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: 09:30 AM – 10:45 AM. 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.

1. 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)

2. Where should you click to change the table in Figure 1, "Table: Before" to the one in Figure 2, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

   Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

   Figure 2: Table: After

   (Pages: 494 – 498) (7.14 points)

3. Where should you click to change the watermark in the picture 3, "Watermark: Before" to the watermark in the picture 4, "Watermark: After"?

Figure 3: Watermark: Before

Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

4. Explain **one** way to open the Word Application on a Windows 10 computer.
   (Pages: 365 – 366) (7.14 points)

5. 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?
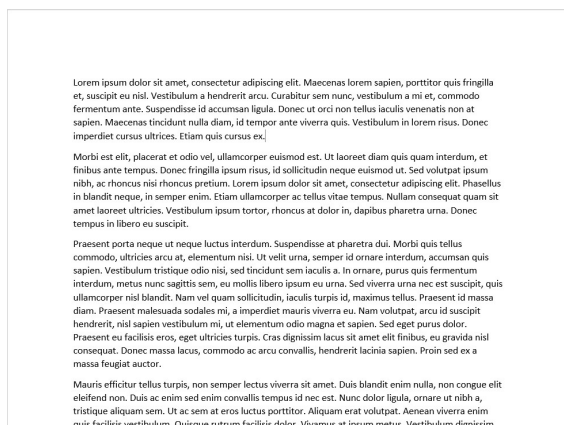
Figure 5: My Text Layout: Before
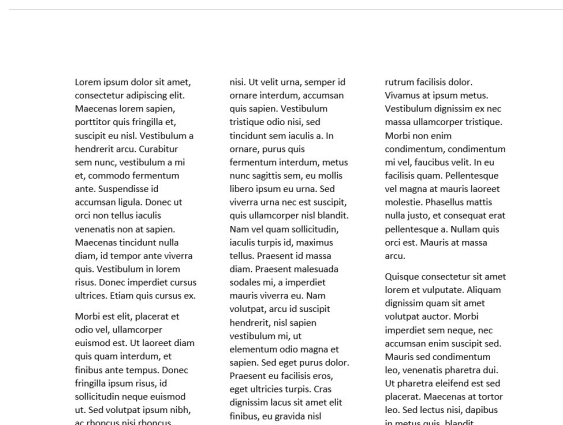
Figure 6: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

7. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 13 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (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. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

   (Pages: 1155 – 1156) (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. Where do you need to click to change the chart in Figure 7, "Chart: Before" to the chart in Figure 8, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
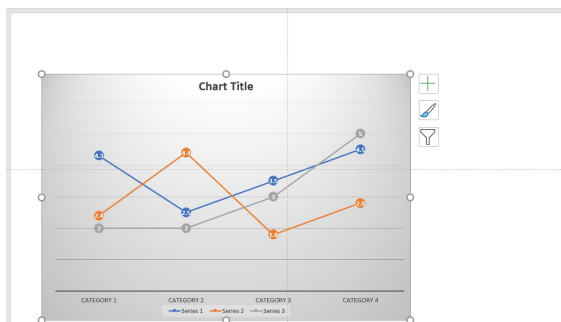
Figure 7: Chart: Before
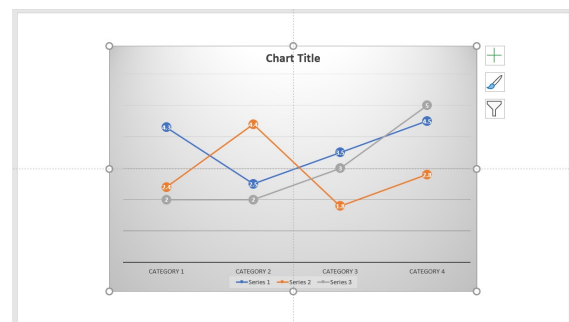
Figure 8: Chart: After

   (Pages: 1126 – 1133) (7.14 points)

11. (a) What is the object displayed in Figure 9?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?
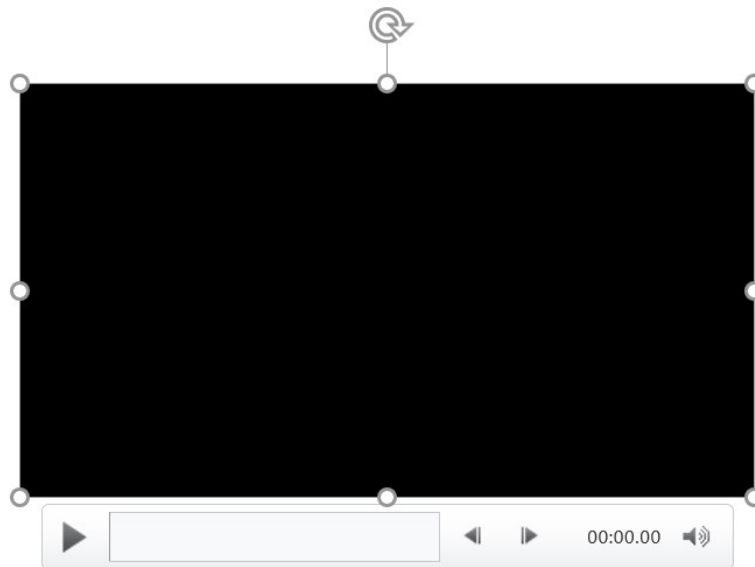
Figure 9: Object with Buttons

