Instructions

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- 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 the file by attaching it on Blackboard at Exams \rightarrow Midterm.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (on floor 1).
- 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. 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?

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Figure 1: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 2: My Text Layout: After

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

Good morning!

to the following text:

Good morning!

(Pages: 396 - 399) (7.14 points)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.



Figure 3: Window Area

(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)

4. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> 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)

5. Name three commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

6. What is the purpose of the following partially-shown dialog box in Figure 4?

				Edit
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Figure 4: Dialog Box

(Pages: 569 - 570) (7.14 points)

- 7. 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) (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. (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?

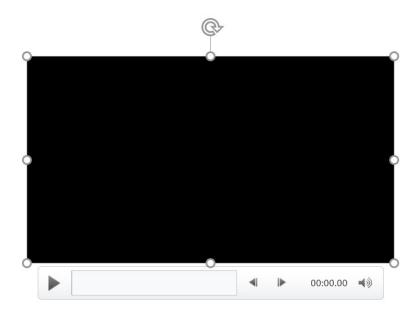


Figure 5: Object with Buttons

(Pages: 980 - 987) (7.14 points)

9. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.)

(Pages: 967 - 970) (7.14 points)

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Just a Title



Figure 6: What is This

10. How do you duplicate a slide? Mention **one** way.

(Pages: 63 - 64, 900 - 901) (7.14 points)

- 11. (a) What is the name of the PowerPoint object appearing in the Figure 7?
 - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

Click to add title

Figure 7: Object/Box

- 12. What is the difference between this list:
 - Apple
 - Cherry
 - Banana
 - Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 - 446) (7.14 points)

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

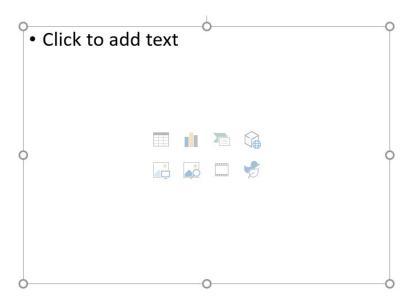


Figure 8: Insert Table Here

(Pages: 1055 - 1059) (7.14 points)

14. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?



Figure 9: Button with Arrow

(Pages: 443 - 446) (7.14 points)

Extra Credit

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

Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file. (2.5 points)

16. Where should you click to change the table in Figure 10, "Table: Before" to the one in Figure 11, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Column 1 Column 2

Info Info

Info Info

Figure 10: Table: Before

Figure 11: Table: After

(2.5 points)

PowerPoint

17. How can you move the shapes in Figure 12, "My Shapes" so that they are positioned like those in Figure 13, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

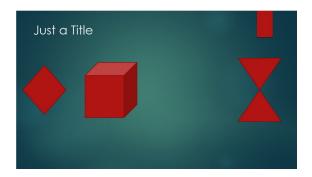


Figure 12: My Shapes

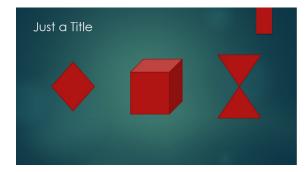


Figure 13: My Shapes: Moved

(2.5 points)

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18. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(2.5 points)

– End of Midterm Exam –

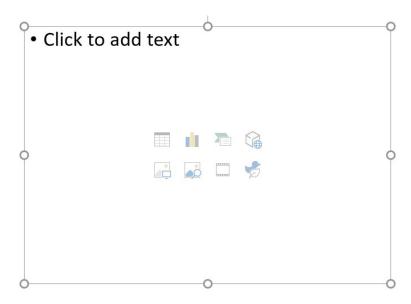


Figure 14: Insert Picture Here

Congrats for completing the Midterm exam!

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