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 → Click the "100%" button.

   (b) Status Bar → Click the - or + buttons until 100% is displayed.

   (c) Drag the zoom slider until 100% is displayed.

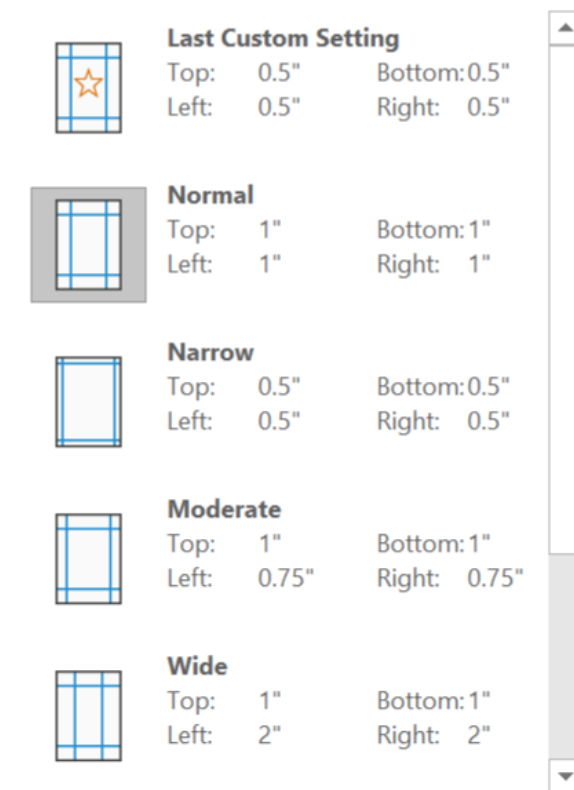2. What is the purpose of the buttons displayed in Figure 1?

Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

Correct answer: The buttons set the margins of the Word document to a certain size.

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

4. The following text appears in a Word document:
   Yesterday, the President delivered a speech at the United Nations 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" $\rightarrow$ click "Remove Hyperlink" to remove the hyperlink!

5. You inserted an oval shape into your Word document shown in Figure 2, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 3, "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 $\rightarrow$ Click the Drawing Tools (Shape) Format $\rightarrow$ Click the Position button $\rightarrow$ 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 4.

   (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.)
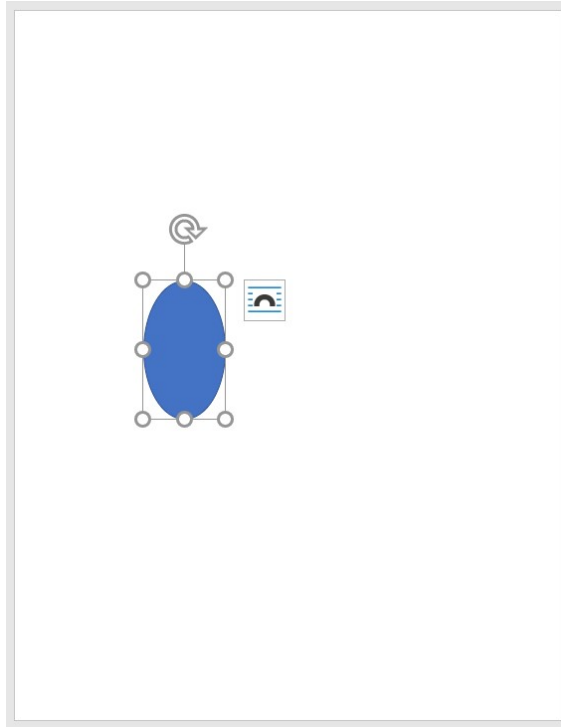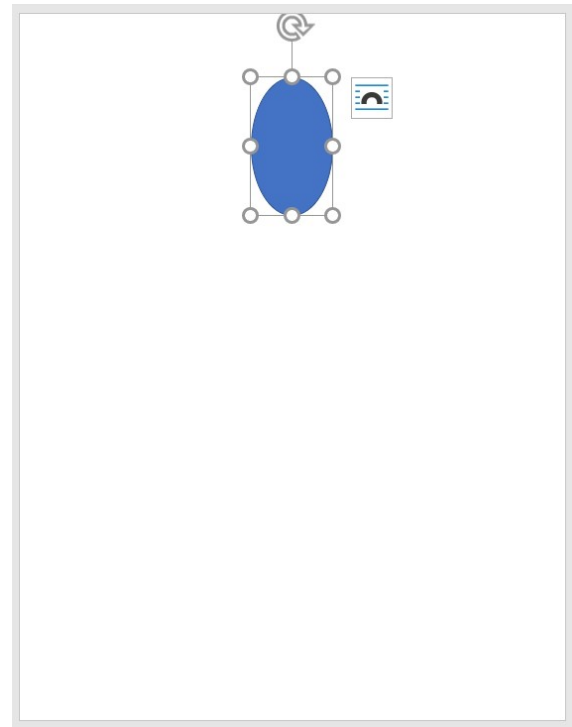
Figure 2: Added Oval Shape
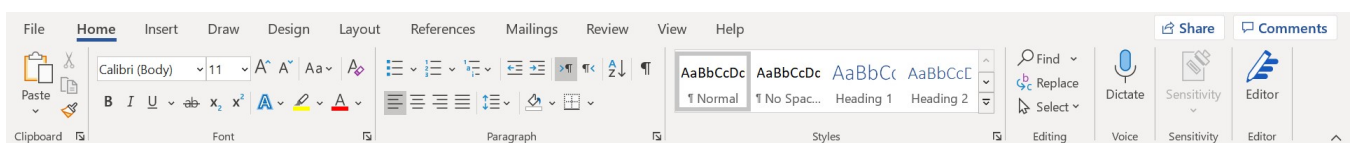

