

Instructions

- During the exam, you are **ALLOWED** to use the textbook, the lectures notes, any notes taken by you, the sample exams, a calculator, Web search engines, Google, etc.
- During the exam, you are **DISALLOWED** to talk to/ask any person (except for the instructor), either in-person or online, about any part of the exam.
- Type the answers inside this very questionnaire file (in the text boxes under the questions) and submit it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the West End Building (WEB), at room 106.
- **Any Questions?** I will approach you when I finish answering questions your classmates asked earlier.
- **Tip:** Use the textbook page numbers listed under questions to look up answers and hints. Find the book at **Textbook & Guides** → “**Textbook [PDF file]**”.
- **Tip:** You can always give a short explanation if you are unsure about an answer to get partial credit.
- **Tip:** You can submit the exam ∞ times until it is due. The last attempt is the one to be graded.

Sections & Points in the Midterm:

Section	# of Questions	Points per Question
Word – Short Answer	7	7.14
PowerPoint – Short Answer	7	7.14
Extra Credit – Short Answer	4	2.5

	# of Questions	Points
Total (without Extra Credit)	14	100
Total (with Extra Credit)	18	110

Word – Short Answer

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

1. 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)

2. 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.
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(Pages: 1078 – 1079) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

4. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

5. 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?

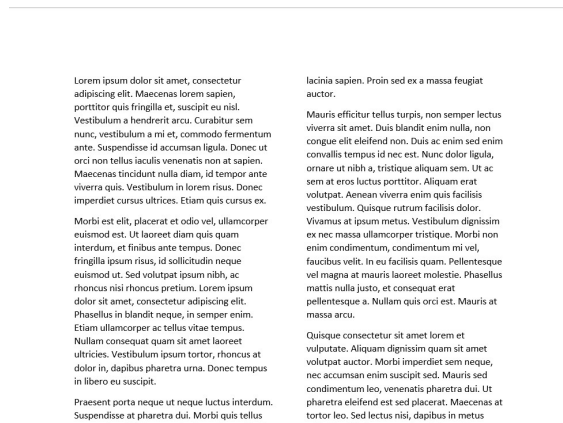


Figure 1: My Text Layout: Before

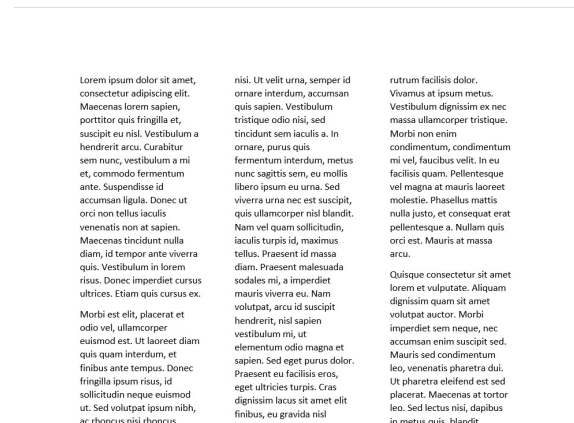


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. Suppose you are working on the SmartArt graphic in Word in Figure 3, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 4, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

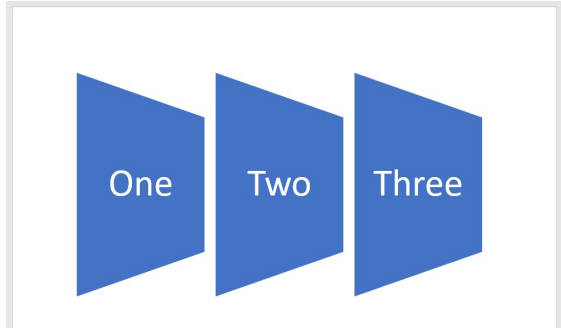


Figure 3: SmartArt: Before

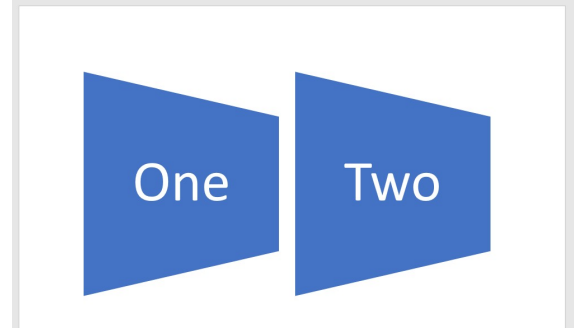


Figure 4: SmartArt: After

7. Mention **two** ways to change the zoom of a Word document to 100%.
(Pages: 370) (7.14 points)

PowerPoint – Short Answer

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

8. How can you insert a picture inside the object shown in Figure 5? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

