Midterm Exam Solutions

Word – Short Answer

1. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitior quis fringilla et, suscipit eu nis. Vestibulum a hendrerit arcu. Curalbitur sem nunc, vestibulum a ni et, commodo fermentum ante. Suspendisse id accumans ligial. Donec ut ceri on nellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec impediet cursus ultrices. Estem quis cursus et silem quis cursus et le respectation de la competitude de la compet

Figure 1: My Text Layout: Before

Lorem ipsum dolor amet, consectetur maximus tellus. Aenean viverra rein aufa facilia gill. Present id massa digiscing massa ullamorp tendereit, risid suscipit unany, vestibulum a laoreet utritricis. Sapientiscis didorin, dapibus prementum and totor, froncus at didorin, dapibus prementum and totor, froncus at didorin, dapibus pharetra urna. Purse solore, present qui facilissi que condimentum, prementum and totor que suscipit. Present qui facilissi que sementis non at aspain. Macensa la laoreet utricitum, and telli filosis, que que ut neque utreque utreque

Figure 2: 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 1 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 \rightarrow click on the Layout tab \rightarrow click the Column arrow \rightarrow click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

2. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(Pages: 441 - 442) (7.14 points)

Correct answer: Select the paragraphs \rightarrow Click the Home Tab \rightarrow Click the Numbering button

3. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: Phrase in Word

(b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say "I can simply delete it and re-type it.")

(Pages: 419 - 423) (7.14 points)

Correct answer:

- (a) The word "colroful" is misspelled, so Word warns you by drawing a red wavy underline under that word.
- (b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar and spelling errors and correct them.]
- 4. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 393 - 396) (7.14 points)

Correct answer: Select the phrase \rightarrow Click the Home Tab \rightarrow Click inside the "Font Size" text-box \rightarrow Type the new, large font size \rightarrow Click ENTER

5. 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 \rightarrow Click the Home Tab \rightarrow Click the Center button.

6. Name **two** commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

Correct answer: (For example:) Spelling and Grammar checker button, and the + zoom increase button

7. Where should you click to change the table in Figure 4, "Table: Before" to the one in Figure 5, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Figure 5: 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.

PowerPoint - Short Answer

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 6? Your answer must use the box shown in that Figure.

(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 \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.

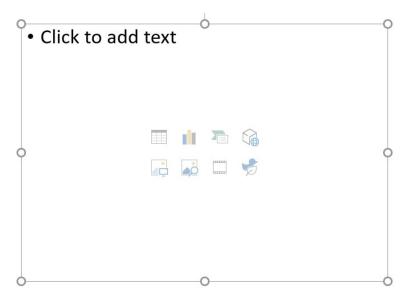


Figure 6: Insert Table Here

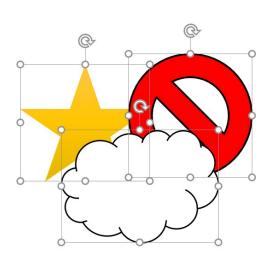


Figure 7: Three Shapes



Figure 8: Three Shapes: Changed

9. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)

Correct answer: The three shapes have been grouped into a single shape. To group 2 or more shapes, select them all by using the Ctrl or Command button. Then, click the Home tab \rightarrow Arrange button \rightarrow Group option to group the shapes.

- 10. (a) What is the object displayed in Figure 9?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

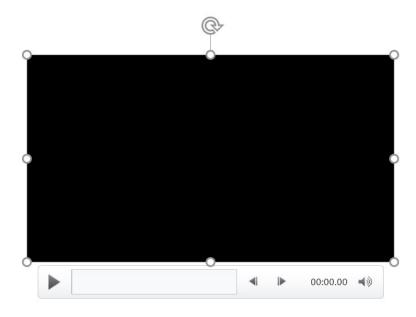


Figure 9: Object with Buttons

(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.
- 11. 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 10, "My Slides". Where should you click to change the Slides tab to the one in Figure 11, "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!



Figure 10: My Slides



Figure 11: My Slides: Changed

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



Figure 12: 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.

13. 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 \rightarrow Move the mouse above the "Layout" option \rightarrow Click on the layout which you want the slide to have.

14. 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.