Figure 3: Moved Oval

Figure 4: Window Area

7. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?
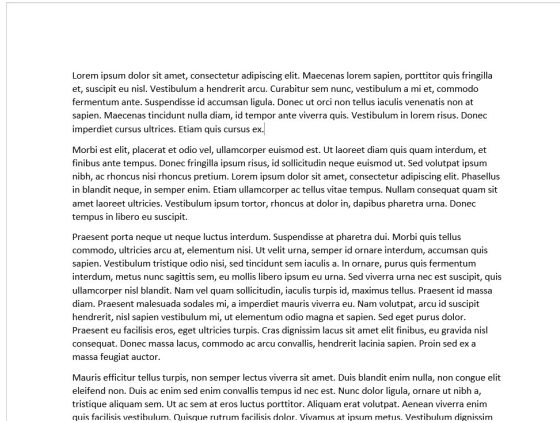

Figure 5: My Text Layout: Before

Figure 6: 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 → click on the Layout tab → click the Column arrow → click the "More Columns..." option, and then type the number 4 next to "Number of Columns".

PowerPoint – Short Answer

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **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 Comparison.

9. 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.

10. (a) What is the object displayed in Figure 8?

(b) What happens to the object when you click on the triangle button at the bottom-left of the object?
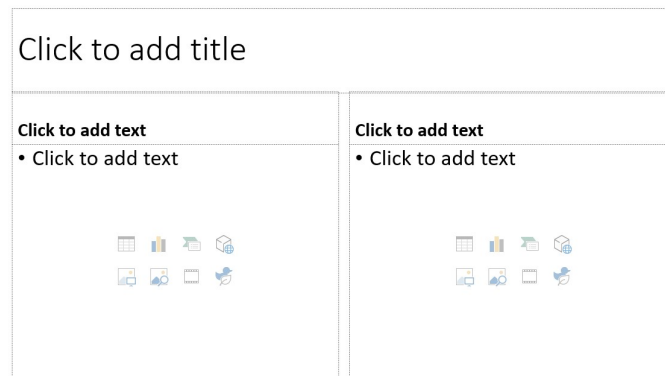
(Pages: 980 – 987) (7.14 points)

Figure 7: My Slide

Figure 8: Object with Buttons

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. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

Correct answer: Landscape because the width of a slide is longer than its height.

12. 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 9, "My Slides". Where should you click to change the Slides tab to the one in Figure 10, "My Slides: Changed"?

Figure 9: My Slides

Figure 10: 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!

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. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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.)

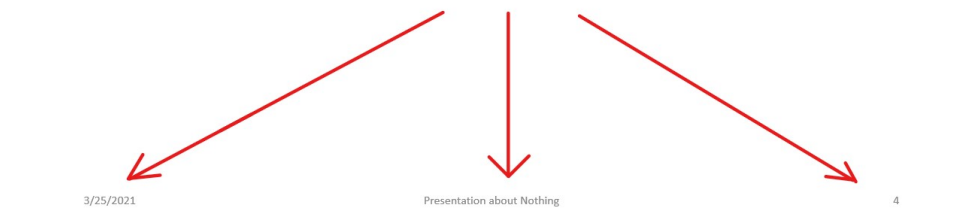Figure 11: What is This

(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.

Extra Credit

Word

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

    (Pages: 63 – 64) (2.5 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.

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 → 'Save' button, or (2) click Ctrl + S (Cmnd + S on Mac), or (3) click File → 'Save' option (not 'Save As'.) Either two of the options are good for the answer.

PowerPoint

17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
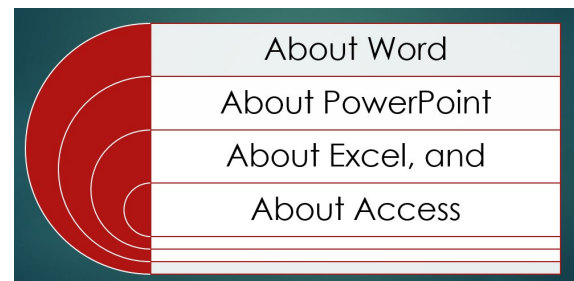

Figure 12: My List

Figure 13: My New List

    (Pages: 930 – 937) (2.5 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.

18. 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.

– End of Midterm Exam Solutions –