

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. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

3. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

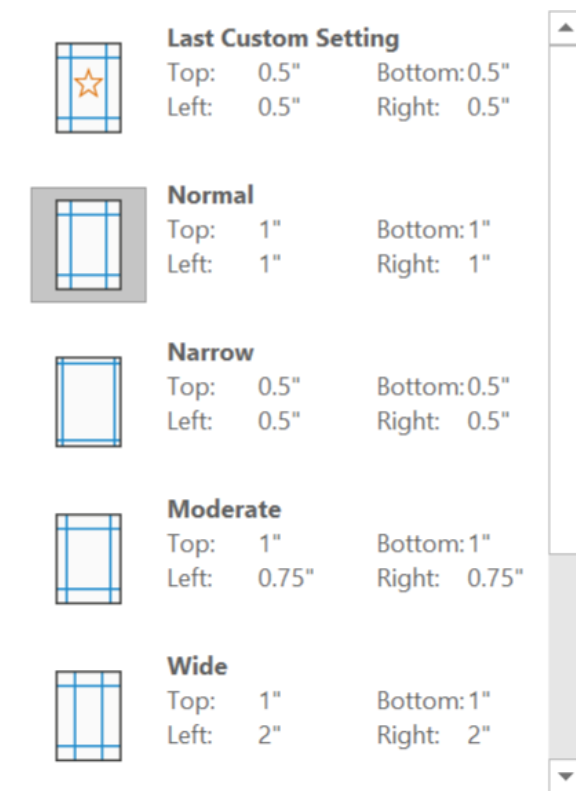


Figure 2: Five Buttons

4. What is the purpose of the buttons displayed in Figure 2?

(Pages: 772 — 774) (7.14 points)

5. 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)

6. 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!]

(Pages: 530 – 531) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

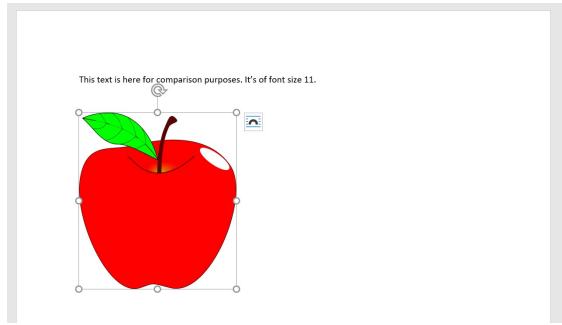


Figure 3: Apple: Before

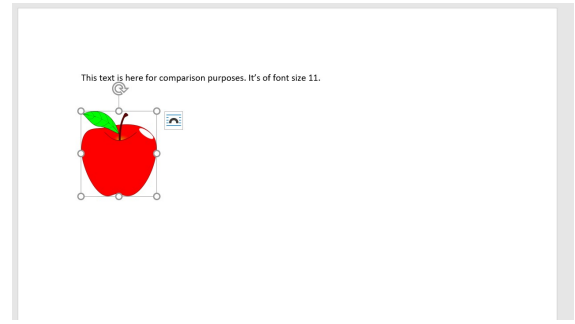


Figure 4: Apple: After

PowerPoint – Short Answer

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

8. 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)

9. If you click on any one of the squares in the picture in Figure 5, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)

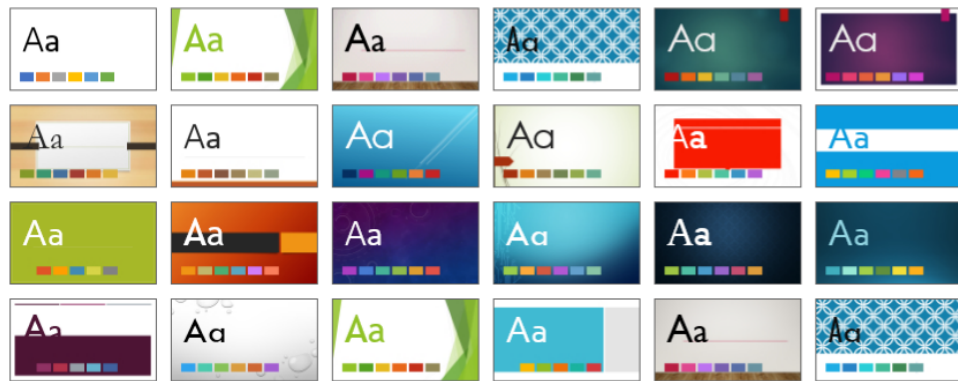


Figure 5: Many Options

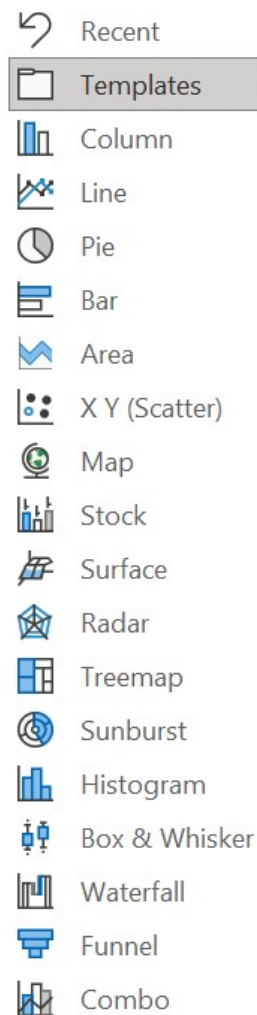


Figure 6: Long Menu

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?



