# Midterm Exam Solutions

### Word – Short Answer

1. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

Correct answer: Any 2 of:

- (a) View Tab  $\rightarrow$  Click the "100%" button.
- (b) Status Bar  $\rightarrow$  Click the or + buttons until 100% is displayed.
- (c) Drag the zoom slider until 100% is displayed.
- 2. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

Lorem josum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitor quis fringili, et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan liguia. Donec ut orci non tellus laculis venenatsi on at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec impediet cursus vitices. Etiam quis cursus ex.

imperiors, cosso ourses, consequences of Month's et al. In part et diam quis quam interdum, et finibus ans tempus. Dones fringilla ipsum risus, il dollicitudin neque eviamo du t. Sed volupat ipsum nisus, il dollicitudin neque eviamo du t. Sed volupat ipsum nisus, in estable si ame, consecteur adjuiscing elli Phasellus in blandit neque, in semper enim. Etiem ullamcorper ac tellus vieze tempus. Nullam corsequat quam sit amet laorest ultricles. Vestibulum ipsum tortor, rhoncus at dolor in, daphus pharetra uma. Dones tempus in libero eu suscipit.

Present port an eque ut neque luctus interdum. Suspendisse at pharetra gui. Morbi quis tellus commodo, ultricias arcu at, elementum risi. Ut vellt una, samque id crinare interdum, accuman quis sapien. Vestibulum tristique odio nisi, sed tricicium sem ectios a în ornare, punie quis fermentum interdum, metus nunc sagittis sem, eu mollisi libero ipsum eu unis. Sed vivera uma nec est suscipit, qui ultamorper nisi blandit. Nam vel quam solicitudin, iaculis trupis il, maximus tellus. Prasent ed massa diam. Present metudesuda sodales mi, a impredet massir vivera eu, ham volpusta, arcui di suscipit, handrerir, nisi sapien vestibulum mi, ut elementum odio me, ne et sapien. Sed eget purus dolor. Presente ut fociliai sero, eget utricito strupic. Gosi dispirais haus sit amet ali finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convalis, hendrerit lacinia siplen. Proin sed ex a massa feuitat such such prosente de consequat.

consequat. Lonec massa lacus, commodo ac argu convalia, Renderit lacinia vapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viveras at amet. Duis blandit enim nulla, non congue el eleifend non. Duis ac agin sed enim convalia tempos id necest. Nunc dolor liguls, comare ut niba », tratique alguna mem. Ut secena ret eso facus portifuto. Alguna next ovolupta. Anean vivera enim quis facilias verribulum. Octopa e curvum teglista dolor. Vivannus at Ipsum metus. Vestibulum dignissim en ene massa ullancorper tristratus motheri non eaim cominentum, confiamentum mi vel, faculisti in eu faciliais quam. Pellentesque vel riagna at mayos lacreet molestie. Phasellus mattis nulla justo, et consequat erra pellentesque a. Nullam quis cric est. Mauris at massa arcu.

Octionae consectualis anne l'enea.

conseque tran pelientesque a. Nullam qui sor ci ett. Mauria at massa arcu.

Quisque consectetur it amet lorem et vulqutate. Aliquam dignissim quam sit amet volutipat auctor.

Morbi impardiet sem reque, ne ca cumsan enim suscipit ed. Mauria sed condimentum leo, venenatis
pharetra dui. Ut pharetra eletrad estrad placent. Mascensa at tortor leo. Sed lectur siri, dapibus in
matus quis, labrial ulamcorper truits, in applien libero, filosu onn mollies us, respor sit amet leaus.

Morbi doli lacus, scelerisque di mi a, a ccumsan dapibus leo. Mauris in justo metus. Nulls lacinis, urna sit
amet conrare conge, massa sellais boloris sem, vitas pertenul norem oric u emass. Currabitur quis
placerat risus. Cras varius posuere portitior. Ut sagittis saplen ac urna consequat, eu lacreet elit
tincidunt. Fusce convalis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et
ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrent sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor (psum, aliquet vel ullamcroper non, solicitudini et orz. 50 at sempor trupis. Nullam porta pursu esc, vel eleifard unu egestas eget. Morbi quis nulla veil ipsum tempor eleifand. Praesent ullamcorper mauris leo. Nulla | Lorem josum dolor sit amet, consectetur adipiscing elit. Maecenas lorem saplen, porttitor quis fringil et, suscipit eu nisi. Vestibulum a hendrent acru. Curabtur sem nunc, vestibulum a mi et, commodo fermentum antes suppendisse si accuman ligila. Done cu rori non ellus isacini venenatis non at saplen. Maecenas tincidunt nulls diam, il tempor ante viverra quis. Vestibulum in lorem risus. Dones impedite cursus utifices. Ettam quis cursus ex.

