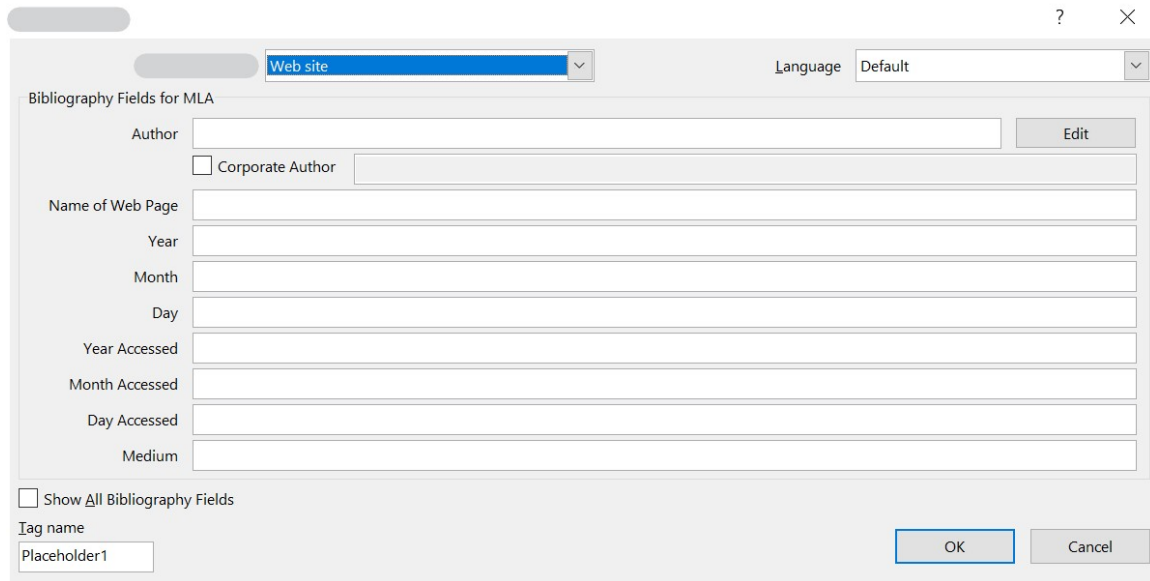


Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

Correct answer: The purpose of the dialog box is to insert/edit the details of a new bibliographic source into a Word document to later use it inside the bibliography or inside a citation.

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. Name **two** commands/buttons on the Status Bar.
(Pages: 369 – 370) (7.14 points)
- Correct answer:** (For example:) Spelling and Grammar checker button, and the + zoom increase button
4. 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.
5. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: 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.

6. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 16 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

Correct answer: Since there are 8 points of space below the 1st paragraph and there are 16 points of space above the 2nd paragraph, there will be a total of 24 points of space between the two paragraphs.

7. Where should you click to change the watermark in the picture 5, “Watermark: Before” to the watermark in the picture 6, “Watermark: After”?

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Figure 5: Watermark: Before

Figure 6: 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.

PowerPoint – Short Answer

8. 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.

9. 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.

10. 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

11. 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.

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint:** Look at the screenshots given on the textbook pages listed below.

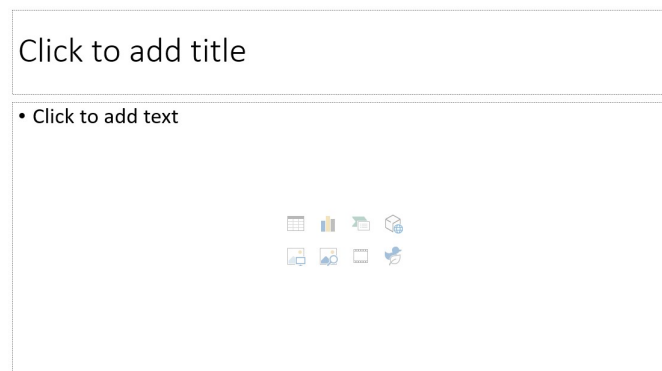


Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

Correct answer: This slide is of the type Title and Content.

13. 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 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “My Slides: Changed”?



Figure 8: My Slides



Figure 9: 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!

14. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(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

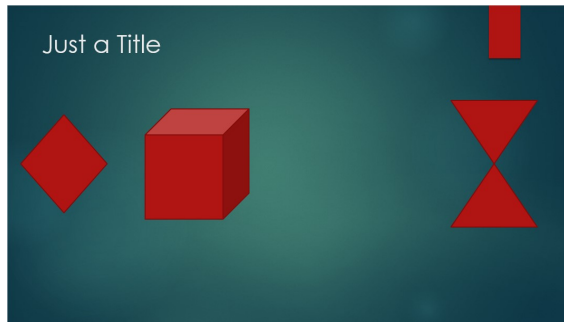


Figure 10: My Shapes

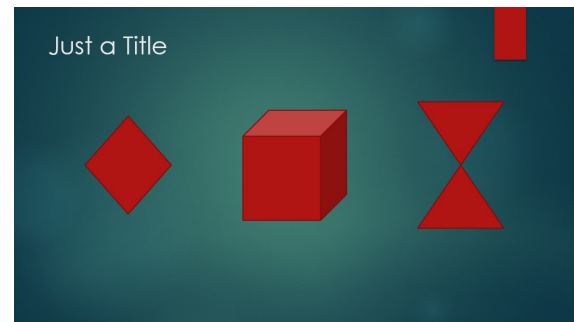


Figure 11: My Shapes: Moved

Format Tab → Click the Align button → Click “Align to Slide” → Click the Align button again → Click “Distribute Horizontally”.

Extra Credit

Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 12, “Apple: Before” to the picture shown in Figure 13, “Apple: After”.

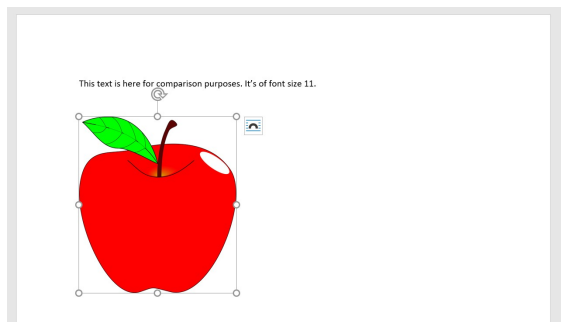


Figure 12: Apple: Before

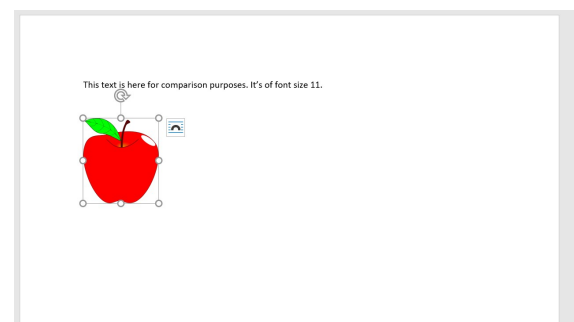


Figure 13: Apple: After

(Pages: 514 – 516) (2.5 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.

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 14, what kind of object would be added to the PowerPoint slide?

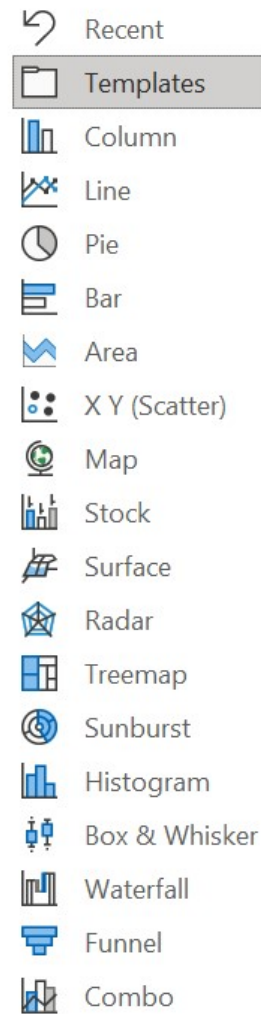


Figure 14: Long Menu

(Pages: 1116 – 1123) (2.5 points)

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

18. (a) What is the object displayed in Figure 15?

- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

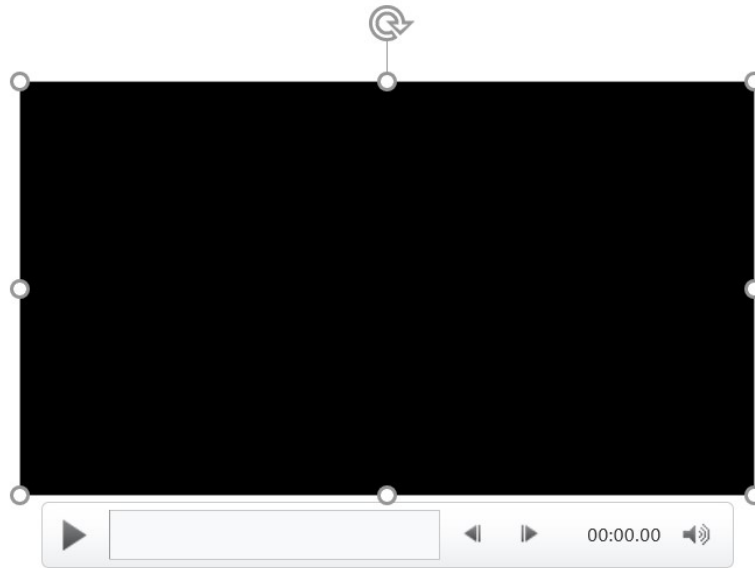


Figure 15: Object with Buttons

(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 –