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: 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.

<u>Sections & Points in the Midterm</u>:

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. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)

   (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

   (Pages: 372 – 378, 544) (7.14 points)

2. What is the purpose of the following partially-shown dialog box in Figure 1?

Figure 1: Dialog Box

   (Pages: 569 – 570) (7.14 points)

3. Name **three** commands/buttons on the Quick Access Toolbar.

   (Pages: 369) (7.14 points)

4. 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: 404 – 405) (7.14 points)

5. Here is a paragraph in a Word document:

   I walked on the street When I entered the store.

   Explain where a Word user should click to change the paragraph above into the paragraph:

   When I entered the store I walked on the street.

Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

(Pages: 384 – 387) (7.14 points)

6. What does the button displayed in the Figure 2 do?

Figure 2: Multiple Pages

(Pages: 370) (7.14 points)

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

(Pages: 556 – 560) (7.14 points)

Figure 3: Watermark: Before

Figure 4: Watermark: After

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 move the shapes in Figure 5, "My Shapes" so that they are positioned like those in Figure 6, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
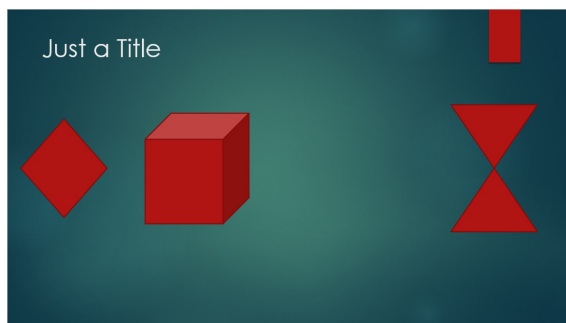
Figure 5: My Shapes
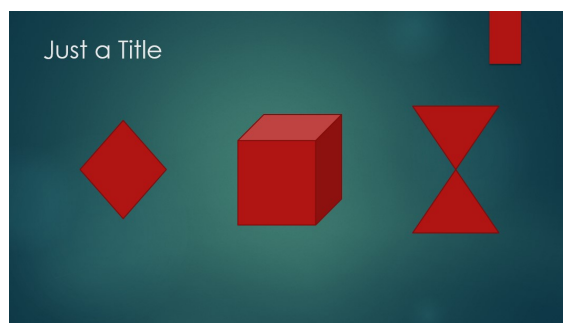
Figure 6: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?
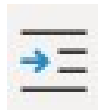
Figure 7: Button with Arrow

(Pages: 443 – 446) (7.14 points)

10. The bulleted list in Figure 8, "My List" was converted into the object displayed in Figure 9, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 9, "My New List"?)
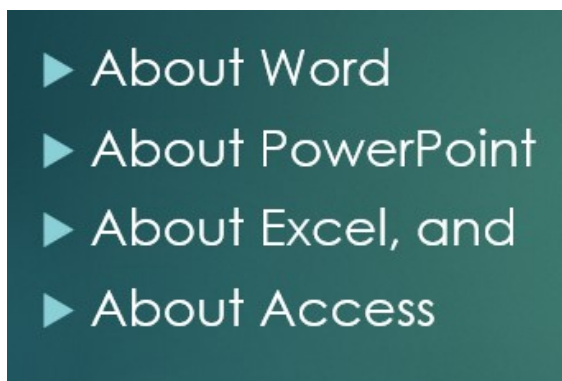
Figure 8: My List
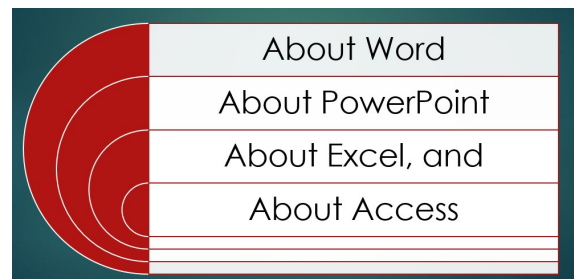
Figure 9: My New List

(Pages: 930 – 937) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 10, "Three Shapes" to the shape in Figure 11, "Three Shapes: Changed"?
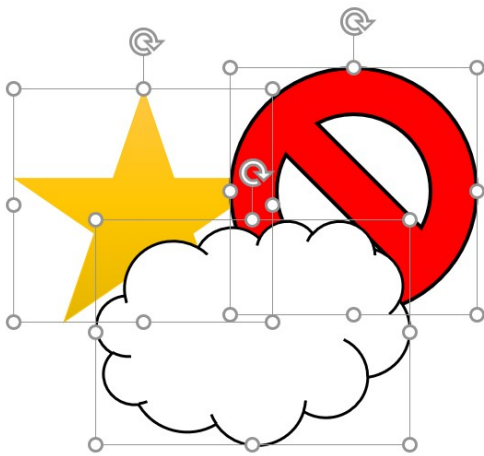
Figure 10: Three Shapes

