

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. 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?

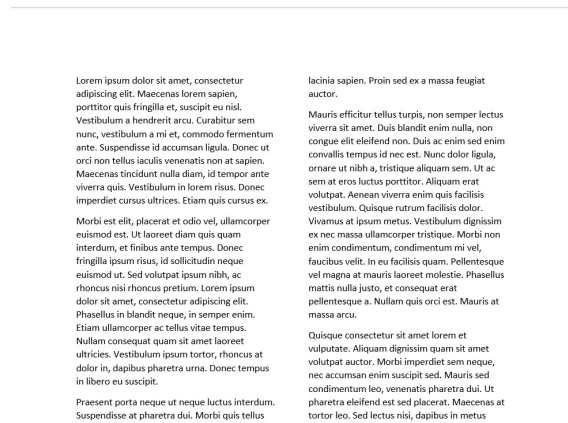


Figure 1: My Text Layout: Before

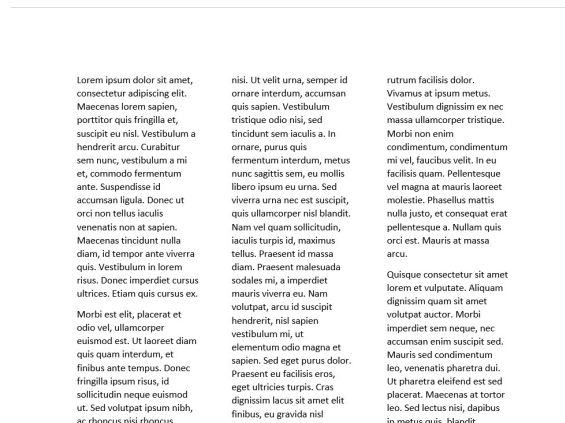


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

2. 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)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (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.
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(Pages: 1078 – 1079) (7.14 points)

5. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

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

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Figure 3: Watermark: Before

Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

7. 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)

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. If you were to click on an option from the menu in the Figure 5, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

10. (a) What is the name of the PowerPoint object appearing in the Figure 6?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

(Pages: 443 – 446) (7.14 points)

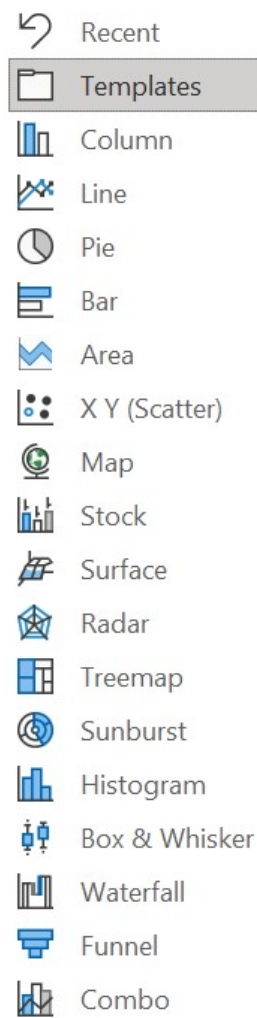


Figure 5: Long Menu

Click to add title

Figure 6: Object/Box



Figure 7: Button with Arrow

12. 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.

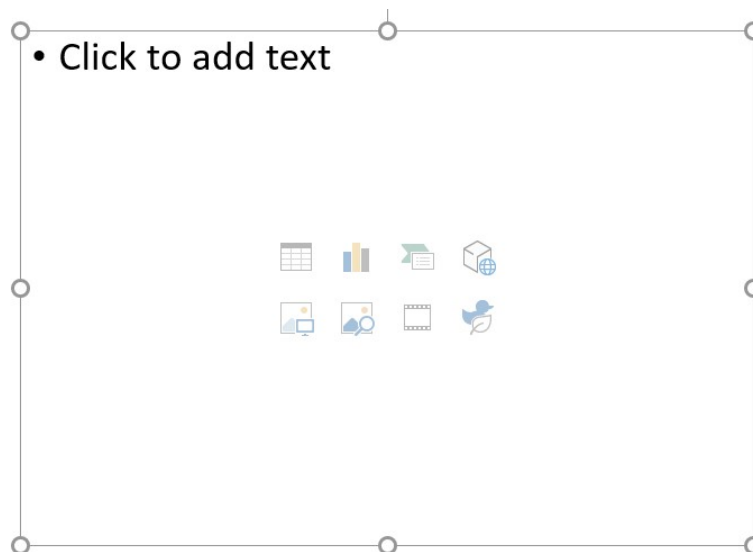


Figure 8: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

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

(Pages: 904 – 907) (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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 9, “Apple: Before” to the picture shown in Figure 10, “Apple: After”.

