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.
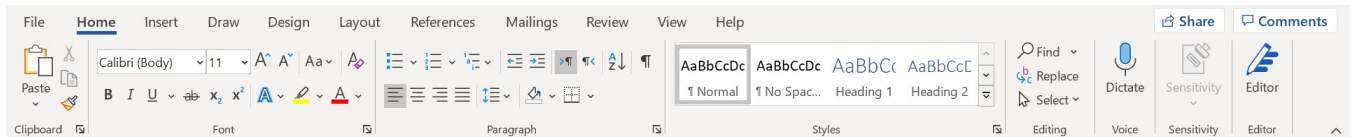

Figure 1: Window Area

(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 Ribbon.

(b) (For example:) The Bold button makes the text look bold (thicker.)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 − 391) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the Underline (U) button

3. 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.

4. 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.)

(Pages: 470 – 473) (7.14 points)

Correct answer: Insert tab → Header button → Blank option

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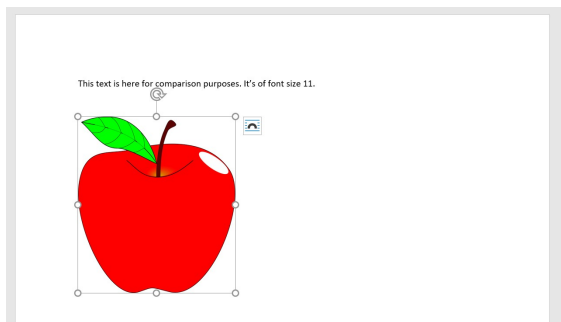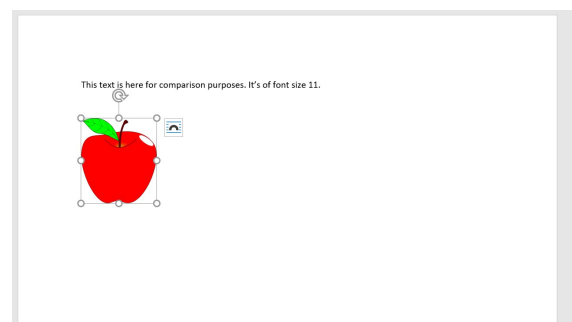

Figure 2: Apple: Before

Figure 3: 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.

7. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> 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!

PowerPoint – Short Answer

8. You are editing a bulleted list. What happens when you click on the button in the image in Figure 4?

Figure 4: 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.

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

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

10. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.
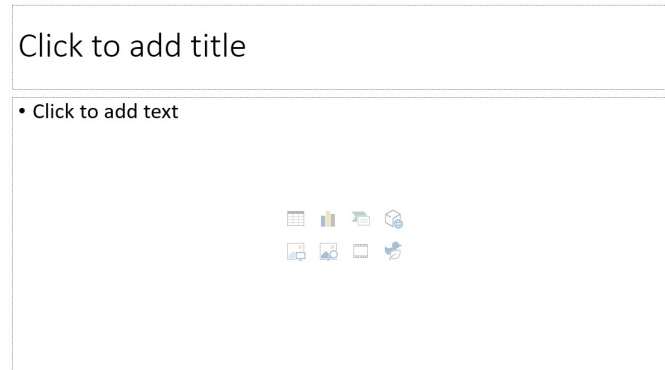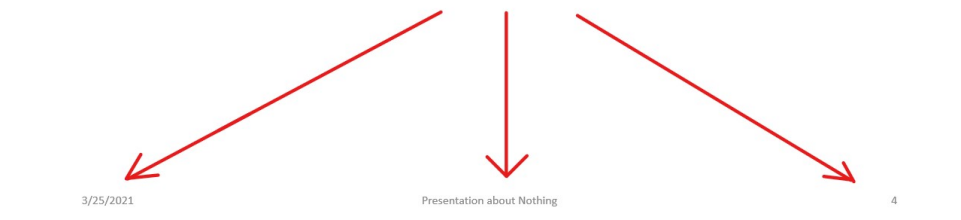
Figure 5: My Slide