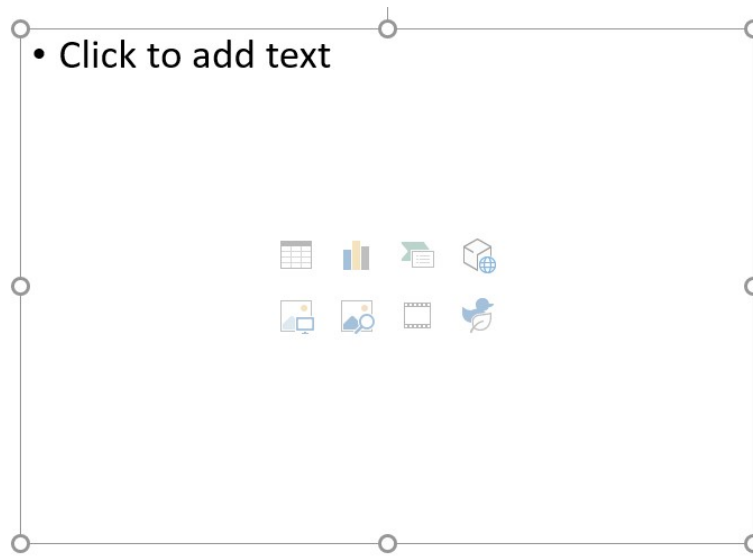


Figure 5: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. 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 6, “My Slides”. Where should you click to change the Slides tab to the one in Figure 7, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 6: My Slides



Figure 7: My Slides: Changed

10. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?

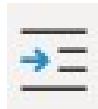


Figure 8: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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

(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

Click to add title

Figure 9: Object/Box

13. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

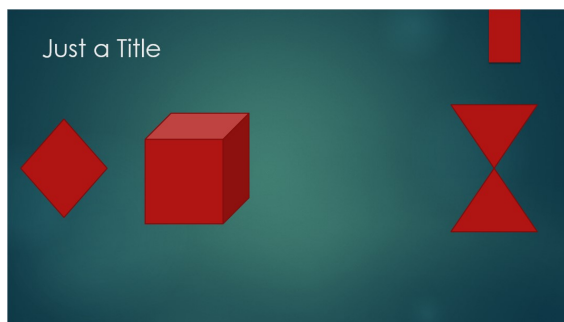


Figure 10: My Shapes

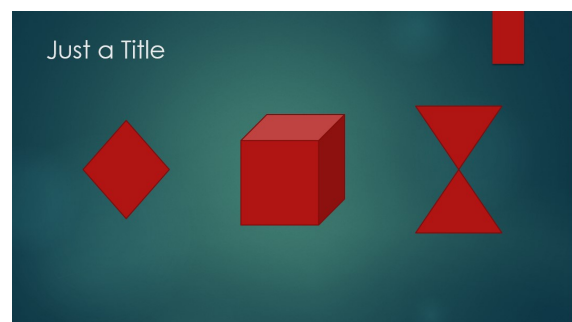


Figure 11: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

14. (a) What is the object displayed in Figure 12?
(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)

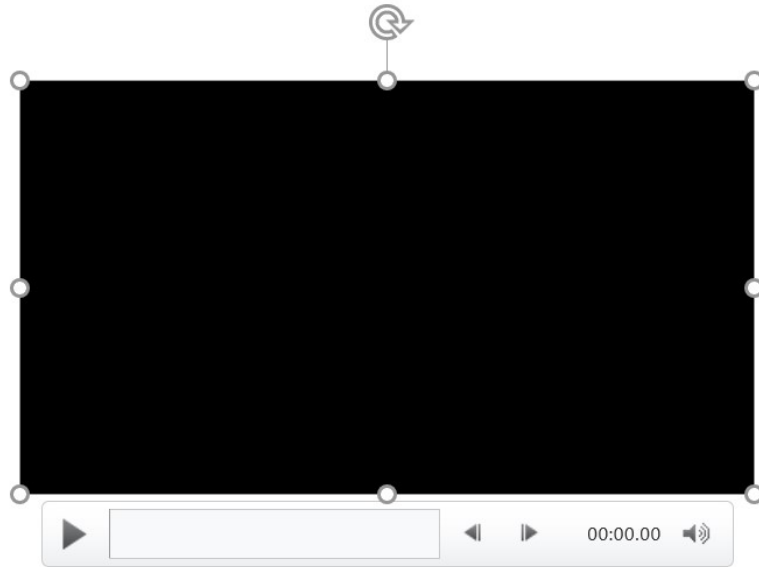


Figure 12: Object with Buttons

Extra Credit

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

Word

15. Where should you click to change the watermark in the picture 13, “Watermark: Before” to the watermark in the picture 14, “Watermark: After”?

