

BCIS 2610 -- EXAM 3 STUDY GUIDE

Exam Time: When your section meets (the exam duration is 45 minutes).

Exam Location: Where your section normally meets.

REMINDER OF EXAM POLICIES

1. You must present your Student ID card, or other acceptable picture ID, when turning in the exam.
2. Closed books, closed notes
3. No electronic devices. Cell phones must be switched off.

EXAM ADMINISTRATION

- We do not supply you with pencils. Bring two sharpened No. 2 pencils, and a good eraser that does not leave smudges.
- We will supply the machine-readable sheet(s) for you to use, as well as a numbered exam.
- Follow the instructions provided by your section's instructor.

MATERIAL TO BE COVERED ON THIS EXAM

*** (This is an NOT an exhaustive list of topics, but paying more attention on these areas will help you focus your exam preparation effort.)***

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 4

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. e
2. c
3. j
4. d
5. h
6. a
7. b
8. i
9. f
10. g

Answers to Self-Quiz

1. F
2. T

3. F
4. T
5. F
6. war driving
7. biometric
8. virtual private network or VPN
9. digital signature
10. a. 4 b. 3 c. 1 d. 2

Answers to Exercises

1.
 - a. C
 - b. C
 - c. C
 - d. U
 - e. U
2. No. It should be at least 8 characters long and should not be a recognizable name. Possible suggested names should include upper and lowercase letters, symbols such as jn14\$Dn2.
3.
 - a. public, private
 - b. private, public
4. private key; just you so don't need two keys
5. change the administrator password, enable encryption, hide the SSID, etc.

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 5

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. j
2. h
3. b
4. e
5. i
6. d
7. c

- 8. f
- 9. a
- 10. g

Answers to Self-Quiz

- 1. F
- 2. T
- 3. T
- 4. F
- 5. F
- 6. disaster-recovery
- 7. digital counterfeiting
- 8. filter
- 9. opt out; opt in
- 10. a. 3 b. 4 c. 1 d. 2

Answers to Exercises

- 1.
 - a. 4
 - b. 3
 - c. 1
 - d. 2
- 2.
 - a. 4
 - b. 2
 - c. 1
 - d. 3
- 3. Don't leave it unattended in public places, don't leave it out in the open in your hotel room, use a cable lock if you have the notebook out on a table in a trade show or other busy location, etc.
- 4. To continue power to a computer when the electricity goes out. Sometimes a UPS also acts like a surge suppressor, but a surge suppressor does not power the computer, only protect it from power fluctuations.

5. Answers will vary. Student should state one computer-related security or privacy risk he or she encountered recently and at least one precaution that could be taken to minimize that risk.

MORLEY, UNDERSTANDING COMPUTERS, CHAPTER 8

1. Understand the key terms shown in **boldface** print in the chapter.
2. Answers to review questions at the end of the chapter:

Key Term Matching Answers

1. d
2. g
3. h
4. j
5. f
6. c
7. e
8. i
9. a
10. b

Answers to Self-Quiz

1. T
2. T
3. F
4. F
5. T
6. qubits or quantum bits
7. WiMAX
8. VeriChip
9. battlefield
10. nanotubes

Answers to Exercises

1.
 - a. C
 - b. O
 - c. I
 - d. S
 - e. P
 - f. O

2.
 - a. Holographic
 - b. Telesurgery

3.
 - a. 3
 - b. 4
 - c. 1
 - d. 2

4. LCD, because LCD displays require backlighting and OLEDs do not.

5. Wi-Fi because only short range networking is needed

POWERPOINT 2010

KEY TERMS for Tutorial #1 (page number for definition appears inside parentheses)

