Instructions

Updated: 08/23/2023, 06:38

- 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 \rightarrow Midterm.
- Exam duration: 11:00 AM 12:15 PM. 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** \rightarrow "**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 watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

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Figure 1: Watermark: Before

(Pages: 556 - 560) (7.14 points)

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Figure 2: Watermark: After

2. 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)

3. 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)

4. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

(Pages: 494 - 498) (7.14 points)

5. 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."]

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

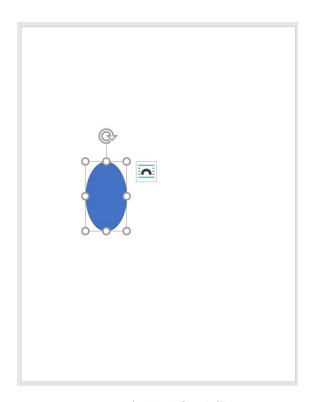


Figure 5: Added Oval Shape

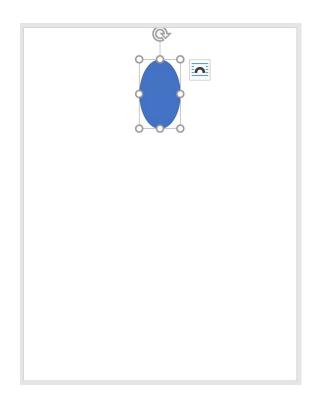
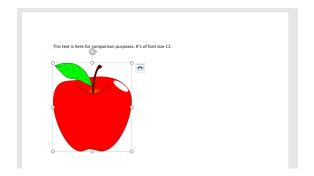


Figure 6: Moved Oval

(Pages: 519 - 521) (7.14 points)

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 7, "Apple: Before" to the picture shown in Figure 8, "Apple: After".



This text is here for comparison purposes. It's of font size 11.

Figure 7: Apple: Before

Figure 8: Apple: After

(Pages: 514 – 516) (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. (a) What is the object displayed in Figure 9?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

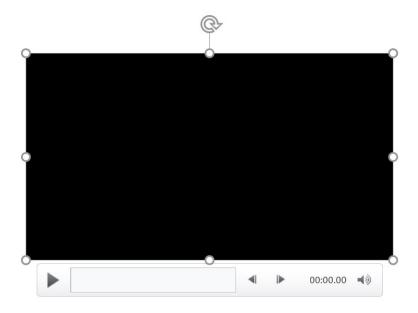


Figure 9: Object with Buttons

(Pages: 980 - 987) (7.14 points)

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



Figure 10: Button with Arrow

(Pages: 443 - 446) (7.14 points)

- 10. The bulleted list in Figure 11, "My List" was converted into the object displayed in Figure 12, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 12, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

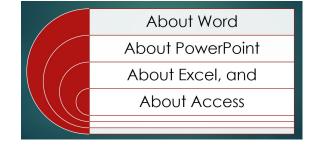


Figure 12: My New List

(Pages: 930 - 937) (7.14 points)

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

(Pages: 1055 - 1059) (7.14 points)

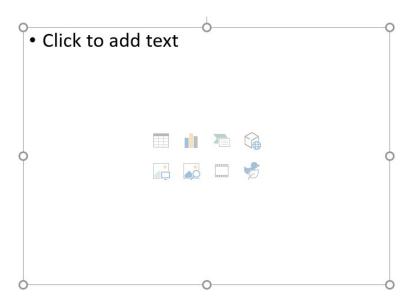


Figure 13: Insert Table Here

12. 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.

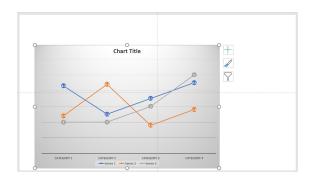


Figure 14: Chart: Before

CATEGORY 1 CATEGORY 2 CATEGORY 3 CATEGORY 4

Figure 15: Chart: After

(Pages: 1126 - 1133) (7.14 points)

13. How can you move the shapes in Figure 16, "My Shapes" so that they are positioned like those in Figure 17, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

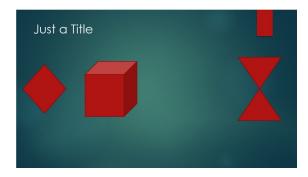


Figure 16: My Shapes

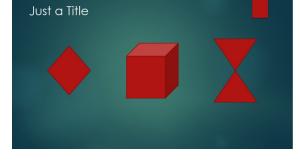


Figure 17: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

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 18, "My Slides". Where should you click to change the Slides tab to the one in Figure 19, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)



Figure 18: My Slides



Figure 19: My Slides: Changed

Extra Credit

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

Word

15. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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!]

(2.5 points)

16. What are the Rulers in Word used for? Describe **one** use. (2.5 points)

PowerPoint

17. Which button do you need to click to add the text pointed by the red arrows in Figure 20? (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.)

(2.5 points)

Just a Title



Figure 20: What is This

18. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

