

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.

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. What is the purpose of the buttons displayed in Figure 1?

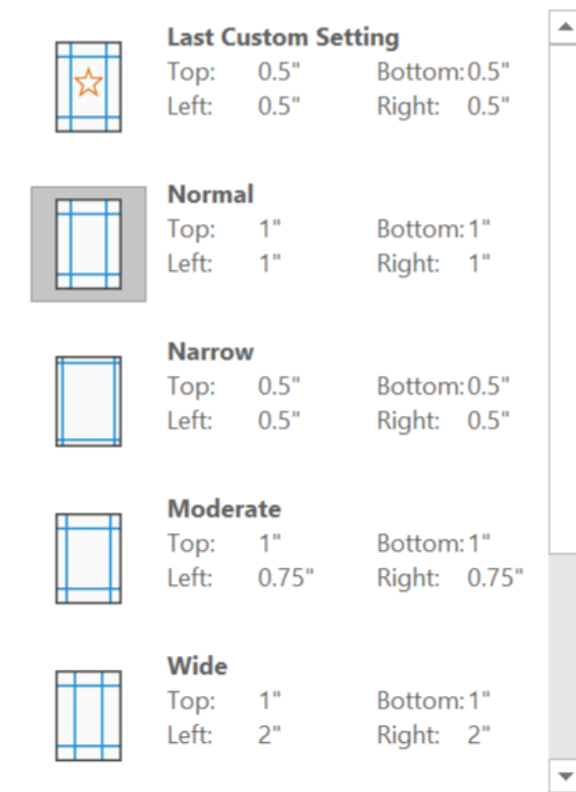


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

The purpose of the buttons displayed in figure 1 is the starting position of the button on a form and can be used to process click events. Its where your words will start and when it will end.

2. Where should you click to change the watermark in the picture 2, “Watermark: Before” to the watermark in the picture 3, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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Figure 2: Watermark: Before

Figure 3: Watermark: After

Delete the water mark in picture 2. On the top, find design, choose watermark, make it a Draft watermark and make it red, also position it horizontal.

3. 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)

Choose your paragraph.

Go to the "Layout" tab in the at the top of the Word window.

In the "Paragraph" section, you'll find options for indentation.

Click on the small arrow next to "Indent" to open the options.

Choose "First Line" and set the desired indent value.

(or you can just press tab at the beginning of each sentence.)

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

The girl eat this.

Figure 4: 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)

a. Its wrong. It is used to fix your grammar.

b. You can click on the underlined word, and it will allow you to pick the correct word to be used.

5. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

The rulers in word is used as a measuring tool for adusting indents for your paragraphs.

6. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

You press the windows key on your keyboard and type Word, click the application to open the Word application.

7. Suppose you are working on the SmartArt graphic in Word in Figure 5, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 6, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

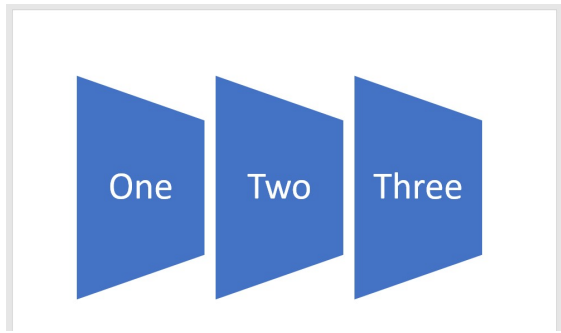


Figure 5: SmartArt: Before

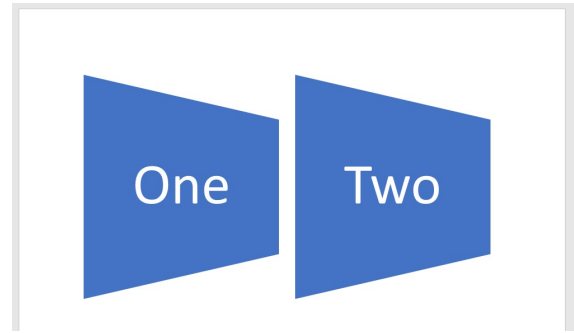


Figure 6: SmartArt: After

Click on the SmartArt graphic to select it. This should display the SmartArt Tools tabs in the Ribbon. In the SmartArt Tools Design tab, look for the "Layouts" group. This group typically contains options to change the layout of your SmartArt graphic. click on the drop-down arrow next to "Layouts" to see a gallery of different SmartArt layouts. Browse through the layouts until you find one that matches the desired configuration (in this case, with 2 panels).

PowerPoint – Short Answer

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

8. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.