<ul style="list-style-type: none">• active (PPT 14)• AutoFit (PPT 11)• bulleted item (PPT 9)• bulleted list (PPT 9)• Clipboard (PPT 18)• content placeholder (PPT 7)• contextual spell-checking (PPT 46)• copy (PPT 18)• cut (PPT 18)• demoting (PPT 22)• Entrance (PPT 35)• Emphasis (PPT 35)• Exit (PPT 35)• first-level bullet (PPT 9)• Fit slide to current window button (PPT 3)• font (PPT 9)• font size (PPT 9)• Font style (PPT 14)	<ul style="list-style-type: none">• Notes Page view (PPT 44)• Outline (PPT 52)• Outline tab (PPT 2)• placeholder (PPT 5)• points (PPT 9)• PowerPoint (PPT 1)• Previous slide button (PPT 3)• progressive disclosure (PPT 35)• promoting (PPT 22)• Reading view (PPT 30)• second-level bullet (PPT 9)• sizing handle (PPT 14)• Slide pane (PPT 3)• Slide Show view (PPT 28)• Slide Sorter view (PPT 25)• Slides tab (PPT 2)• speaker notes (PPT 2)• spell-checking (PPT 45)• subbullet (PPT 9)
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<ul style="list-style-type: none"> • footer (PPT 43) • Full Page Slides (PPT 52) • graphic (PPT 12) • Handouts (PPT 52) • layout (PPT 7) • Motion Paths (PPT 35) • Next Slide button (PPT 3) • Normal view (PPT 4) • Note (speaker note) (PPT 44) • Note Pages (PPT 52) 	<ul style="list-style-type: none"> • subtitle text placeholder (PPT 5) • template (PPT 34) • text box (PPT 6) • text placeholder (PPT 5) • theme (PPT 2) • Theme colors (PPT 12) • Theme fonts (PPT 12) • Thumbnail (PPT 2) • title text placeholder (PPT 5)
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PPT CONCEPT REVIEW QUESTIONS

1. Know the definitions of and the differences between:
 - a. Formats
 - b. Styles
 - c. Themes
 - d. Templates.

2. Why is it important to understand your audience and its needs before preparing a presentation? How would a presentation differ if the audience was mostly teenagers as opposed to a presentation to an audience that is most adults?
3. How does the Style Checker differ from the Spell Checker? What kinds of things does the Style Checker identify?
4. What are thumbnails? (Answer: Miniature pictures so you can see a visual representation of several slides at once)
5. Which view is best for working with the content of the slides. (Answer: Normal view)
6. Which view would you run a slide show presentation in? (Answer: Slide Show view)
7. A(n) _____ is a region of a slide reserved for inserting text or graphics. (Answer: placeholder)
8. True/False: A bulleted list is a list of paragraphs with a special character to the left of each paragraph. (Answer: True)
9. The _____ contains a list of words and their synonyms, antonyms, and other related words. (Answer: Thesaurus)
10. True/False: The font style for the title text and the body must be the same. (Answer: False)
11. True/False: Some themes include graphics as part of the slide background. (Answer: True)
12. Speaker notes appear in which pane? (Answer: notes pane)
13. True/False: You can print notes pages. (Answer: True)
14. To print a presentation, first click the _____. (Answer: File Tab)
15. To preview a document, first click the _____. (Answer: File Tab)
16. True/False: If a presentation is edited and saved under the same file name, the original presentation file remains intact. (Answer: False)
17. Small circles and squares that appear at each corner and on the sides of an active text box are called _____. (Answer: sizing handles)
18. Moving an item higher in the outline, for example, changing a second-level bullet into a first-level bullet is called:
 - A. Demoting
 - B. Promoting
 - C. AutoCorrect
 - D. Font Style (Answer: B)
19. True/False: The Slide Sorter view displays all the slides in the presentation as thumbnails. (Answer: True)
20. True/False: Slides cannot be rearranged using the Slides tab in Normal view. (Answer: False)
21. A _____ is a PowerPoint file that contains a theme, sample text, and graphics on the slides or slide background to guide you as you develop your content. (Answer: template)
22. _____ are when text and objects follow a path on a slide. (Answer: Motion Paths)

23. True/False: The default for slide titles is to animate when the presenter advances the slide show. (Answer: True)
24. True/False: Slide show transitions can be applied in the Normal or Slide Sorter view. (Answer: True)
25. True/False: All slides in a presentation have to have the same transition. (Answer: False)
26. True/False: To view transitions between slides, the presentation has to start at the beginning of the slide show presentation. (Answer: False)
27. True/False: Dates and slide number are displayed separately from the footer text. (Answer: True)
28. True/False: Speaker notes will appear on the slide show when it is being presented to an audience. (Answer: False)

KEY TERMS for Tutorial #2 (page number for definition appears inside parentheses)

<ul style="list-style-type: none"> • adjustment handle (PPT 65) • animated GIF file (PPT 68) • aspect ratio (PPT 64) • bitmap (PPT 66) • broadcast (PPT 104) • clip art (PPT 68) • color saturation (PPT 64) • color tone (PPT 64) • cycle (PPT 92) • diagram (PPT 92) • handouts master (PPT 86) • header (PPT 102) • hierarchy (PPT 92) • keywords (PPT 680) • Layout masters (PPT 84) • list (PPT 92) • matrix (PPT 92) 	<ul style="list-style-type: none"> • Metafiles (PPT 66) • notes master (PPT 86) • organization charts (PPT 92) • picture (PPT 92) • pixels (PPT 66) • process (PPT 92) • pyramid (PPT 92) • radial diagrams (PPT 92) • relationship (PPT 92) • rotate handle (PPT 65) • Slide Master (PPT 84) • Slide Master view (PPT 85) • style (PPT 64) • target diagrams (PPT 92) • vector graphic (PPT 66) • Venn diagrams (PPT 92)
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PPT CONCEPT REVIEW QUESTIONS