Morbi est els, places et a doi ove, ultimorrope euismod est. Ut laorest diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac honouca nia rihoncus pretium. Lorem ipsum dolor at amet, consecteur adipicing ellic Phasellu in blandin neque, in semper einnic. Eliam ultimorroper a tellus vitae tempus. Nullam consequeut quam amet laoreste ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero e ususcipit.

commodo, dirticidas arcu at, elementum risi. Ut vellir uma, sempen il cirrara interdum, accuman quis sapien. I Astibulum tristique odio risi, sed tincidun tem ia vulia o norare, purudi que di primentum interdum, metta vinita qettis sem, um dellis libero i jaunu eu uma. Sed viverra um'a nec est suscipit, quis ull'ancope risi biandit. Nam vel quam sollicitudin, laculis trupis id, maximus lalia. Areasent di massa dilam. Pleasent malestable sodiese in a imperaletti massivi subrera eu. Nam volutipat, arcu i o siarciti hend effit, risi sapien vestitulum mi, uf elementum odio magna el sapien. Sed eget puru diotri. Presisente de risilizia enci, get utriticis estim, ci cas dell'ambi na los si atmare el finibus, eu gravida risil consequit. Donec massa lasis, commodo ac arcu convallis, hendrent la cinia sapien. Proin sed es a massa filigitat acutoro.

Maulta effectur tellus tarpis, non semper lectus viverar pit amet. Dus blandt einin nulla, non tongue eilerfend non. Dus a peiling dei einin dromillis tempuis il neet. Nullin cidori rugila, consre ut libb a, tristique allquam sem. Uf ac sem at erbs luctus portitior, Allquam erat volutpet. Aenean vivera einin versi einim facilisi dolog. Visemars la gibum metu. Vestibulum dieglissimis ex nec massa ullamocroper tristique. Morbit non enim confirmentum, condimentum mi vel, faucibus veit in eu afcilisit square. Pellentesque veit manpa at maruis lorder motestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Collisque consecterur sit amet forem et vulputate. Aliquam dignisim quam sit amet volutpat auctor.
Morbi imperdiet sem neeque, nee accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis
pharetra dui. Ut pharetra eliefined est de plicarest. Macenas a storor leo. Sed electus nisi, dapibus in
metus quis, blandit ullamoroper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus.
Morbi odio lacus, scelerique id mi a, accumsan dapibus con. Mauris in justo motts. Multa lacinis, uma si
amet ornare congue, massa tellus loborisis sem, vitae pretum lorem orci eu massa. Curabibur quis
placerat risus. Crava virus pousere portitor. Ut sagittis sagiena cu rum consequat, eu lacoreet elit
tincidum. Fusce convalis tempor risus, nec auctor leo sodales eget. Nullam rhoncus elerfend leo, et
ornare massa licutus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pelleinteague nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, solicitudint et orto. Sed a tempor turpis. Nullam porta prusa eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

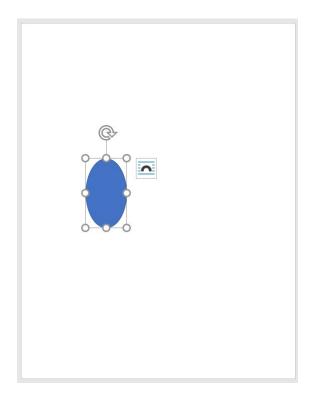
Figure 1: Watermark: Before Figure 2: Watermark: After

(Pages: 556 - 560) (7.14 points)

**Correct answer:** Click the Design tab  $\rightarrow$  click the Watermark arrow  $\rightarrow$  click the "Custom Watermark..." option  $\rightarrow$  next to the option Layout, click on "Horizontal" instead of "Diagonal"  $\rightarrow$  click on Apply, and close the dialog box.

3. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document

to the one shown in Figure 4, "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."]



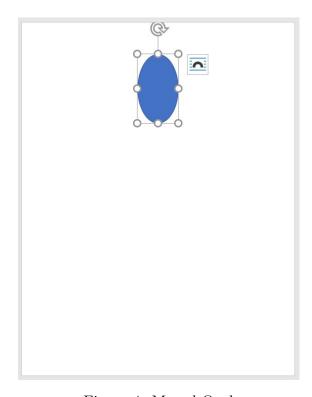


Figure 3: Added Oval Shape

Figure 4: Moved Oval

(Pages: 519 - 521) (7.14 points)

**Correct answer:** Select the shape  $\rightarrow$  Click the Drawing Tools (Shape) Format  $\rightarrow$  Click the Position button  $\rightarrow$  Click "Position in Top Center with Square Wrapping."

4. 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.