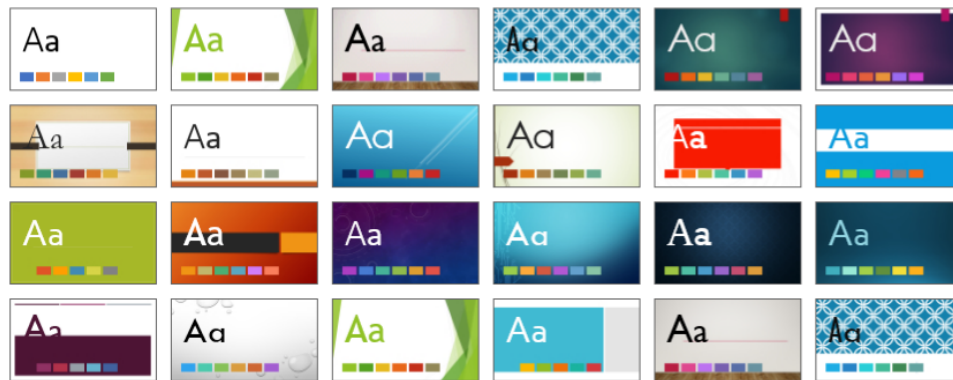


Figure 7: Many Options

(Pages: 885 – 889) (7.14 points)

The design and format of the powerpoint presentation.

9. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

Click on each of the shapes you want to combine while holding down the Shift key to select multiple shapes at once. Once the shapes are selected, go to the "Format" tab in the Ribbon at the top. In the "Merge Shapes" group, you'll find various options for combining shapes. Click on the dropdown arrow next to "Merge Shapes". From the dropdown menu, select "Union". This will merge all the selected shapes into one single shape, combining their areas.

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

(Pages: 1116 – 1123) (7.14 points)



Figure 8: Three Shapes



Figure 9: Three Shapes: Changed

Lets say you click the column option. It will add a column graph for your data.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

That is the starting slide. The title slide.

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

(Pages: 524 – 529) (7.14 points)

Click and drag to select the text you want to hyperlink.

Right-click on the selected text.

From the menu that appears, select "Link" or "Hyperlink."

In the dialog box that opens, type or paste the URL you want to link to.

Click "OK" or "Insert" to confirm and apply the hyperlink.