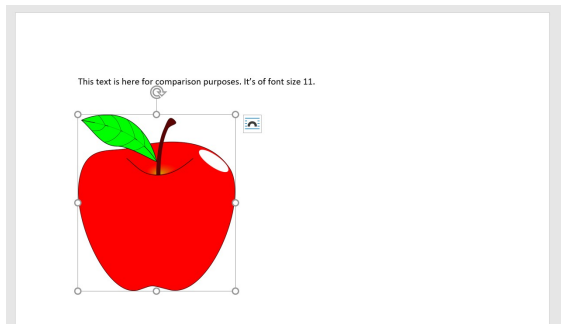


Figure 9: Apple: Before

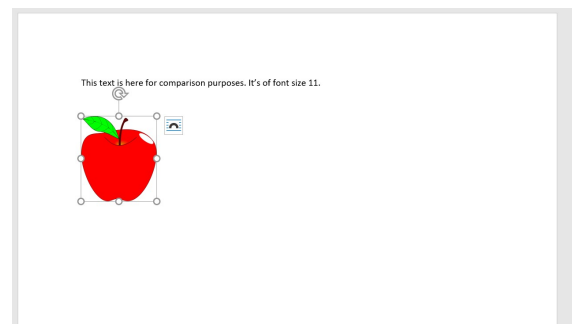


Figure 10: Apple: After

(2.5 points)

16. What change has been made to the picture in Figure 11, “Dino: Before”, so that it became the picture in Figure 12, “Dino: After”?

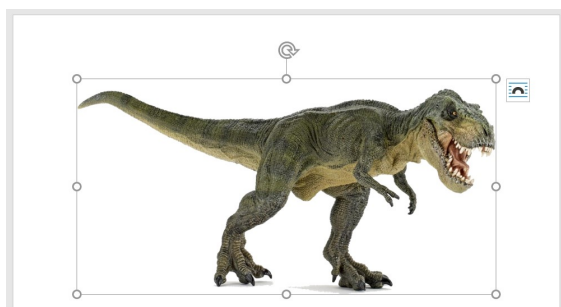


Figure 11: Dino: Before

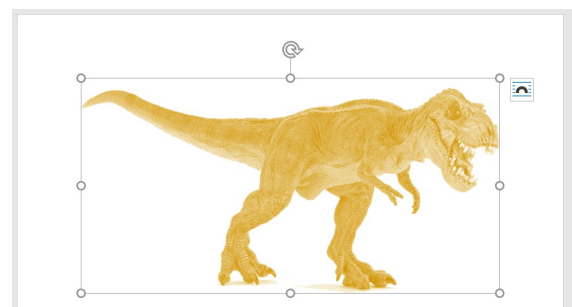
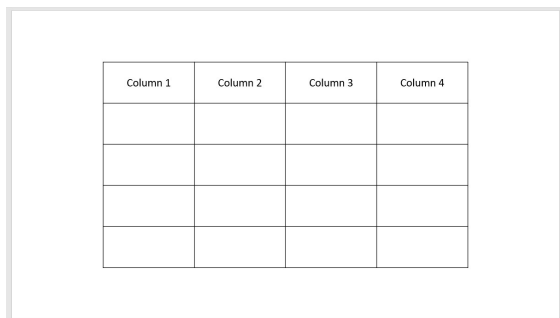


Figure 12: Dino: After

(2.5 points)

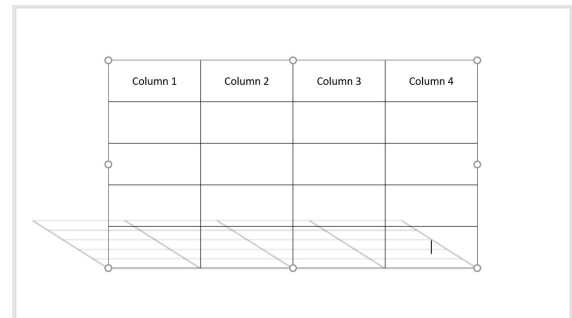
PowerPoint

17. Where do you need to click to change the table in Figure 13, “Table: Before” to the table in Figure 14, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 13: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 14: Table: After

(2.5 points)

18. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(2.5 points)

– End of Midterm Exam –

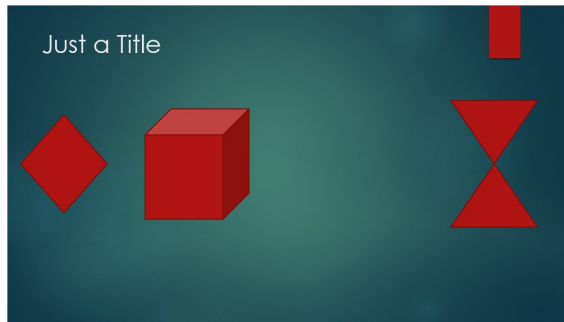


Figure 15: My Shapes

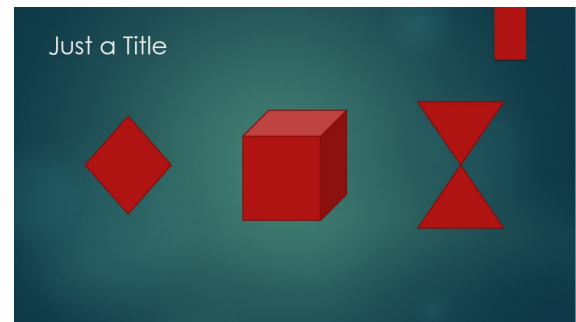


Figure 16: My Shapes: Moved

Congrats for completing the Midterm exam!