Figure 6: What is This

11. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "My New List"?)
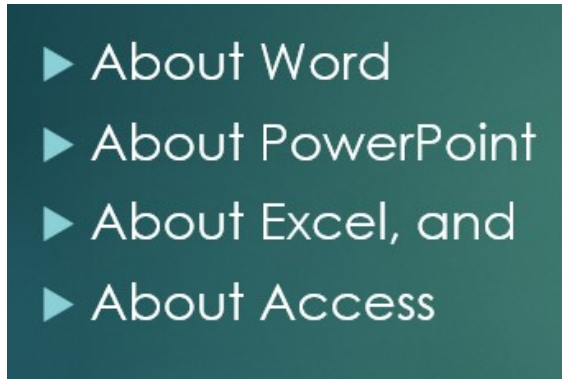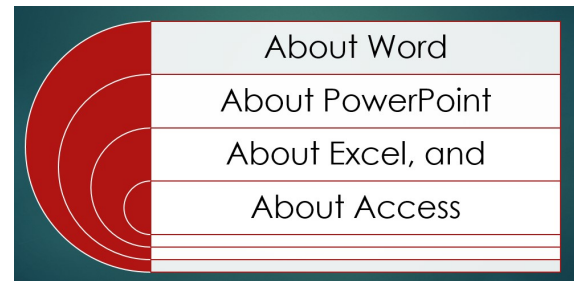

Figure 7: My List

Figure 8: 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.

12. How can you move the shapes in Figure 9, "My Shapes" so that they are positioned like those in Figure 10, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
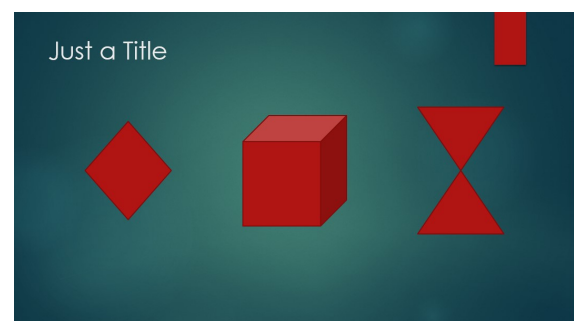

Figure 9: My Shapes

Figure 10: My Shapes: Moved

(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 → Click the Align button → Click "Align to Slide" → Click the Align button again → Click "Distribute Horizontally".

13. Where do you need to click to change the chart in Figure 11, "Chart: Before" to the chart in Figure 12, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
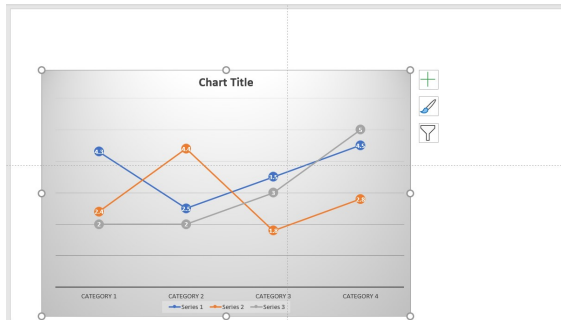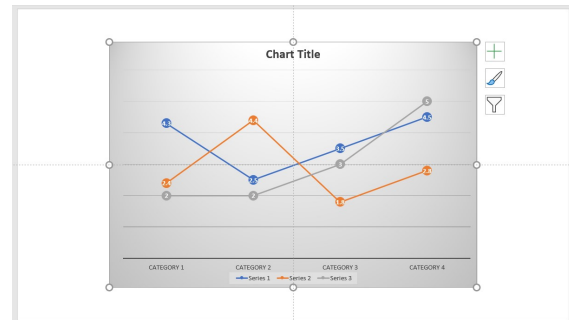

Figure 11: Chart: Before

Figure 12: 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".

14. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.
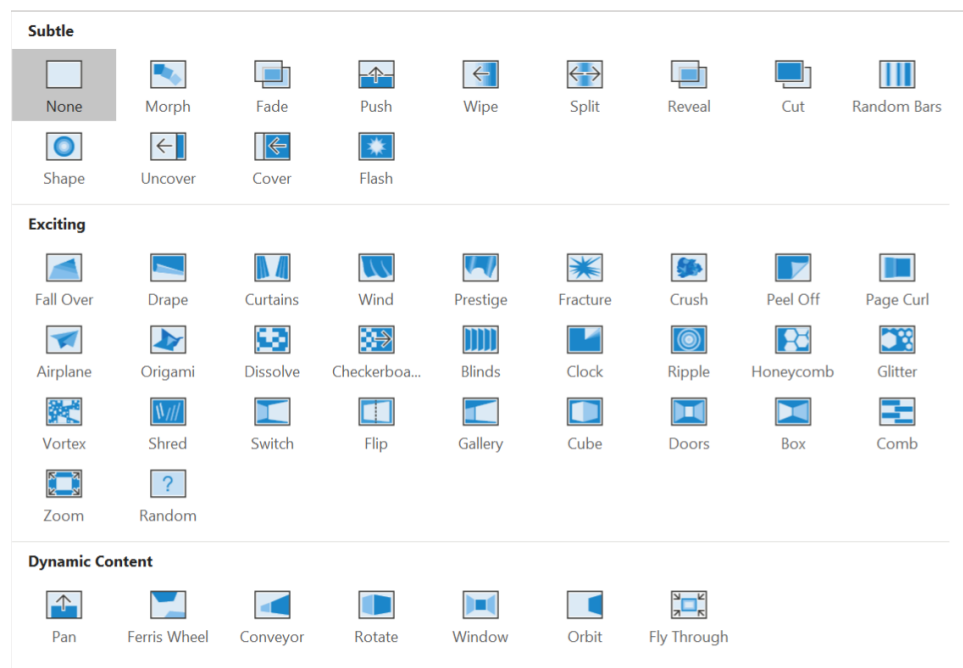

Figure 13: Many Options

(Pages: 962 – 964) (7.14 points)

6

Correct answer: Clicking on one of these squares will add a transition between the slides of the presentation.

Extra Credit

Word

15. 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) (2.5 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".

16. Explain **one** way to open the Word Application on a Windows 10 computer.

    (Pages: 365 – 366) (2.5 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.

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 14? Your answer must use the box shown in that Figure.

    (Pages: 1055 – 1059) (2.5 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.

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

    (Pages: 63 – 64, 900 – 901) (2.5 points)

    Correct answer: Select the slide you want to duplicate → Home tab → New Slide arrow → Click 'Duplicate Selected Slides'.
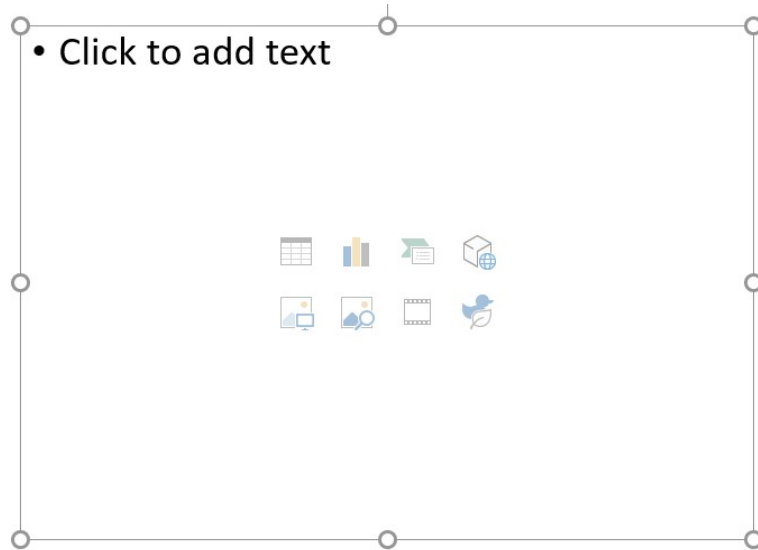
– End of Midterm Exam Solutions –

Figure 14: Insert Table Here