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Figure 13: Watermark: Before

Figure 14: Watermark: After

(2.5 points)

16. What is the purpose of the following partially-shown dialog box in Figure 15?

(2.5 points)

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name

Placeholder1

OK Cancel

Figure 15: Dialog Box

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 16? Your answer must use the box shown in that Figure.
(2.5 points)
18. If you click on any of the options shown in Figure 17, what object will change on the PowerPoint slide, and how?
(2.5 points)

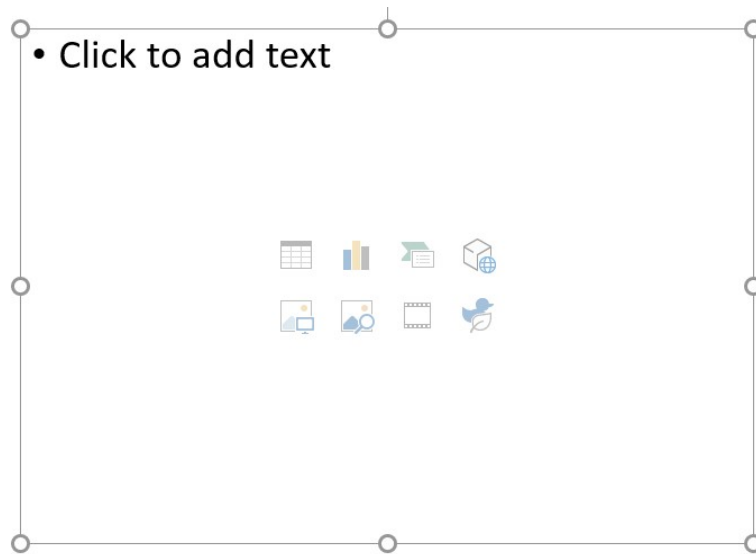


Figure 16: Insert Table Here

– End of Midterm Exam –

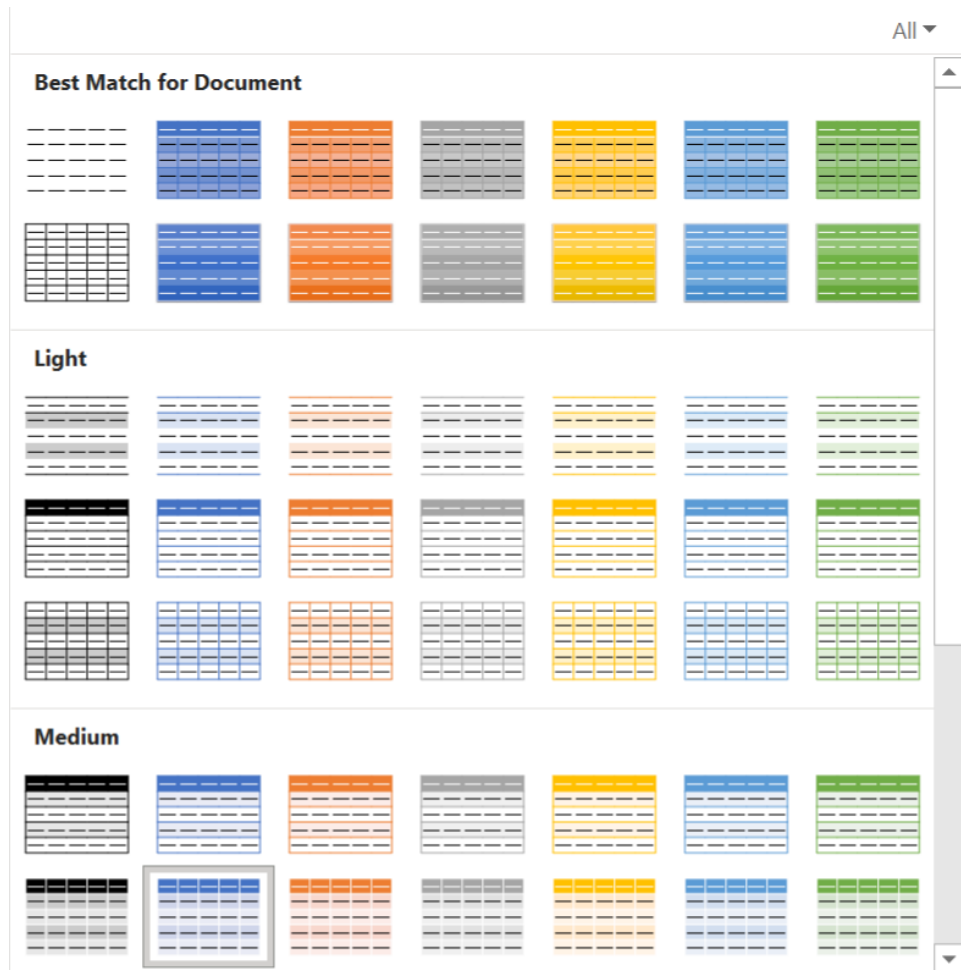


Figure 17: Many options

Congrats for completing the Midterm exam!