Figure 11: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

Figure 12: My Slide

13. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

Figure 13: Insert Picture Here

(Pages: 921 − 924) (7.14 points)

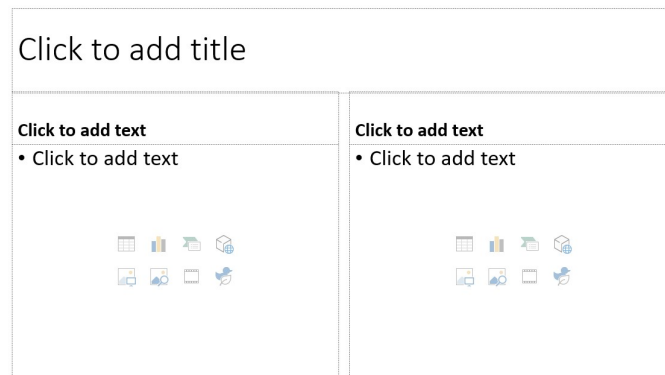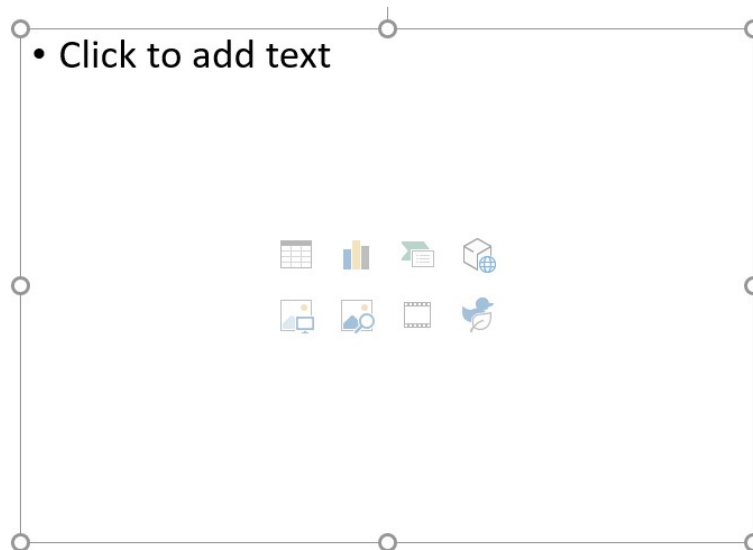14. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?
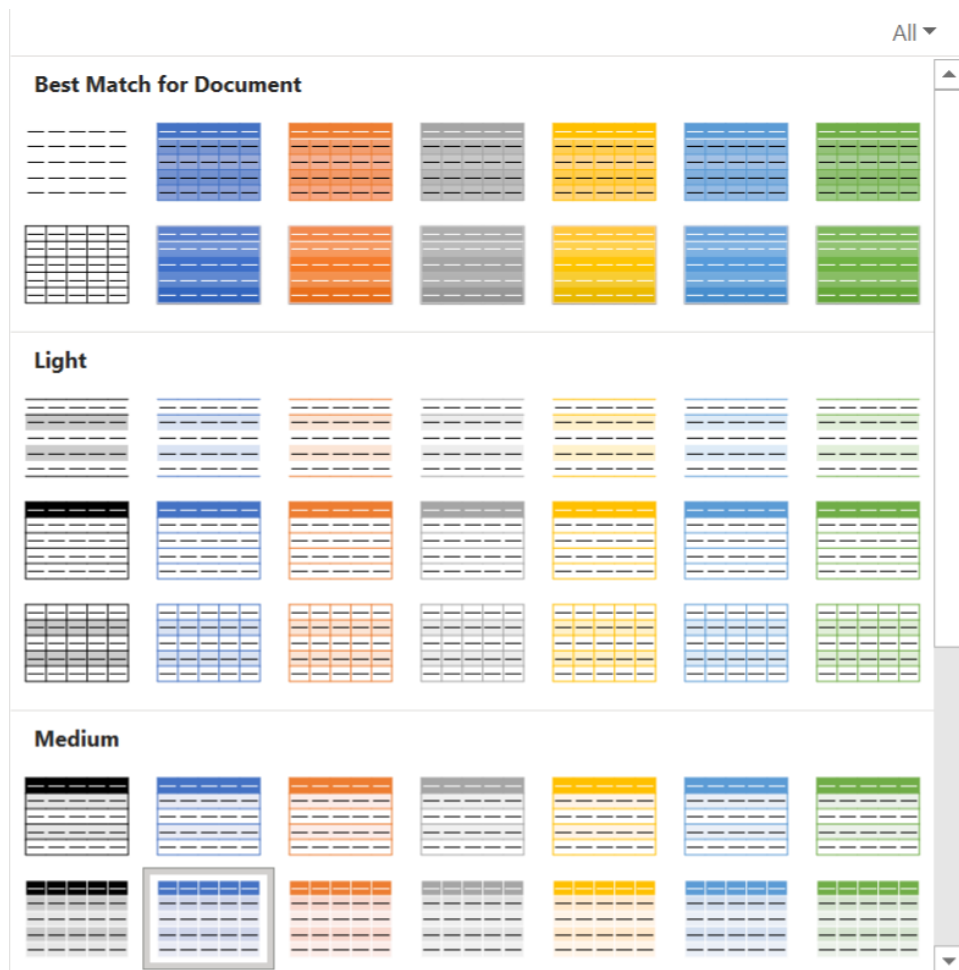