- 5. Explain where you should click to:
  - (a) Save the Word document for the 1st time (mention just **one** way.)
  - (b) Open an <u>existing</u> 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  $\rightarrow$  Save As  $\rightarrow$  This PC  $\rightarrow$  type the file name and choose the folder to which it will be saved  $\rightarrow$  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".
- 6. Name two commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

Correct answer: (For example:) Themes and Colors

7. 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  $\rightarrow$  scroll through the list of apps until the Word app name appears  $\rightarrow$  Click the Word app name to open the app.

### PowerPoint – Short Answer

- 8. (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?

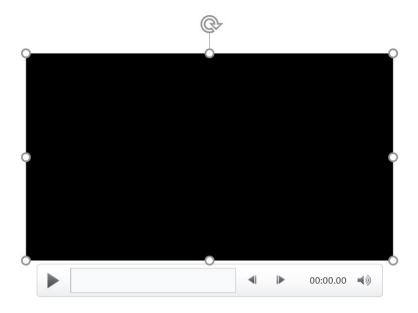


Figure 5: Object with Buttons

(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.
- 9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint**: Look at the screenshots given on the textbook pages listed below.



Figure 6: My Slide

(Pages: 900 - 903) (7.14 points)

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

10. 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.

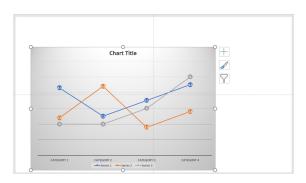


Figure 7: Chart: Before

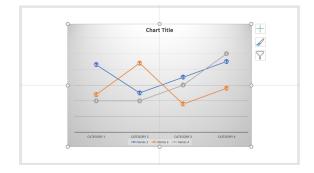


Figure 8: Chart: After

(Pages: 1126 - 1133) (7.14 points)

Correct answer: Select the chart  $\to$  click on the Chart Tools: Format tab  $\to$  Click on the Align button  $\to$  click on "Align Center"  $\to$  Click on the Align button again  $\to$  click on "Align Middle".

11. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

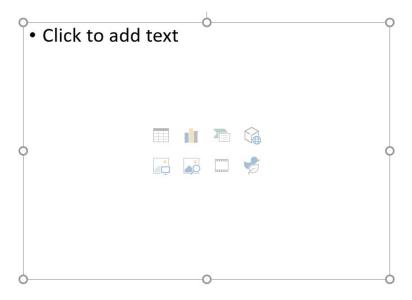


Figure 9: Insert Picture Here

(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  $\rightarrow$  Scroll through the list of files on the Desktop to find that picture  $\rightarrow$  double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

12. Where do you need to click to change the table in Figure 10, "Table: Before" to the table in Figure 11, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

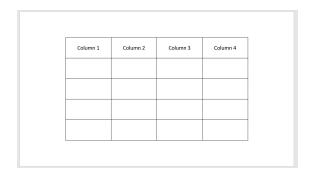


Figure 10: Table: Before

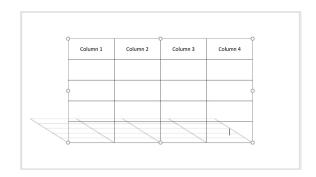


Figure 11: Table: After

(Pages: 549 - 551) (7.14 points)

**Correct answer:** Select the table  $\rightarrow$  click on the Table Tools: Design tab  $\rightarrow$  Click on the Effects button  $\rightarrow$  Move the mouse over the "Shadow" option  $\rightarrow$  Click on the "Perspective: Upper Left" shadow option to add it.

13. 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 12, "My Slides". Where should you click to change the Slides tab to the one in Figure 13, "My Slides: Changed"?



This and That
This
That

I Love Talking!

About Word

About Excel, and

About Access

Figure 12: My Slides

Figure 13: My Slides: Changed

(Pages: 907 - 908) (7.14 points)

Correct answer: Click on Slide 2 in the Slides tab/area  $\rightarrow$  Drag it below the Slide 3  $\rightarrow$  When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

14. 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) (7.14 points)

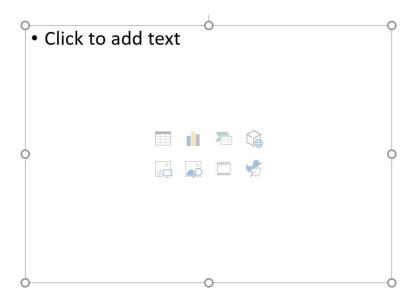


Figure 14: Insert Table Here

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

## 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  $\rightarrow$  Click the Home Tab  $\rightarrow$  Click the "Bullets" button to change the paragraph into a bulleted list.

16. 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) (2.5 points)

Correct answer: You could either (1) click on Quick Access Toolbar  $\rightarrow$  'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File  $\rightarrow$  'Save' option (not 'Save As'.) Either two of the options are good for the answer.

#### **PowerPoint**

17. You are editing a bulleted list. What happens when you click on the button in the image in Figure 15?



Figure 15: Button with Arrow

(Pages: 443 - 446) (2.5 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.

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 -