

Midterm Exam Solutions

Word – Short Answer

1. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 17 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 17 points of space above the 2nd paragraph, there will be a total of 25 points of space between the two paragraphs.

2. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

Correct answer: It displays several pages, rather than a single page, at once (on one screen) inside the Word window.

3. 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.

4. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

Correct answer: One of the following answers would suffice:

- A **.docx** Word file belongs to the newest version of Word, while a **.doc** Word file belongs to an older version of Word.
- A **.docx** Word file works with Word 2007 and beyond, while a **.doc** Word file works with Microsoft Word 2003 and older.
- A **.docx** Word file has improved scripts, macros, and other features, compared to a **.doc** Word file.

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (7.14 points)

Correct answer: Select the phrase → Click the Home Tab → Click the “Change Case” arrow (Aa) → Click on UPPERCASE

6. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

Correct answer: (easiest:) Click the Undo button in the Quick Access Toolbar at the top-left of the Word window OR use the Ctrl+Z / Cmnd+Z shortcuts.

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

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 section 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 a placeholder "Placeholder1", and "OK" and "Cancel" buttons.

Figure 2: 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.

PowerPoint – Short Answer

8. 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 3, “My



Figure 3: My Slides



Figure 4: My Slides: Changed

Slides”. Where should you click to change the Slides tab to the one in 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. If you click on any of the options shown in Figure 5, what object will change on the PowerPoint slide, and how?

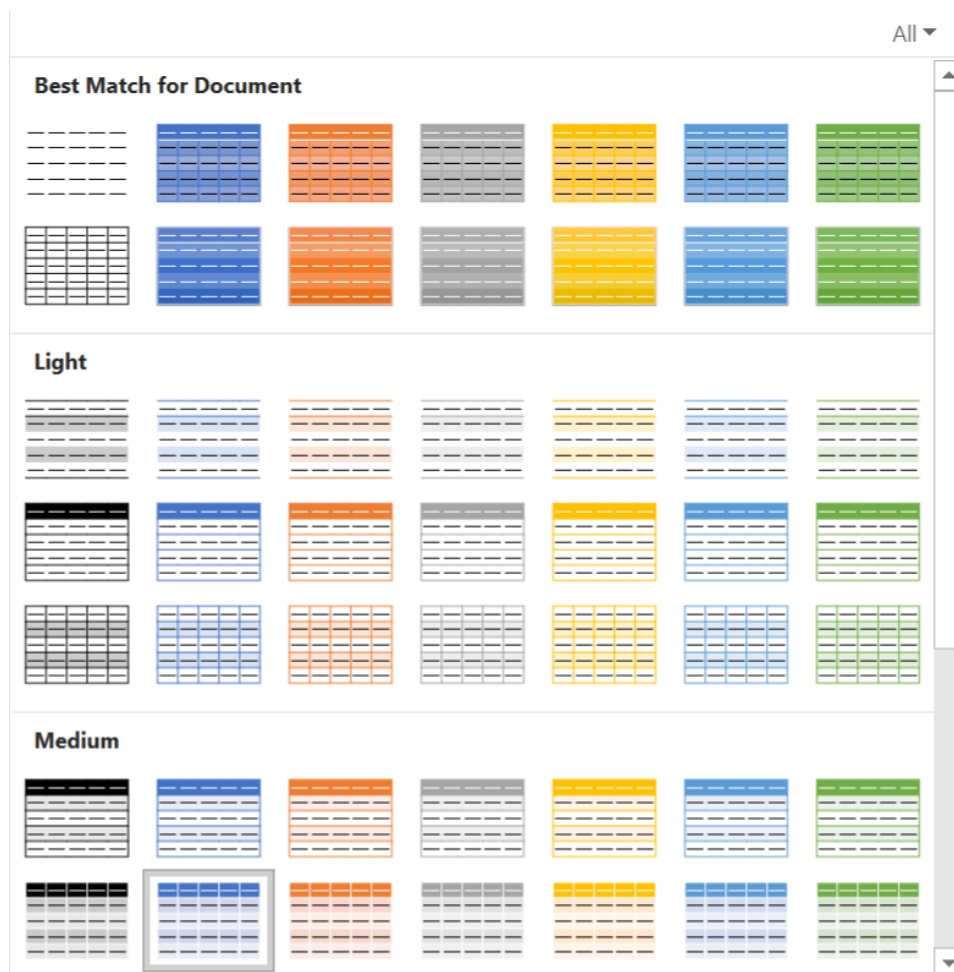


Figure 5: Many options

(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”.

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

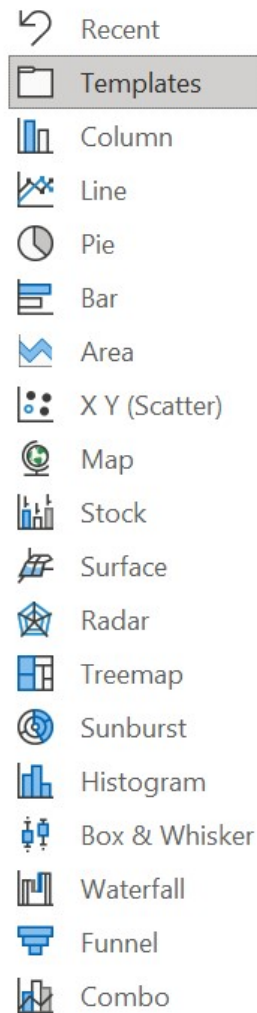


Figure 6: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

11. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

Correct answer: Right-click the slide you want to delete inside the Slides tab → Click the “Delete” option.

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. Where do you need to click to change the chart in Figure 7, “Chart: Before” to the chart in Figure 8, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(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. (a) What is the name of the PowerPoint object appearing in the Figure 9?

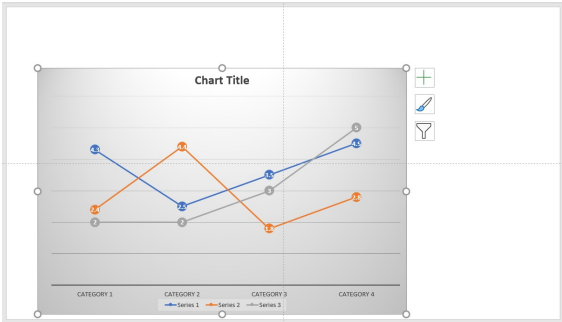


Figure 7: Chart: Before

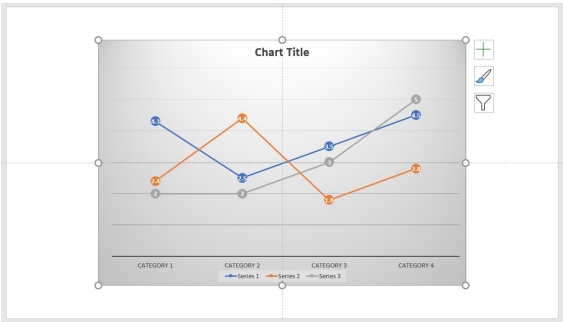


Figure 8: Chart: After

Click to add title

Figure 9: Object/Box

(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. 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.

16. 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) (2.5 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.

PowerPoint

17. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (2.5 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.

18. 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) (2.5 points)

Correct answer: (Example:) Transitions, Animations

– End of Midterm Exam Solutions –