

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

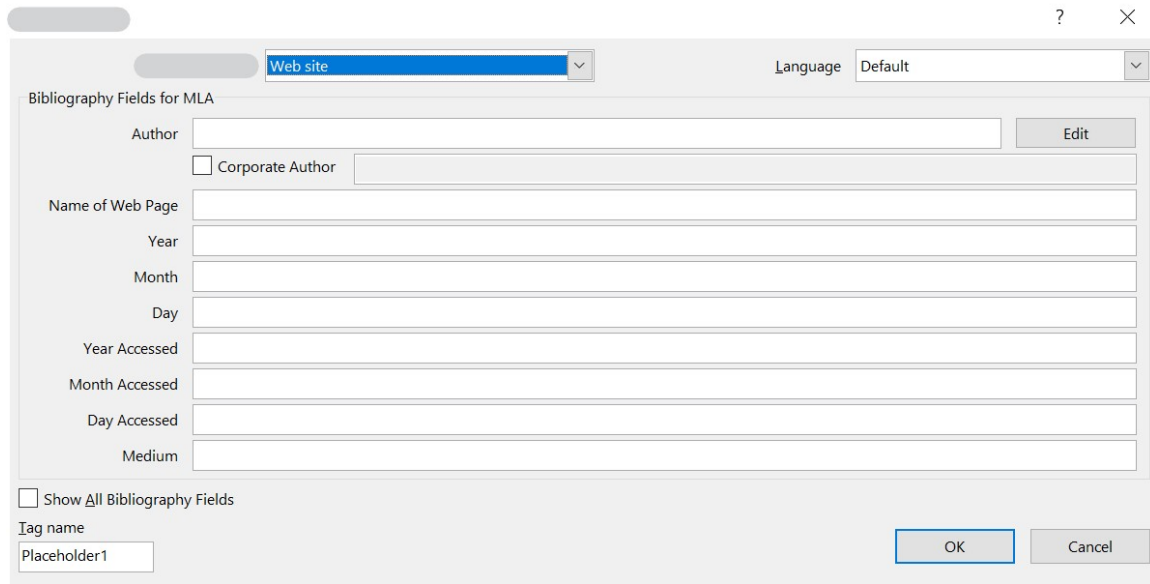


Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

2. Where should you click to change the table in Figure 2, “Table: Before” to the one in Figure 3, “Table: After”?

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

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

(Pages: 454 – 459) (7.14 points)

4. Explain where you should click to:

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

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

(Pages: 372 – 378, 544) (7.14 points)

5. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, “Apple: Before” to the picture shown in Figure 5, “Apple: After”.

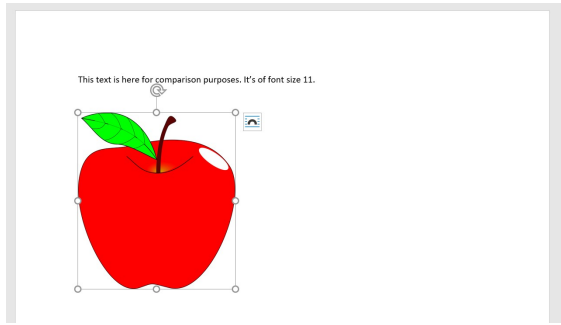


Figure 4: Apple: Before

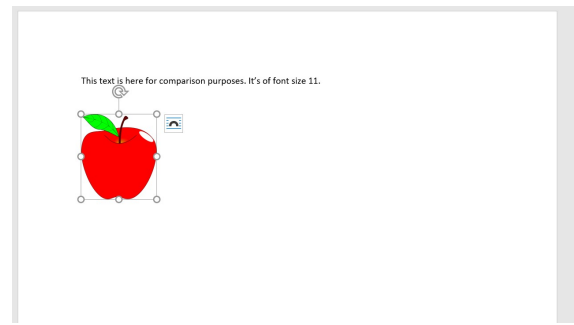


Figure 5: Apple: After

(Pages: 514 – 516) (7.14 points)

6. 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)

7. If a paragraph has 10 points of space below it, and the paragraph underneath has additional 16 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. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