1. We have learned how to add clip-art and other graphics (such as tables and diagrams) to a PowerPoint presentation. Is the best presentation the one that has the most graphics or diagrams? What are the advantages or disadvantages of including many graphics and illustrations?
2. When would a summary slide (or table of contents slide) be the most useful? How can it help people viewing your presentation? Would you ever want to

use both a table of contents slide and a summary slide? Does PowerPoint allow you to do this?

3. Why would it be best to use the same template throughout a presentation rather than changing every few slides? What about color: Would it be best to use the same color text throughout a presentation? Why or Why not?
4. What type of presentation (including design template, graphics, text colors, etc.) would be most appropriate if you were giving a presentation to students about upcoming outings planned for the student body? How would your presentation be different if you were presenting the proposed outings to the school administration and you are seeking their approval?
5. True/False: Metafiles contain bitmap and vector files. (Answer: True)
6. A _____ is a grid, or map, of square colored dots that form a picture. (Answer: bitmap)
7. True/False: Vector graphics can be created in programs such as Adobe Illustrator and CorelDRAW. (Answer: True)
8. True/False: A graphic stored on a computer cannot be inserted into a slide show. (Answer: False)
9. Both the Insert Picture button and the Picture button will open the _____ dialog box. (Answer: Insert Picture)
10. True/False: You can search for clip art using keywords and phrases. (Answer: True)
11. True/False: In Microsoft Office programs, sounds are also included in clip art collections. (Answer: True)
12. True/False: The size of an image can be changed by dragging its sizing handles. (Answer: True)
13. True/False: When you enlarge bitmapped images, the image quality stays intact. (Answer: False)
14. True/False: Bitmapped image file sizes are much larger than vector image file sizes. (Answer: True)
15. True/False: To add a shape to a slide, click a shape in the Shapes gallery and then click in the slide. (Answer: True)
16. True/False: You cannot edit or resize shapes that you selected from the Shapes gallery and inserted into a slide. (Answer: False)
17. True/False: Text can be added to a shape without selecting the shape. (Answer: False)
18. True/False: Once a shape is selected and text is added, you cannot delete the text. (Answer: False)
19. True/False: Text cannot be added to a slide other than in the placeholders included in the slide. (Answer: False)
20. True/False: If there are three text boxes on a slide, all three text boxes must have the same format. (Answer: False)
21. To rotate an object, you can use the _____ _____. A. Smart Guide
22. B.rotate handle C. Shapes Gallery D.Insert tab (Answer: B)
23. True/False: One way to modify slide masters is by changing the size and design of text in the content placeholders. (Answer: True)

24. The three placeholders at the bottom of the slide master are the _____, _____, and _____ placeholders. (Answer: Date, Footer, and Slide Number)
25. True/False: You resize a placeholder or a text box the same way you resize a graphic. (Answer: True)
26. True/False: If changes are made to an individual slide, those same changes will be applied to all slides. (Answer: False. In order for changes to be applied to all slides, those changes must be made in the slide masters.)
27. True/False: The title text can be modified in the Title Slide Layout. (Answer: True)
28. True/False: Special effects can be added to all or parts of a SmartArt diagram. (Answer: True)
29. A _____ is a large diagram composed of smaller objects, whose attributes and properties can be modified. (Answer: SmartArt diagram)
30. True/False: You should consider your audience when selecting appropriate graphics. (Answer: True)
31. True/False: All graphic file sizes are the same. (Answer: False)
32. A(n) _____ is a grid (or "map") of colored dots that form a picture. (Answer: bitmapped image)
33. The colored dots that comprise a bitmapped image are called _____. (Answer: pixels, which stands for picture elements)
34. True/False: PowerPoint contains two types of masters. (Answer: False)
35. The three text placeholders at the bottom of a Slide Master make up the _____. (Answer: footer)
36. True/False: You can only edit the title placeholder for the Slide Master when you are in Slide Master view. (Answer: True)
37. Altering the Slide Master is an easy and efficient way to provide uniform elements to an entire presentation. (Answer: True)
38. True/False: Some names of fonts include Arial and Times New Roman. (Answer: True)
39. True/False: Click anywhere on the title text, and then Ctrl-click the bulleted-list text box to select both text boxes. (Answer: False)
40. True/False: Click a blank area of a slide to deselect the text boxes. (Answer: True)
41. The default tabs are set at _____ intervals. (Answer: B)
A. one-half inch B. one inch C. one centimeter D. three-quarters of an inch
42. The default tab stops on the ruler are _____ tabs. (Answer: left)
43. True/False: PowerPoint provides a header placeholder on the Slide Master. (Answer: False)
44. True/False: PowerPoint provides both header and footer placeholders on the Notes and Handout Masters. (Answer: True)