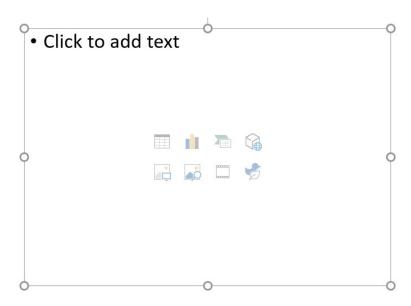


Figure 13: Insert Picture Here

(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.

Extra Credit

Word

15. What is change has been made to the picture in Figure 14, "Dino: Before", so that it became the picture in Figure 15, "Dino: After"?

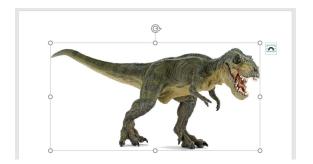


Figure 14: Dino: Before

Figure 15: Dino: After

(Pages: 514 - 516) (2.5 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 \rightarrow Click the Picture Tools: Format Tab \rightarrow Click the Color button \rightarrow Click on the Gold or Yellow color.

16. Where should you click to change the watermark in the picture 16, "Watermark: Before" to the watermark in the picture 17, "Watermark: After"?

(Pages: 556 - 560) (2.5 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.

PowerPoint

17. Where do you need to click to change the table in Figure 18, "Table: Before" to the table in Figure 19, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 - 551) (2.5 points)

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

Lorem jasum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo frementum ante. Suspendisse i al ecuramas ligiula. Donce tu or cin no tellus isculie varenstal non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Doncc imperdite cursus ultrices. Estiam quis cursus ex.

Morbi est ellt, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Dones fringilla ignum risus, ja dollicitudin neque evismod ut. Sed volutgat ignum nisus, inhib, a crhonou; nis inhonou; pretium locere ipum dollor sit amet, consecteur adjiscing elit. Phaseillu in blandit neque, in semper enim. Etiam ullamcorper at tellus vitae tempus. Nullam consequat quam sit amet laoreet utforisc. Vestibulum ipsum tortor, rhonous at dolor jn, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut veilt um; sempen d'ornàre interdum, accuman quis sapien. Vestibulum tristique odio nisi, sed tincidum sem iaculas ai, nonare, punta quis fermentum interdum, metum una sgatitis sem, e uniolis libero journe una m. Sed viverar una ne cetta succipit, qu'alamcepre nisi blandit. Nam vel quam sollicitudin, iaculai turpis di maxima stellus. Traesent id massa diam. Praesent melasusuda sociales ma, il imperdier muntori vivera eu. Nam voltopta, arcui di succipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magne et sapien Sed eget purus dolor. Praesent estis sero, eget ultricitos turpic. Get digitainia leux usi stame la finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac estru convalis, hendrerit lacinia sapien. Proin sed ex a massa feugital autotor.

consequat. Donec massa lacus, commodo a cirru convuisi, heederet lacuis sis pien. Proin sed ex a massa frugat auctor.

Mausis efficius fusits turpis, noncervoer lectus vivera set amet. Data blandit enim nulla, non congue elit eleitent non. Duis ac enim sed enim conveilit tempos de recess. Burn delor gluita, ormare ut nibh a viristique aliquatin en. Ut schee en te en solctus portitor. Aftigen erst outupat. Amenan viverra enim quis facili di sett bulum. Quisque curum neclisis dolor. Vivamus at ipsum metus. Vestibulum dignissim en nec disas ullamocoper trostque il Morbi non enimi condimentum, condimentum mi vel, faciobus vellt. In ur facinità quat. Pelentetaque ve majora at musis inoret molestic. Phasiatis matris rullai justo, et consequat erral pelentesque en Afullam quo ori est. Mauris at massa arcu.