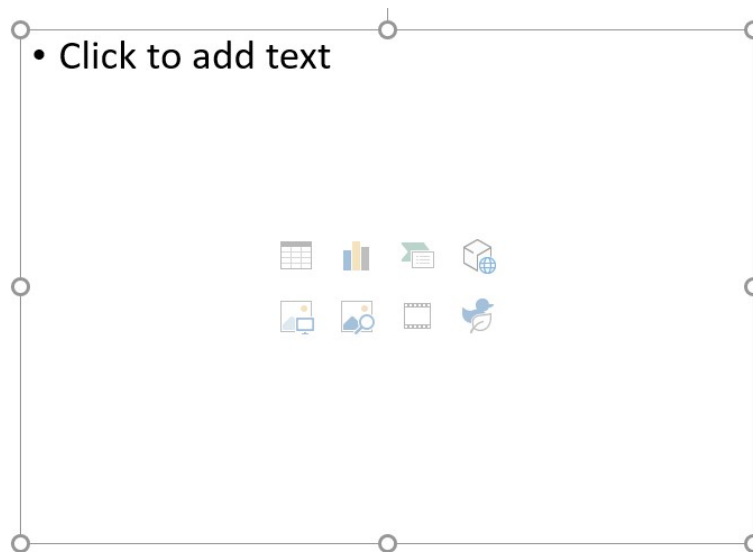


Figure 6: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

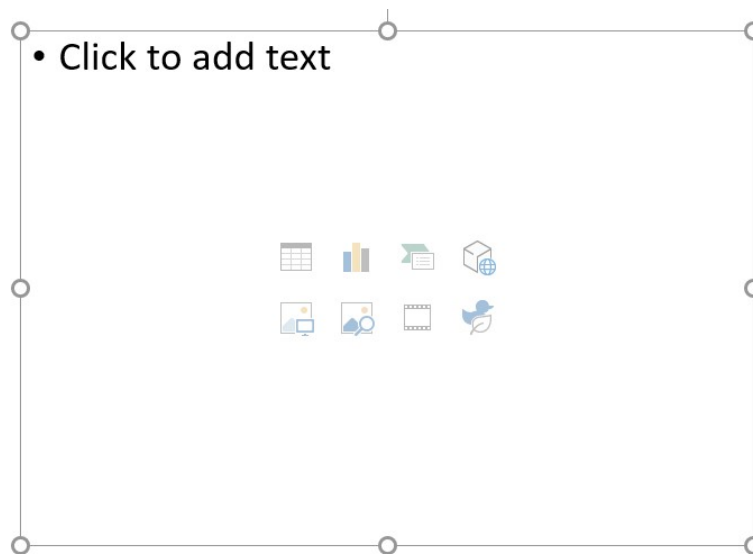


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

11. How can you move the shapes in Figure 8, “My Shapes” so that they are positioned like those in Figure 9, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 8: My Shapes

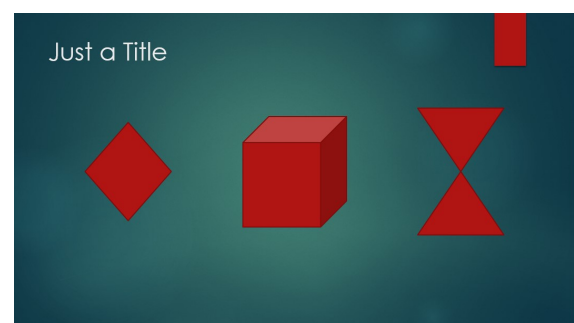
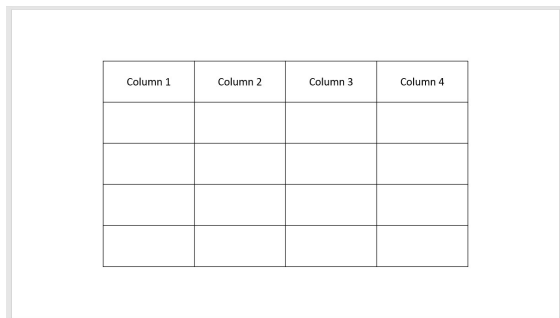


Figure 9: My Shapes: Moved

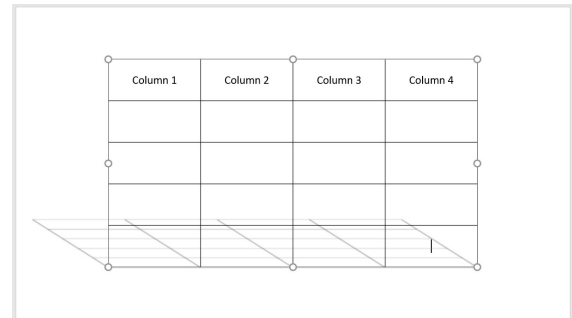
(Pages: 939 – 943) (7.14 points)

12. Where do you need to click to change the table in Figure 10, “Table: Before” to the table in Figure 11, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 11: Table: After

(Pages: 549 – 551) (7.14 points)

13. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

14. How do you change the shapes on a PowerPoint slide shown in Figure 13, “Three Shapes” to the shape in Figure 14, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