(Pages: 980 − 987) (7.14 points)
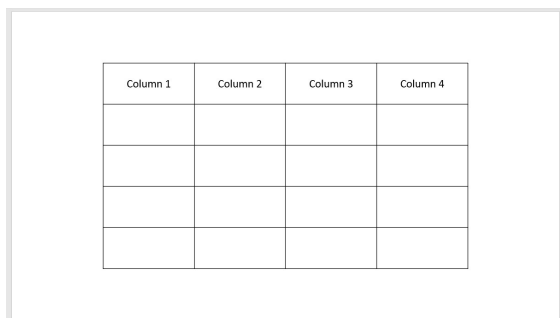
12. (a) What is the name of the PowerPoint object appearing in the Figure 10?

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

    (Pages: 880 − 883) (7.14 points)

Click to add title
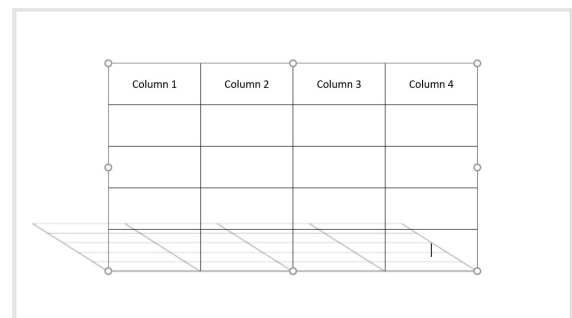
Figure 10: Object/Box

13. Where do you need to click to change the table in Figure 11, "Table: Before" to the table in Figure 12, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

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

(Pages: 524 – 529) (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. Mention **two** ways to change the zoom of a Word document to 100%.

    (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. Which button do you need to click to add the text pointed by the red arrows in Figure 13? (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.)
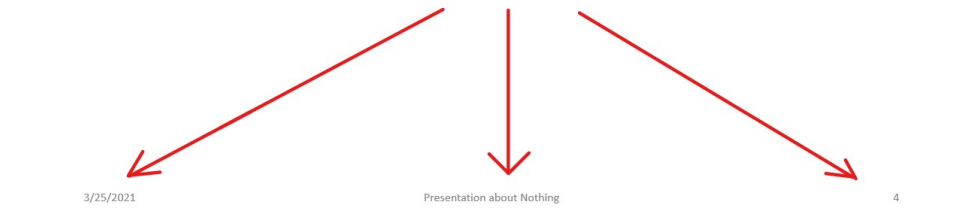
    (2.5 points)

Just a Title

Figure 13: What is This

18. How can you move the shapes in Figure 14, "My Shapes" so that they are positioned like those in Figure 15, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
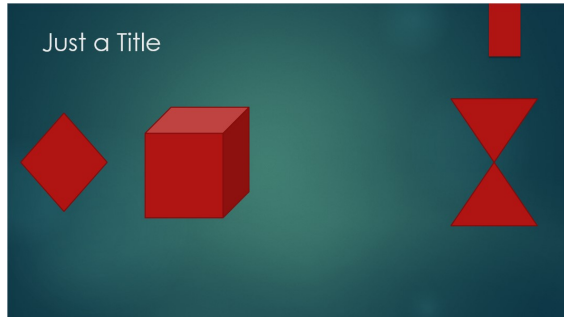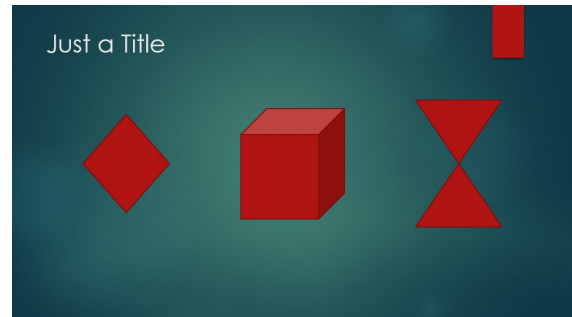

Figure 14: My Shapes

Figure 15: My Shapes: Moved

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!