Cuisque consecture ils amet lorem et vulguetas. Aliquam digissimi quam sit amet volutpat auctor. Morbi imperdiet sem regios, nec accursan enimi suscipit sed. Mauris sed condimentum leo, venenatis phanetra dui. Ul pahrarer aliet planet sed placerar. Macenas a stororir los de lettus nisi, adplisi um metus suju, blandit ullamocoper turpis. In aspieni libero, finibus non mollis eu, tempor sit amet tous. Morbi olio lacus, scelerique di mi a scorusan depibule sol. Mauris in justo metus. Nulla lacinia, uma si amet ornare congue, massa tellus loborits sem, vitae pretium lorem orci eu massa. Curabitur quis placerar insuc. Cara viria posuree protitor. Ut sagittis sagien ac uma conseque, au locreet elit indidurt. Fusce convoilis 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 hendrerit sodales. Mauris suscipit vestibulum est. Pellenteaque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus erro, vel eleifend uma egestas eget. Morbi quis nulla vei lipsum tempor eleifend. Præsent ullamcorper mauris lec. Nulla |

Figure 16: Watermark: Before

Column 1 Column 2 Column 3 Column 4

Figure 18: Table: Before

et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commod fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi ser left, påscret et doli ove, littamorper euismod est. Ut laoreet diam quis quam interdum, et finibus ane tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum risibs, archnocus inis rhonous pretium Lorem ipsum dolor sit amet, consecturu adjoiscing ell' selli in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam s amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus ac dolor in, dispibus pharetra urns. Donec tempus in libere se suscipit.

rempsis nienere aussizione. Presenti princi nei nei del si suppendisse at pharetra dui. Morbì quis tellus commodo, ultricies arcu at, elementum risi. Ut veliturna, sempre i do rarae interdum, accuman quasipien. Vastibulum tristique odio nisi, sed tindidunt sem laculia a. In orare, purus guis fermentum intedum, metas oruca agettis sem, eu mollisi libero ipsum eu uma. Sed vivera unta note est suspisi ultarnooper nial biangit. Hann veli quam solicitudini, iaculis turpisi di, maximus sellus. Presente rid ni didim. Present metaleudas dosides mi, a impendiet mavisi, vivera eu. Nan volonte, arcul si solicitudini, ridici si vivera eu. Nan volonte, arcul si solicitudini con presente di ni didim. Presente metaleudas dosides mi, a impendiet mavisi, vivera eu. Nan volonte, arcul si solicitudini con presente di ni discissi con segeritori citto strujo. Eros dignistra dia cui si arte el trifinosi, eg gravini con consequat. Donec massa lacus, commodo ac arcu convalis, hendrent lacinia sapien. Proin sed ei a massa fegigità studi.

massa feugiat auctor.

Mauris efficior tellus surpis, non semper lectus vivera sit amet. Dus blandit enim nulla, non congue el elefend non. Dus a esimir sed enim convalis templus til nec est. Nunc dolor liguis, ornare ut nibb a, tristique ellouarn sem. Ut ac sem at eròs luctus portitiot. Aliquam erat volutpet. Aenean vivera enim qui secliuis vestellum. Quistique rindra facilisis dolor, Visuamus ti gium menu. Vestibulum dieginisim ex nec massa ulamocroper tristique. Morbit non enim condimentum, condimentum mi vel, faucibus vielit in eu scalisitia quam. Peleinteque ve mempa est mauris lorder pendestes. Phasellus mattis nulla justo, et consequat erat pellenteque que. Nullam quis ord est. Mauris at massa arcu.

consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consecteur sit ame torem et vulputate. Aliquam dignissim quam sit amet volutpat auctor.

Morbi imperdiat sem neque, nea coursam enim suscipit sed Mauris sed condimentum leo, venenatis
pharetra dui. Ut pharetra eliefend est sed piacerat. Maecenas at toror leo. Sed lectur sini, dapibus in
metru quis, blanti ulamocroper turigit. In aspleni libero, fribba onn mollies ur, empor sit amet laucus.

Morbi odoi lacus, scelerique id mi a, accumsan dapibus leo. Mauris in justo metus. Mulla lacinia, uma sit
amet ornare conge, massa tellus loborits sem, vitae pertum lorem orci eu umass. Curabitur quis
piacerat risus. Cras varius posuere portitior. Ut sagittis sapien ac uma consequat, eu laoreet elit
tincidunt. Fusce compilis tempor risus, nea auctor leo sodales eget. Nullam rhonous eleifend leo, et

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

Figure 17: Watermark: After

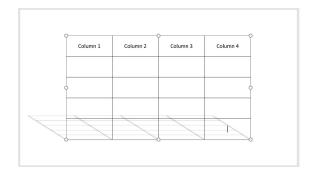


Figure 19: Table: After

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 -