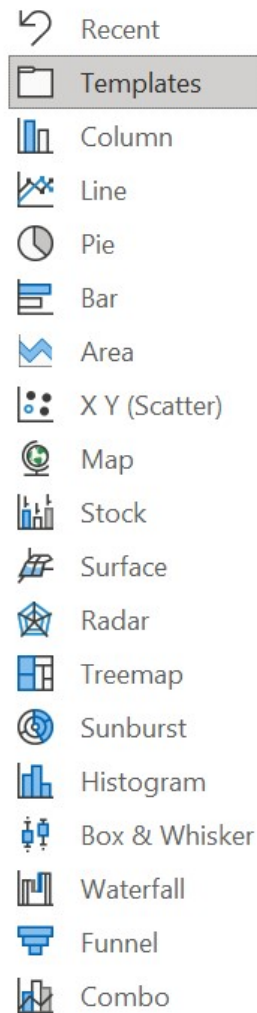


Figure 12: Long Menu



Figure 13: Three Shapes

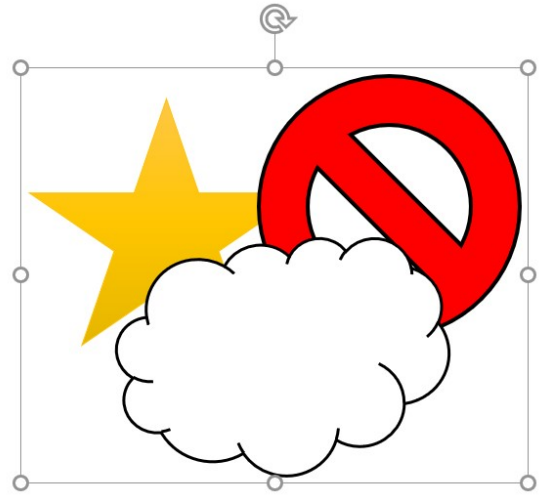


Figure 14: Three Shapes: Changed

Extra Credit

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

Word

15. 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.

(2.5 points)

16. (a) Why does Word show a strange colorful underline in the phrase in Figure 15?

The girl eat this.

Figure 15: 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.”)

(2.5 points)

PowerPoint

17. If you click on any one of the squares in the picture in Figure 16, what will change in the PowerPoint presentation? Explain in general.

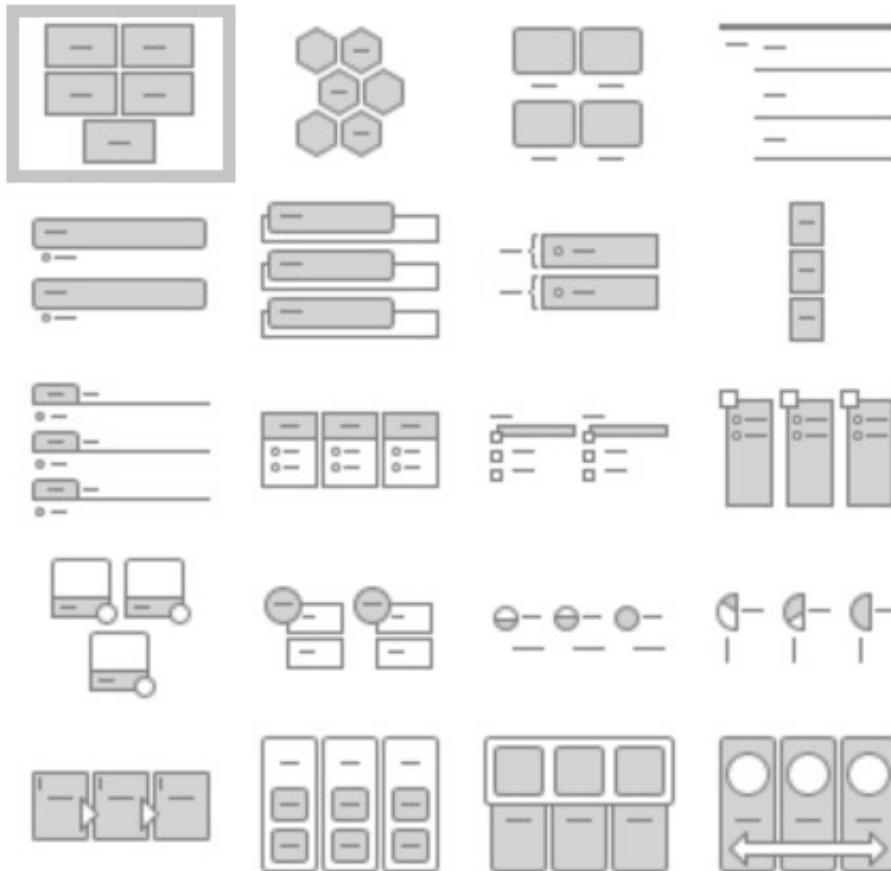


Figure 16: Many Options

(2.5 points)

18. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

