

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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the West End Building (WEB), at room 106.
- **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?

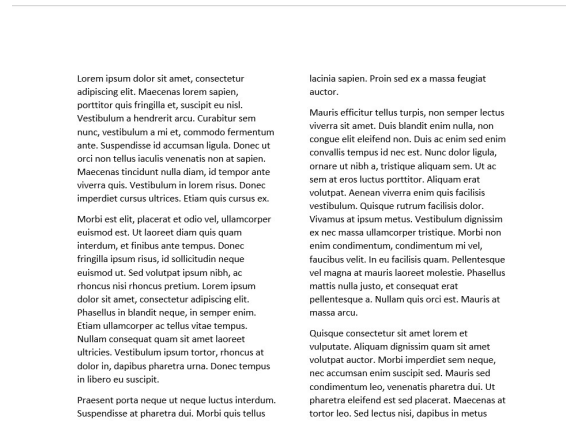


Figure 1: My Text Layout: Before

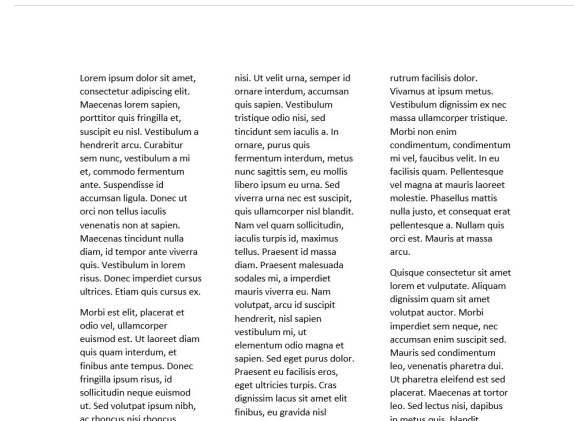


Figure 2: My Text Layout: After

(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. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

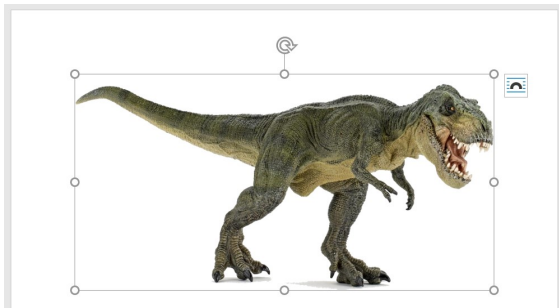


Figure 3: Dino: Before

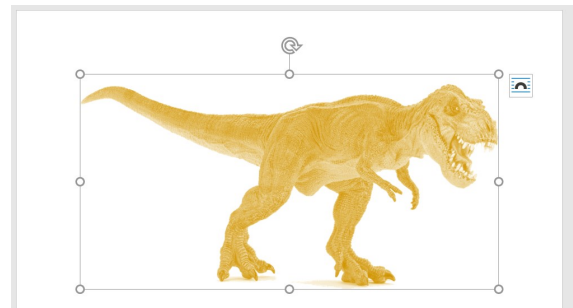


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

4. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

(Pages: 519 – 521) (7.14 points)

5. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

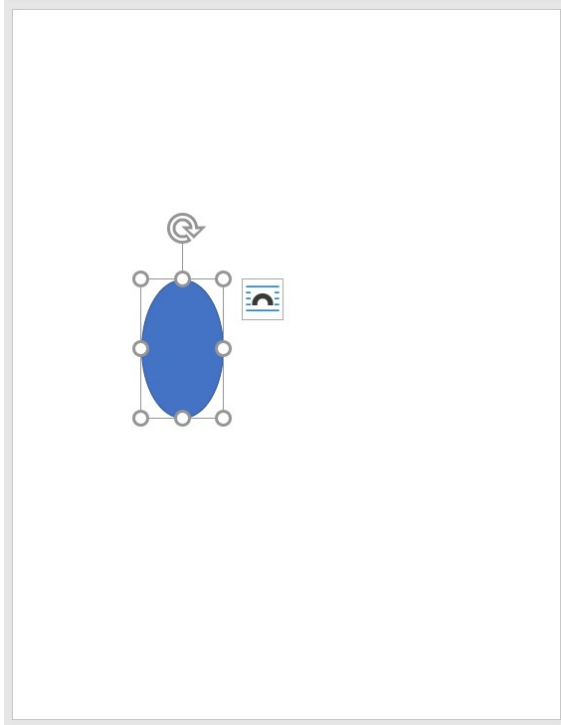


Figure 5: Added Oval Shape

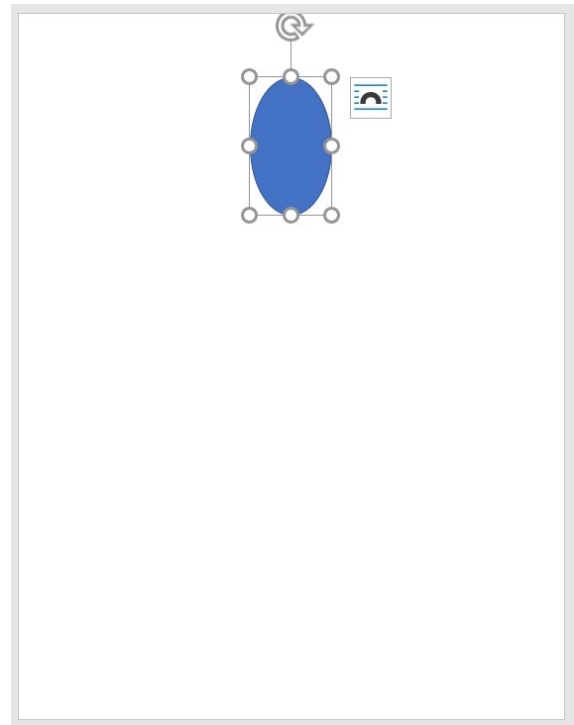


Figure 6: Moved Oval

(Pages: 772 — 774) (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. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)
(Pages: 470 – 473) (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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint:** Look at the screenshots given on the textbook pages listed below.

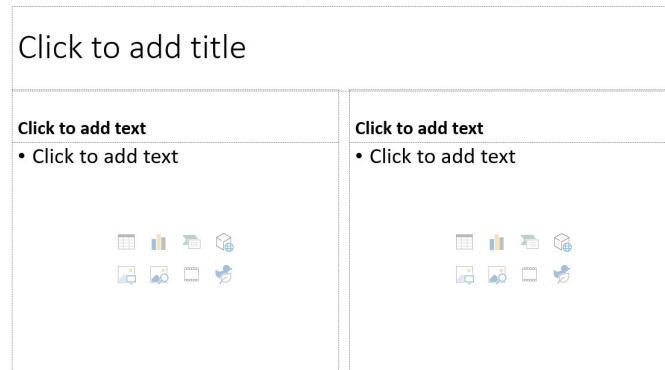


Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

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)

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?

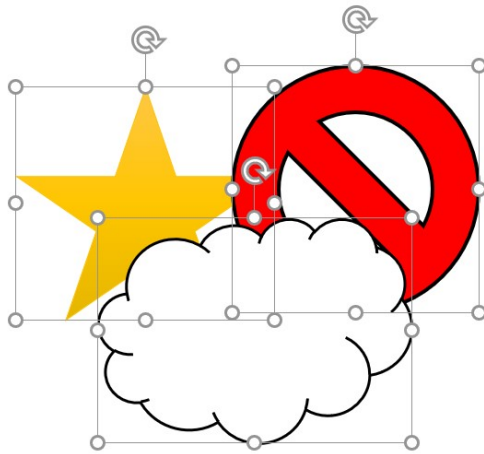


Figure 8: Three Shapes



Figure 9: Three Shapes: Changed



Figure 10: Button with Arrow

(Pages: 443 – 446) (7.14 points)

11. 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.

A screenshot of a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4'. The table is shown in a simple, clean style with black borders and white cells.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

A screenshot of the same table as in Figure 11, but with a 3D effect applied. The table is shown with a perspective view, and the cells are shaded to give it a three-dimensional appearance.