Figure 7: Three Shapes

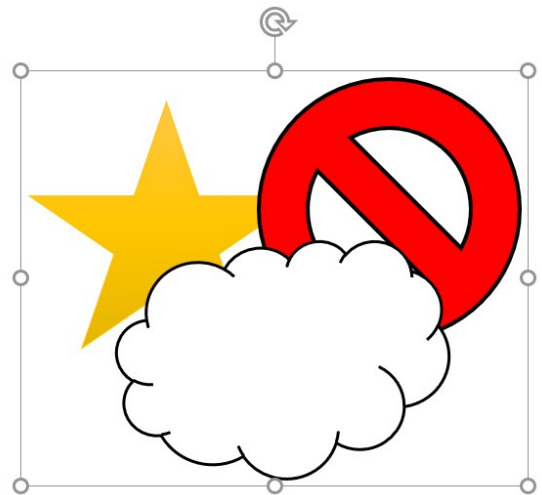


Figure 8: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

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

(Pages: 930 – 937) (7.14 points)

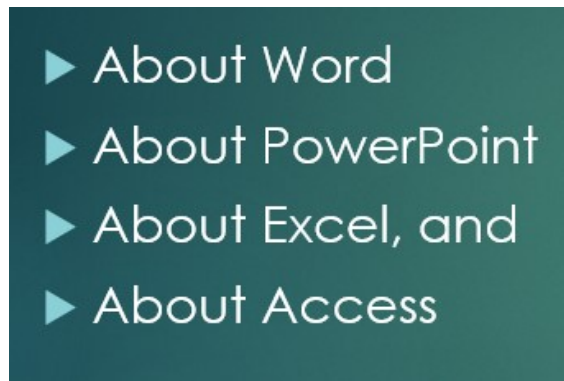


Figure 9: My List

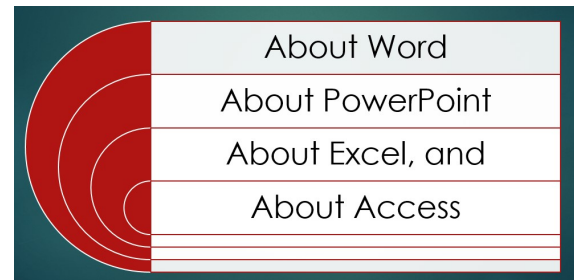


Figure 10: My New List

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. 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."

(2.5 points)

PowerPoint

17. 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.
(2.5 points)

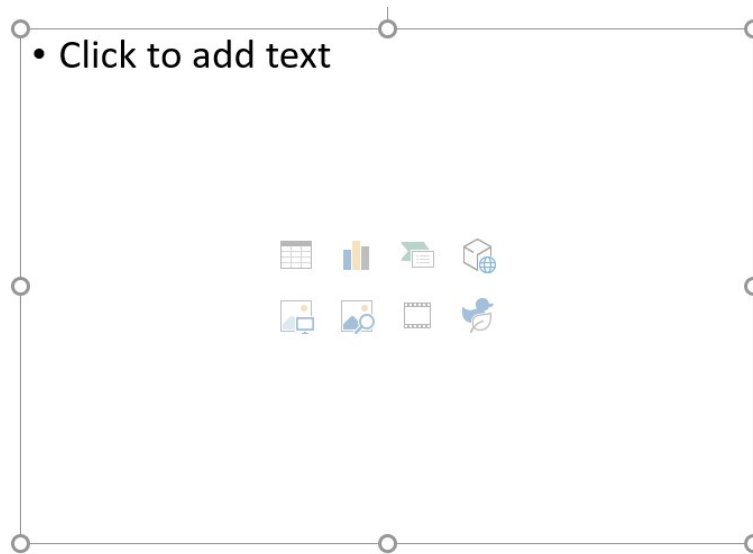


Figure 13: Insert Picture Here

18. Where do you need to click to change the chart in Figure 14, “Chart: Before” to the chart in Figure 15, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

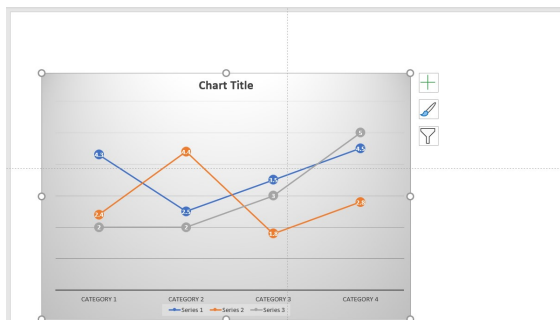


Figure 14: Chart: Before

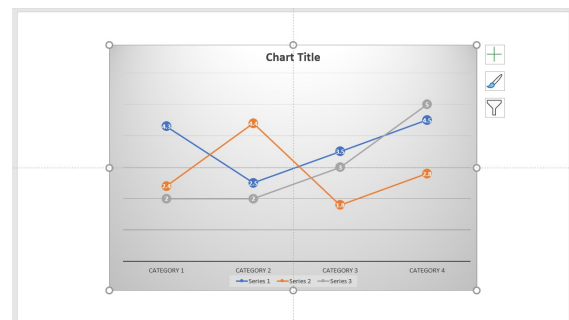


Figure 15: Chart: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

