

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 the file by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 11:00 AM – 12:15 PM. Exam Location: at the West End Building (WEB), Room 105 (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.

- (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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)

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.

(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. 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)

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “Apple: After”.

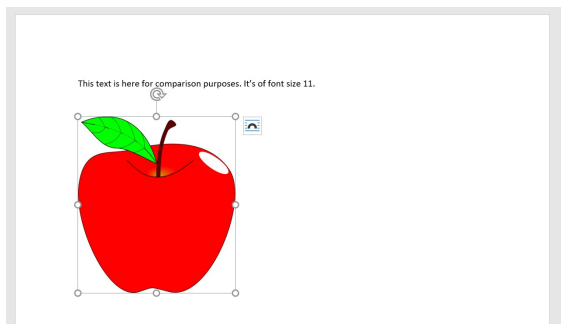


Figure 2: Apple: Before

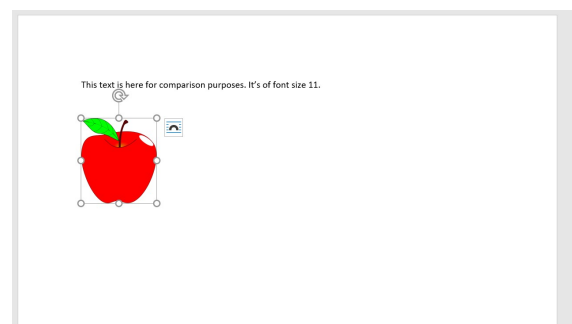


Figure 3: Apple: After

(Pages: 514 – 516) (7.14 points)

7. What is the purpose of the buttons displayed in Figure 4?

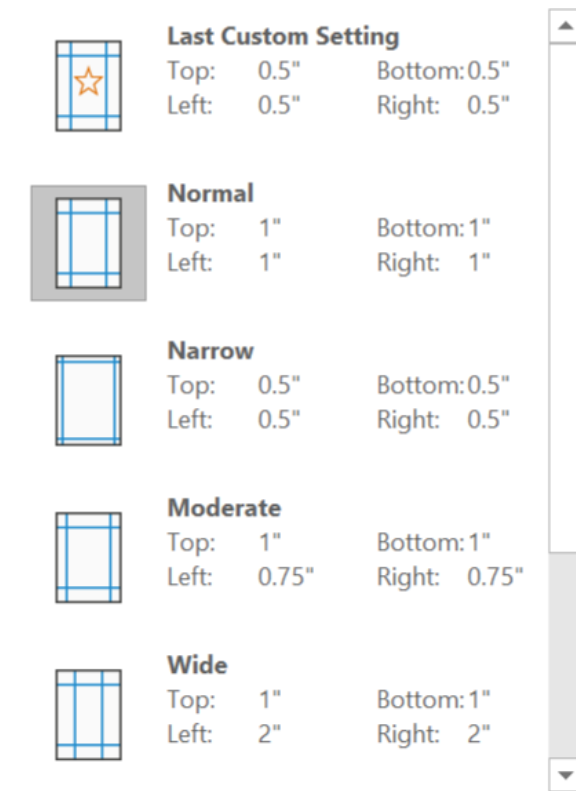


Figure 4: Five Buttons

(Pages: 772 — 774) (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. The bulleted list in Figure 5, “My List” was converted into the object displayed in Figure 6, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 6, “My New List”?)

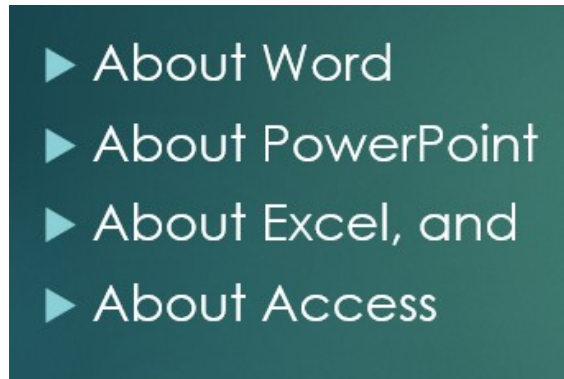


Figure 5: My List

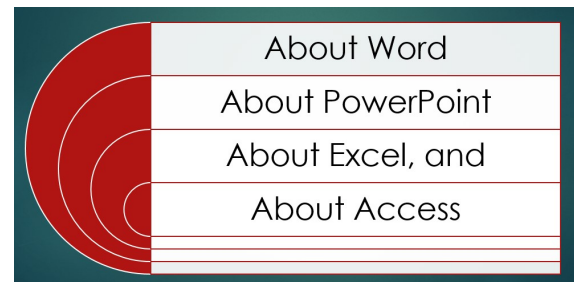


Figure 6: My New List

(Pages: 930 – 937) (7.14 points)

9. 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)

10. (a) What is the name of the PowerPoint object appearing in the Figure 7?

Click to add title

Figure 7: Object/Box

(b) Where do you need to click to delete/remove this object?
(Pages: 880 – 883) (7.14 points)

11. How can you enter a hyperlink into an existing text?
(Pages: 524 – 529) (7.14 points)

12. 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)

13. (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?