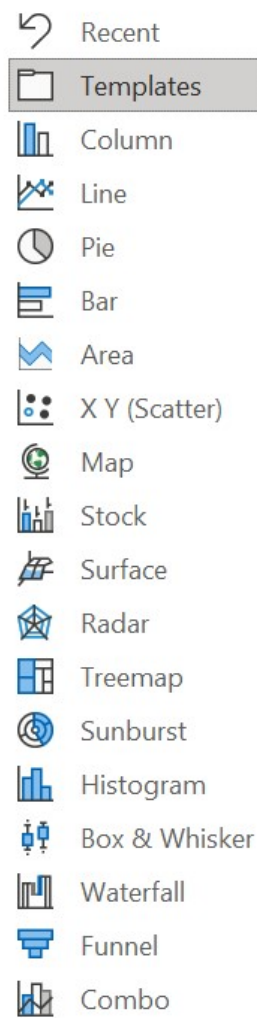


Figure 10: Long Menu

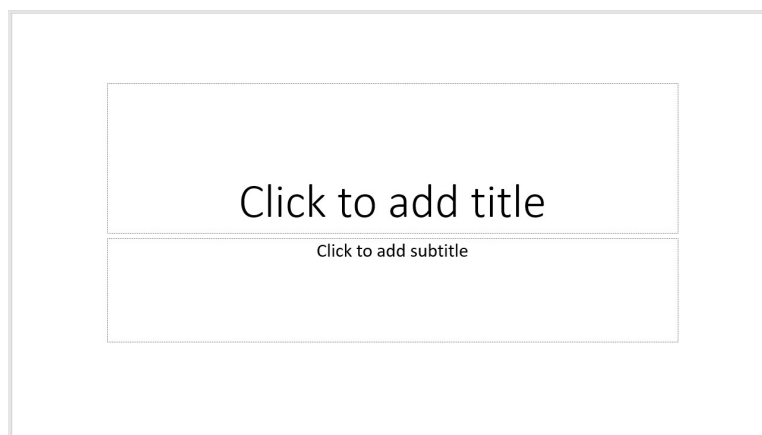


Figure 11: My Slide

13. If you click on any of the options shown in Figure 12, what object will change on the PowerPoint slide, and how?

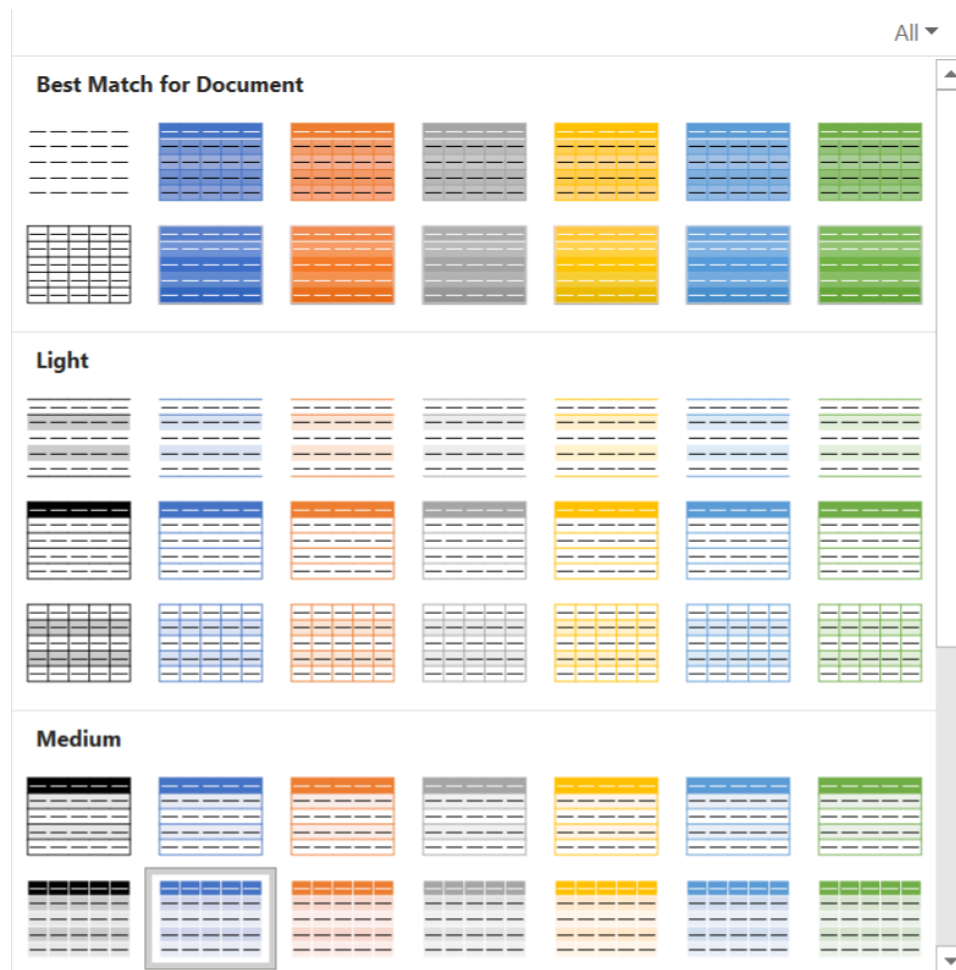


Figure 12: Many options

(Pages: 1074 – 1078) (7.14 points)

It gives you a new color and format for the graph you are trying to create. you can then put in your data in the new format.

14. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?



Figure 13: My Slides



Figure 14: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

you can simply drag the 2nd slide down under the 3rd slide.

Extra Credit

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

Word

15. If a paragraph has 6 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

there are 37 points of space between the two paragraphs.

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

(2.5 points)

you can click the undo button on the top left of the window.

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.

(2.5 points)

you can simply click the top left option, showing a graph to insert your desired size. for this instance, 3 rows and 2 columns.

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (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.)

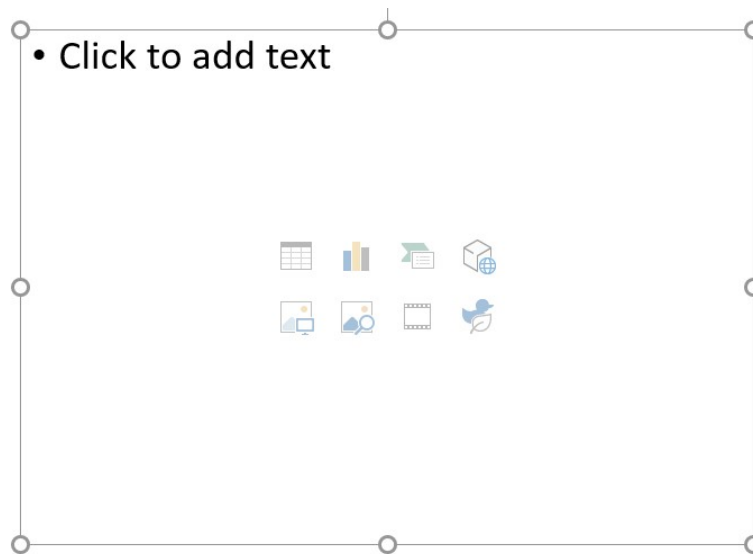


Figure 15: Insert Table Here

Just a Title

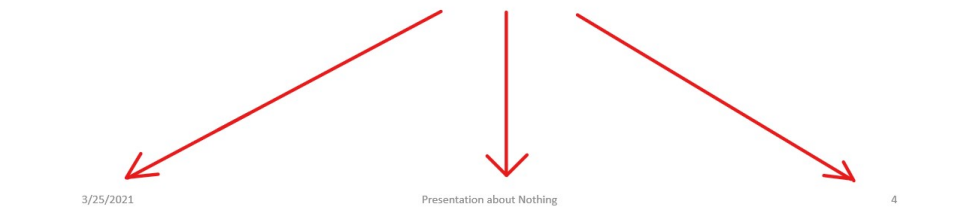


Figure 16: What is This

(2.5 points)

To add the date, title, and page number at the bottom of each page in a Word document, go to the "Insert" tab, click "Footer," and choose a style. In the footer section, click "Date & Time" to insert the date, type your title, and then click "Page Number" to add the page number. Finally, click "Close Header and Footer" to finish.

– End of Midterm Exam –

Congrats for completing the Midterm exam!