45. True/False: PowerPoint comes with built-in table styles for each theme. (Answer: True)
46. A _____ diagram shows a sequence of steps in an activity. (Answer: process)
47. A _____ diagram shows information in a grid. (Answer: matrix)
48. To draw an equilateral triangle, circle, or square, hold down the _____ while you drag the pointer after selecting the triangle, oval, or rectangle shape, respectively. (Answer: Shift key)
49. If the text box jumps from one location to another as you drag it, and you can't position it exactly where you want it, hold down the _____ as you drag the box. (Answer: Alt key)
50. Slide thumbnails can be found in the _____ window. (Answer: Slide Sorter)

KEY TERMS for Tutorial #3 (page number for definition appears inside parentheses)

<ul style="list-style-type: none"> • active cell (PPT 145) • cell (PPT 138) • chart (PPT 144) • gradient fill (PPT 155) • Office theme file (PPT 173) • poster frame (PPT 123) • preview frame (PPT 123) • spreadsheet (PPT 144) • table (PPT 138) 	
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1. True/False. The design of the current presentation will override the design of the inserted slides. (Answer: True)
2. A _____ is a presentation design that contains the color, attributes, and format for text, and background for a presentation. (Answer: theme)
3. True/False. When you insert a video into a slide, the default is for it to play On Click. (Answer: True)
4. If a video is too long, or there are parts of the video that you don't want to show during the slide show, you can crop it using the _____ button. (Answer: Trim Video)

5. What are some examples of sound and graphic files that can be inserted into a presentation? (Answer: Sound recordings, digital videos, images created using graphics software, downloaded images, sound clips from the Internet, Clip Art sounds or movie files; built-in PowerPoint sound effects)
6. What is the most commonly used file format for short sound clips? (Answer: the Wave file format (.wav))
7. True/False. To add a sound clip to a slide, use the Audio button in the Media group on the Insert tab. (Answer: True)
8. True/False: A Play animation is automatically applied to the clip and is set to start On Click. (Answer: True)
9. You can apply the animation effects for sound and video clips on the _____ tab found on the Ribbon.(Answer: Animations)
10. A _____, is a visual depiction of data in a spreadsheet. (Answer: chart or graph)
11. PowerPoint inserts a sample chart into a slide and opens a _____ with sample data. (Answer: Microsoft Excel worksheet)
12. True/False: A second animation cannot be added to an object. (Answer: False)
13. Pulse is an animation option found in the first row under Emphasis. (Answer: True)
14. True/False: Animations within the same chart cannot have varying speeds. (Answer: False)
15. You can change the speed of an animation in the _____ box in the Timing group on the Animation tab.
 - A. Duration
 - B. Speed
 - C. Animation
 - D. Pulse (Answer: A)
16. True/False: Each of the built-in PowerPoint themes, including the default Office theme, has a set of 12 theme colors associated with it. (Answer: True)
17. True/False: If you've applied a theme or theme colors to a presentation, and then saved that presentation, the theme and colors will still be applied to that presentation even if you delete the theme or theme colors from the hard drive. (Answer: True)
18. True/False: When slides are reset, every object on that slide is reset. (Answer: True)
19. True/False: Sometimes a slide needs to get reset in order to pick up a new formatting. (Answer: True)
20. The _____ gallery is the place where you can change the background for slides.
 - A. Gradient
 - B. Background Styles
 - C. Create New Theme Colors
 - D. Shortcut (Answer: B)
21. True/False: If you want a background picture to become part of a theme, you need to add it to the slide background in the Slide Master view. (Answer: True)

True)

22. The default location for saving a theme is the _____.

(Answer: Document Themes folder)

23. The filename extension for Office theme files is _____.

A. .wav

B. .wmv

C. .thmx

D. .avi (Answer: C)

24. True/False: It is impossible to apply more than one theme to a presentation.

(Answer: False)

25. You can view slide masters for each theme in Slide Master view. (Answer:

True)

26. In order to apply changes to all the bullets within a slide show, you need to make the changes in the Slide Master view. (Answer: True)

Read the textbooks, review your lecture notes, and review the PPT homework assignment.

Good luck on the Exam!