

# Midterm Exam Solutions

## Word – Short Answer

1. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

### Correct answer:

- (a) (For example:) File Tab → Save As → This PC → type the file name and choose the folder to which it will be saved → Click on “Save”.
- (b) (For example:) Open the Word app → File Tab → Open → This PC → search for the document or open the folder where it’s saved → Click on the name of the document → Click on “Open”.

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

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown set to "Default". The main area contains input fields for "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". An "Edit" button is next to the "Author" field, and a "Corporate Author" checkbox is below it. At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" entered, and "OK" and "Cancel" buttons.

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.

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. 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.

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!]

(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. 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) (7.14 points)

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

7. Where should you click to change the text layout in picture 2, “My Text Layout: Before” to the one in the picture 3, “My Text Layout: After” inside a Word document?

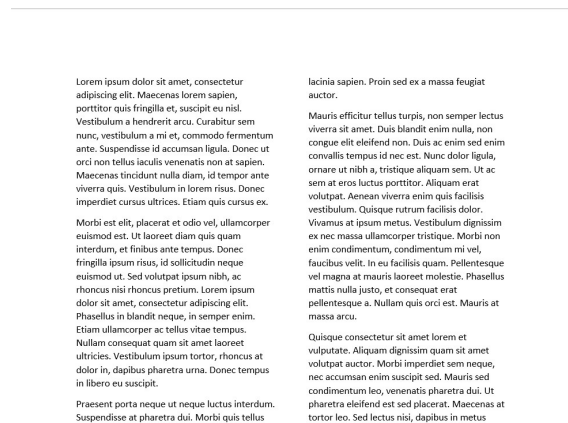


Figure 2: My Text Layout: Before



Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

**Correct answer:** The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 2 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 – Short Answer

8. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 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.

9. 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

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 4? Your answer must use the box shown in that Figure.

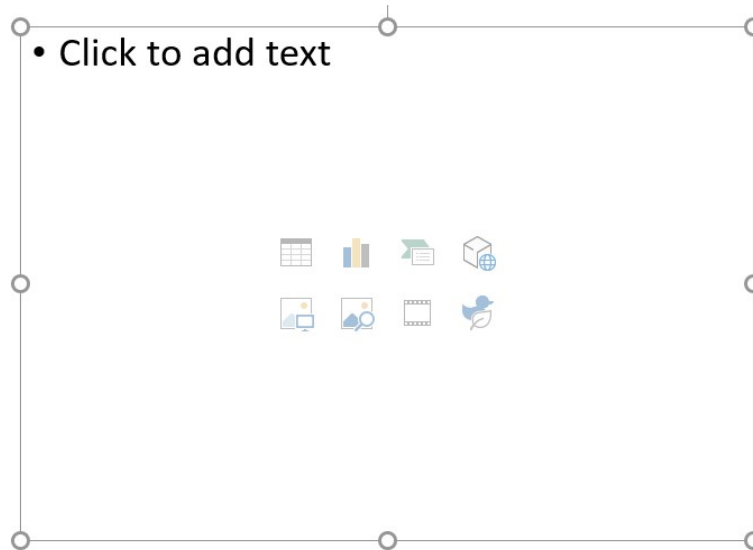


Figure 4: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

**Correct answer:** This object is a content placeholder. Click the “Insert Table” icon inside this content placeholder to open the Insert Table dialog box → Type 3 in the “Number of rows” box and 2 in the “Number of columns” box → Click OK for the table to be added.

11. (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.
12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 6?

(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.

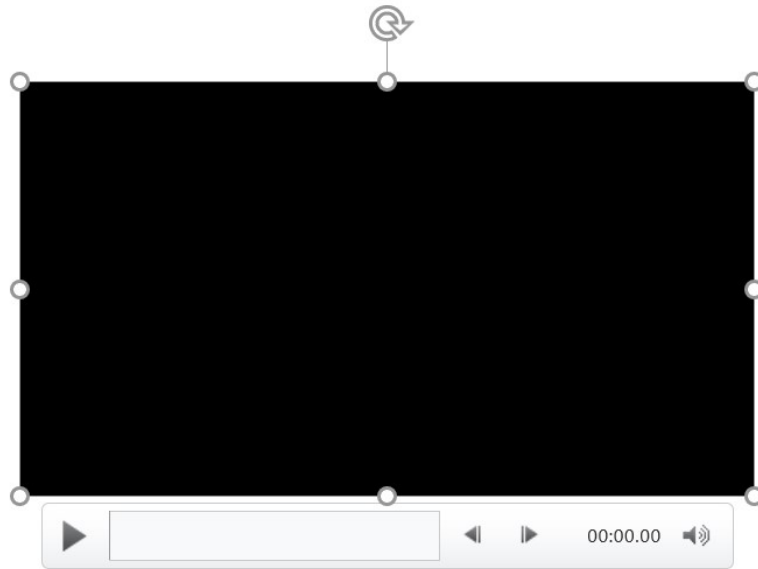


Figure 5: Object with Buttons

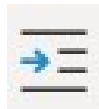


Figure 6: Button with Arrow

13. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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.)

Just a Title

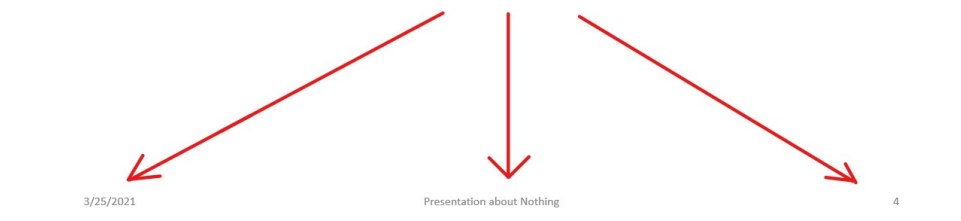


Figure 7: What is This

(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. (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) (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.

## Extra Credit

### Word

15. 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.)

Click to add title

Figure 8: Object/Box

(Pages: 470 – 473) (2.5 points)

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

16. Where should you click to change the table in Figure 9, “Table: Before” to the one in Figure 10, “Table: After”?

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
| Info     | Info     |

Figure 9: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
|          |          |
| Info     | Info     |

Figure 10: 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 this 3rd row.

## PowerPoint

17. 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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?



Figure 11: My Slides



Figure 12: 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 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 –