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

12. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 13: My Shapes

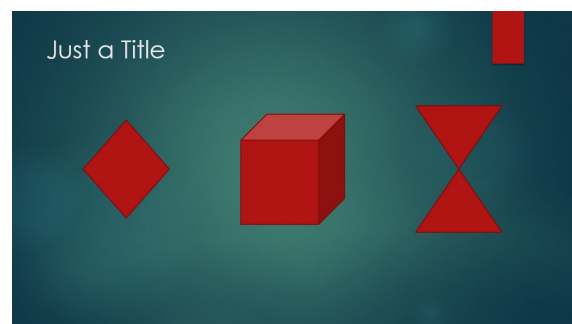


Figure 14: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

13. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

14. How can you insert a picture inside the object shown in Figure 15? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

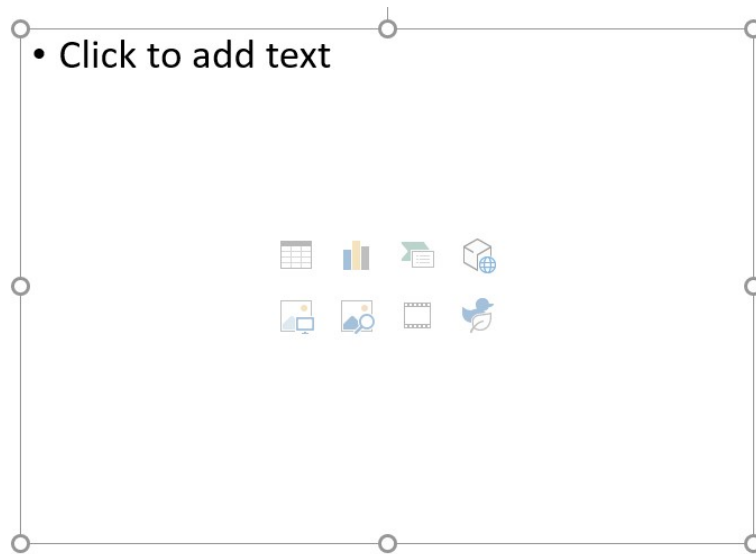


Figure 15: Insert Picture Here

(Pages: 921 – 924) (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. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 16, “Apple: Before” to the picture shown in Figure 17, “Apple: After”.

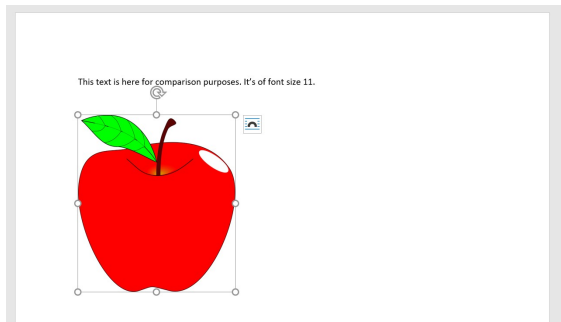


Figure 16: Apple: Before

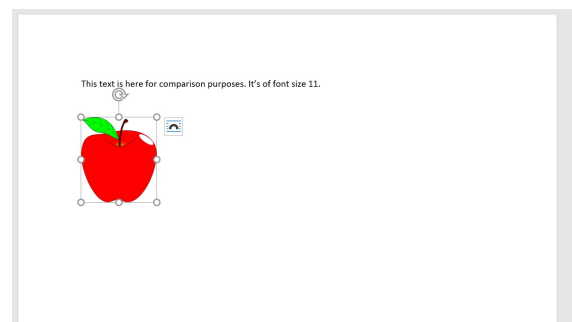


Figure 17: Apple: After

(2.5 points)

PowerPoint

17. Where do you need to click to change the chart in Figure 18, “Chart: Before” to the chart in Figure 19, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

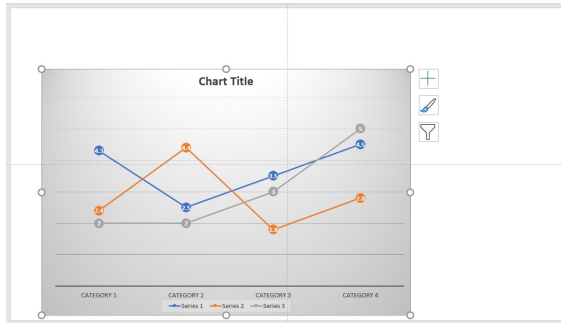


Figure 18: Chart: Before



Figure 19: Chart: After

(2.5 points)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