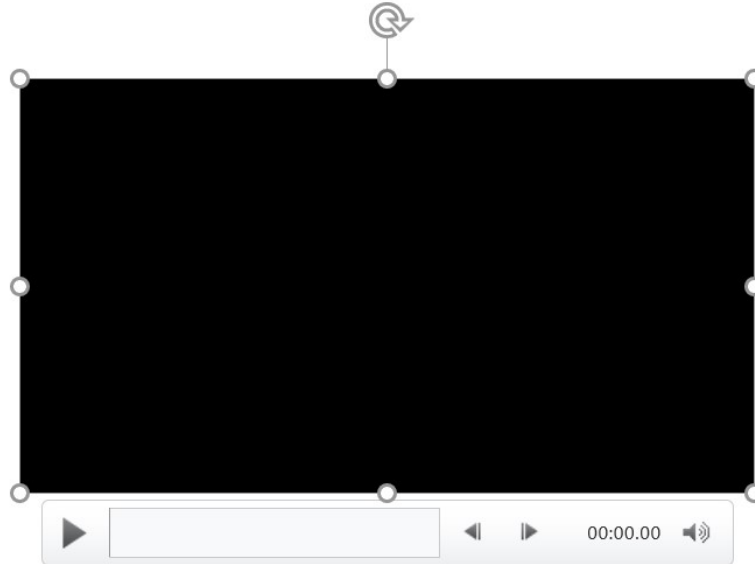


Figure 8: Object with Buttons

(Pages: 980 – 987) (7.14 points)

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

Just a Title

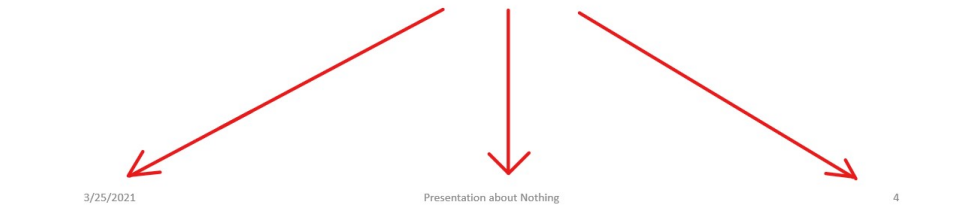


Figure 9: What is This

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 10, “Dino: Before”, so that it became the picture in Figure 11, “Dino: After”?

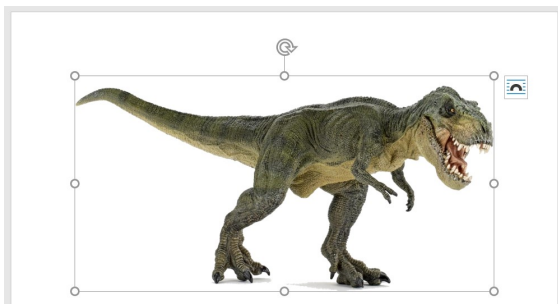


Figure 10: Dino: Before

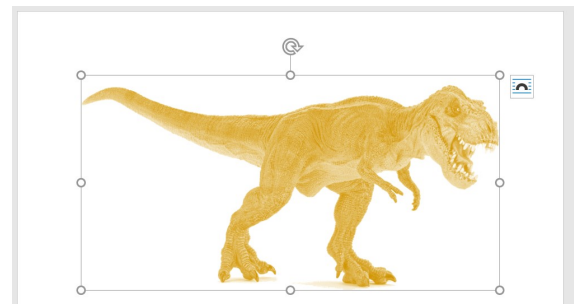


Figure 11: Dino: After

(2.5 points)

16. 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!]
(2.5 points)

PowerPoint

17. If you click on any one of the squares in the picture in Figure 12, what will change in the PowerPoint presentation? Explain in general.
(2.5 points)
18. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.
(2.5 points)

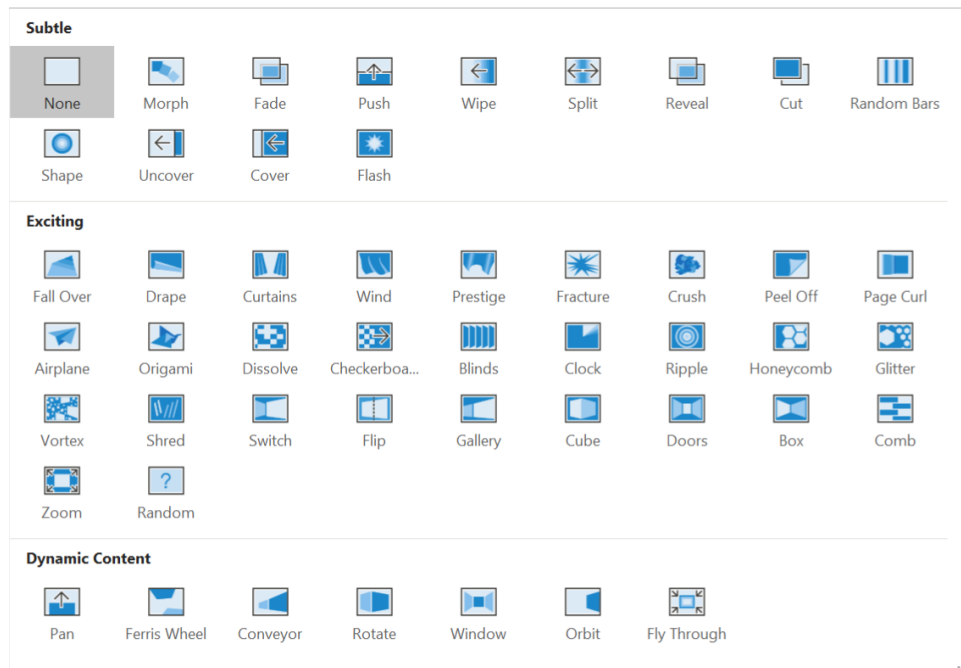


Figure 12: Many Options

– End of Midterm Exam –

Congrats for completing the Midterm exam!