Figure 14: Many options

(Pages: 1074 – 1078) (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. Where should you click to change the table in Figure 15, "Table: Before" to the one in Figure 16, "Table: After"?

Figure 15: Table: Before

Figure 16: Table: After

(2.5 points)

16. Suppose you are working on the SmartArt graphic in Word in Figure 17, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 18, "SmartArt: After"?
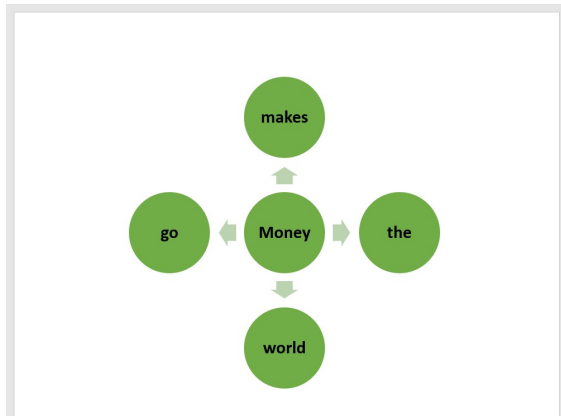
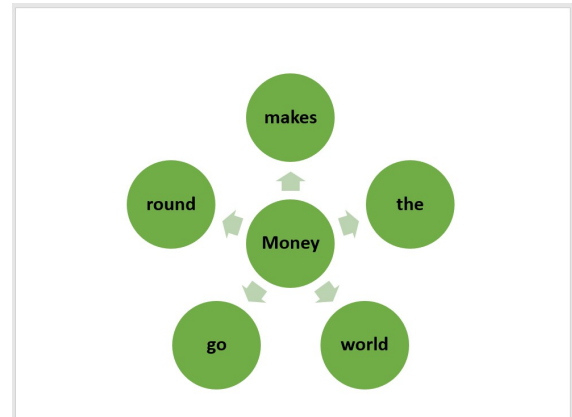(2.5 points)

Figure 17: SmartArt: Before

Figure 18: SmartArt: After

PowerPoint

17. How do you delete a slide? Mention **one** way.

    (2.5 points)

18. (a) What is the object displayed in Figure 19?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?
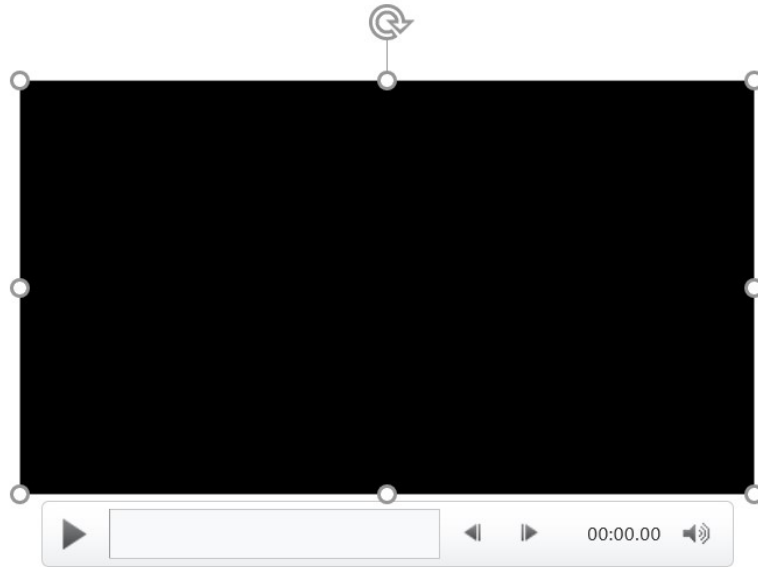
    (2.5 points)

Figure 19: Object with Buttons

– End of Midterm Exam –

Congrats for completing the Midterm exam!