

## Midterm Exam Solutions

### Word – Short Answer

1. 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.

2. 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 “Align Right” button.

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

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: 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.

4. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

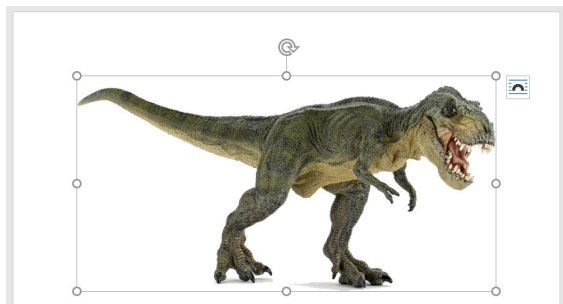


Figure 3: Dino: Before

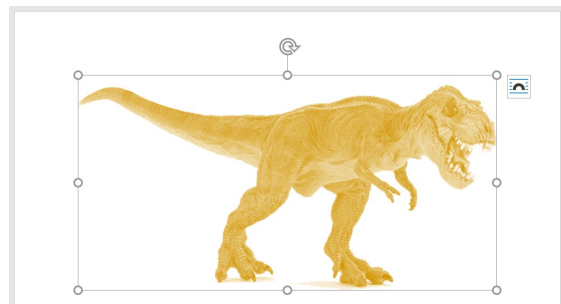


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

**Correct answer:** The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. The question didn't require it, but here is the procedure of changing a picture's color: Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

5. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don't answer “I can simply drag it there with the mouse.”]

(Pages: 519 – 521) (7.14 points)

**Correct answer:** Select the shape → Click the Drawing Tools (Shape) Format → Click the Position button → Click “Position in Top Center with Square Wrapping.”

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 7.
- (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.

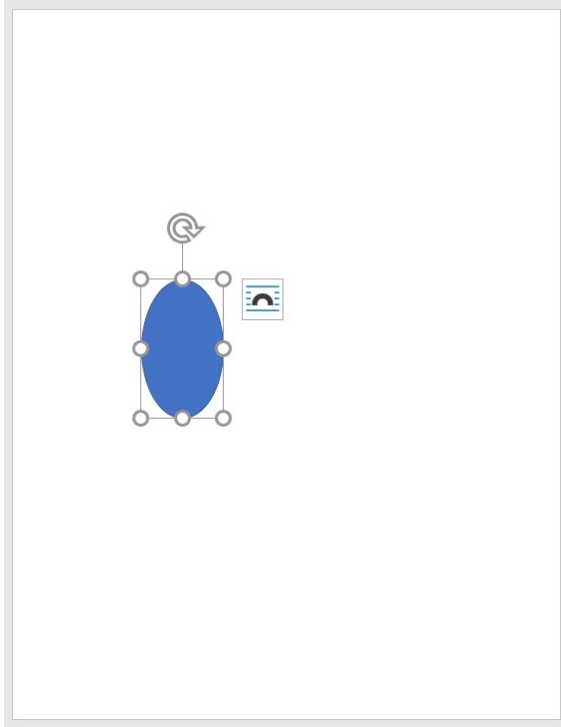


Figure 5: Added Oval Shape

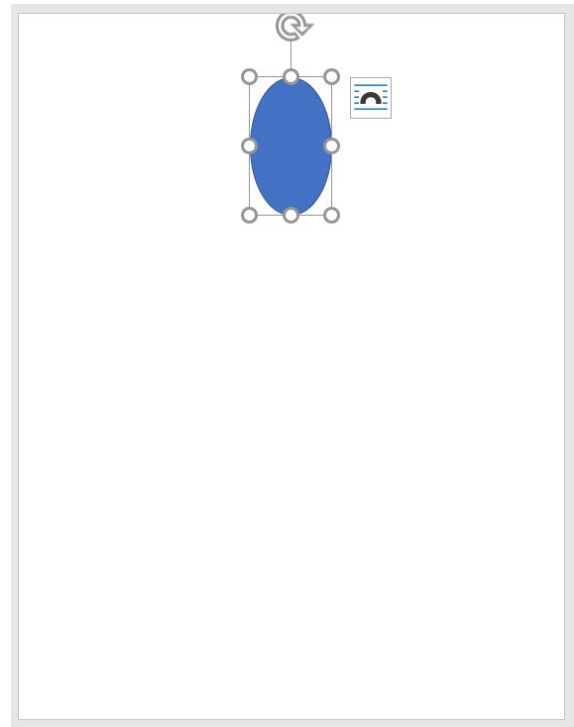


Figure 6: Moved Oval



Figure 7: Window Area

7. 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

### PowerPoint – Short Answer

8. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)

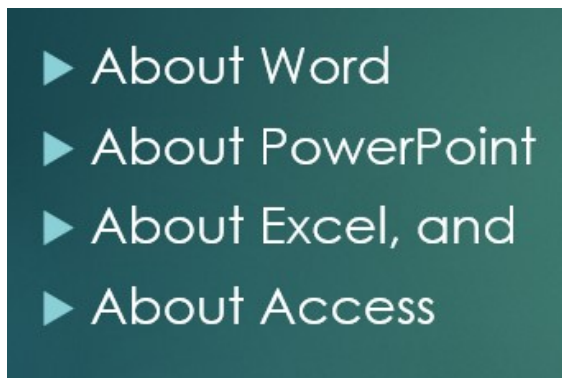


Figure 8: My List

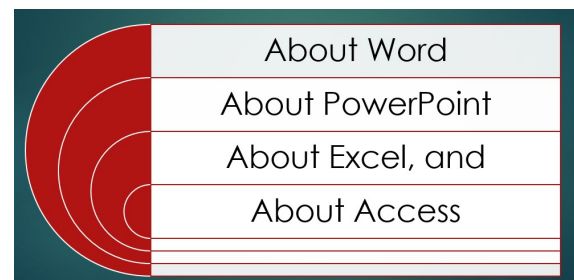


Figure 9: My New List

(Pages: 930 – 937) (7.14 points)

**Correct answer:** Select all the bulleted list’s items → Click the Home Tab → Click the “Convert to SmartArt” button → Select the appropriate SmartArt graphic to which you want the list to be converted. The specific graphic in the “My New List” Figure is called “Targeted List,” but you did not have to mention that.

9. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

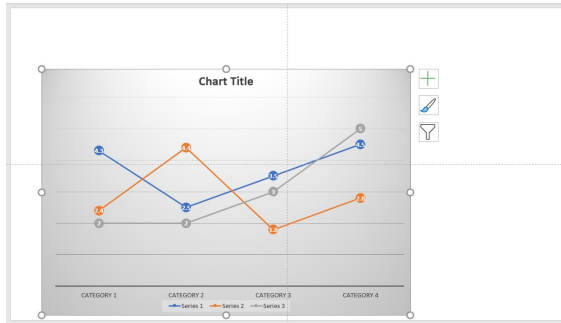


Figure 10: Chart: Before



Figure 11: Chart: After

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

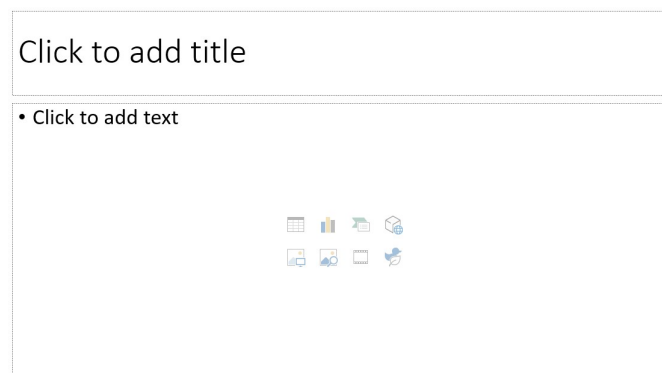


Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

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

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

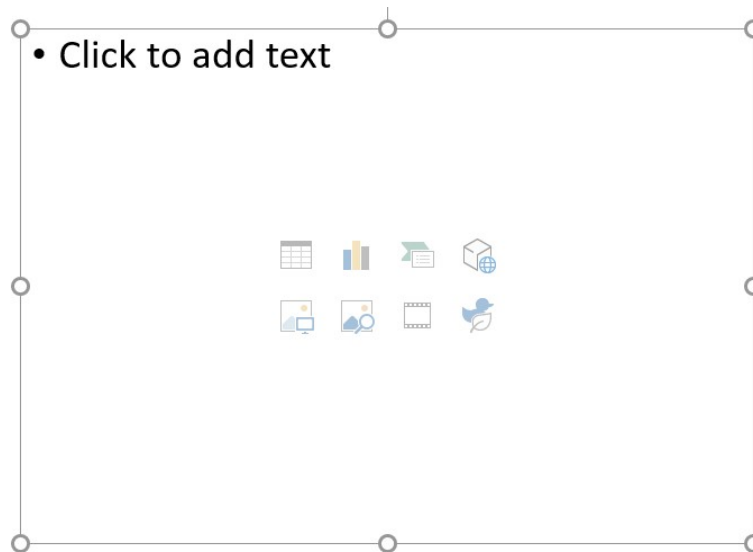


Figure 13: Insert Picture Here

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.

12. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
  - 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.

13. 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

14. 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.

## Extra Credit

### Word

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

Good morning!

to the following text:

**Good morning!**

(Pages: 390 – 391) (2.5 points)

**Correct answer:** Select the phrase → Click the Home Tab → Click the Bold (**B**) button

16. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (2.5 points)

**Correct answer:** (For example:) Themes and Colors

### 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 14, “My Slides”. Where should you click to change the Slides tab to the one in Figure 15, “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 16?



Figure 14: My Slides



Figure 15: My Slides: Changed

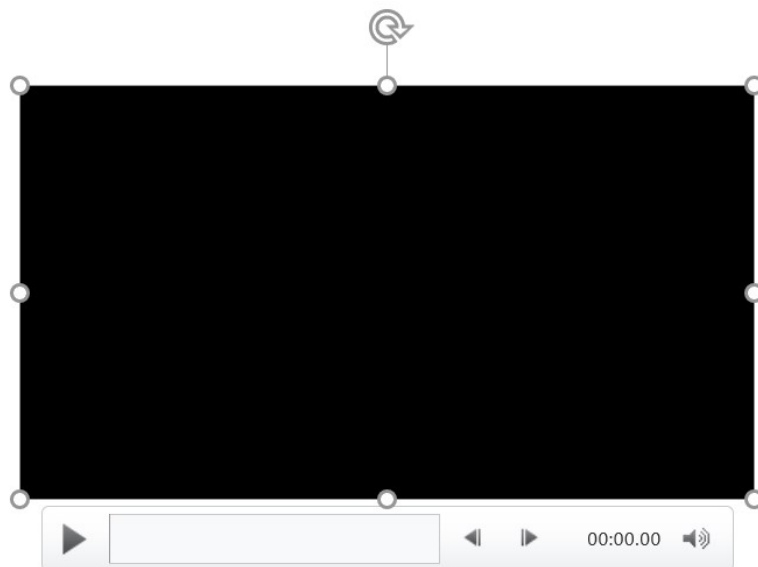


Figure 16: Object with Buttons



- (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 –