

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. 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. What is the purpose of the buttons displayed in Figure 3?

(Pages: 772 — 774) (7.14 points)

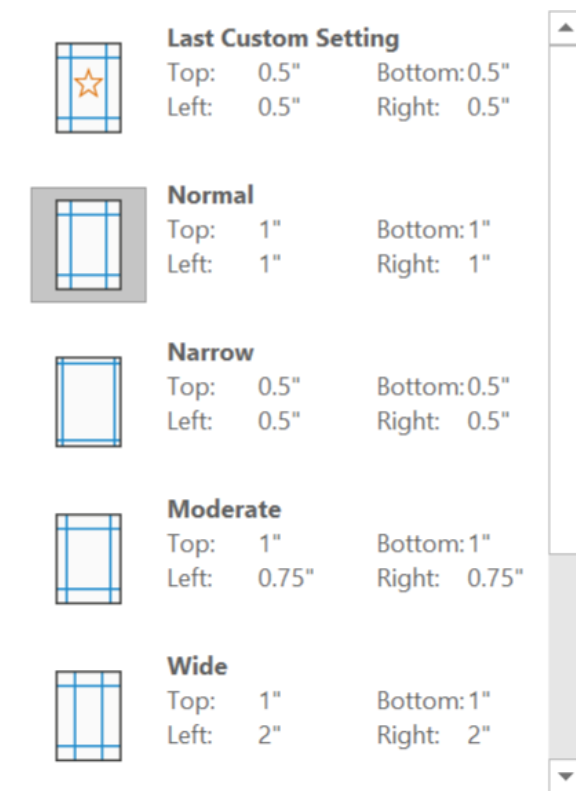


Figure 3: Five Buttons

3. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

4. 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)

5. (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)

6. What is the purpose of the following partially-shown dialog box in Figure 5?

The dialog box is titled "Bibliography Fields for MLA". It features a dropdown menu for "Web site" and a "Language" dropdown set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 5: Dialog Box

(Pages: 569 – 570) (7.14 points)

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.

Figure 6: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (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. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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.)

Just a Title

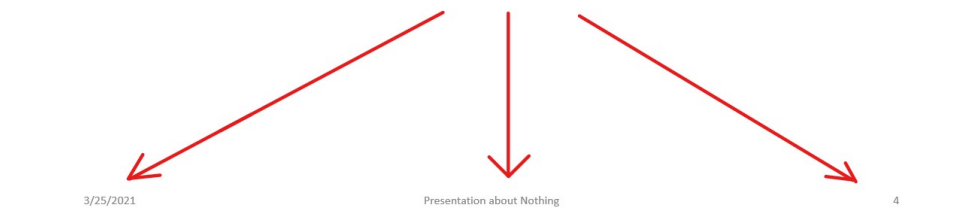


Figure 7: What is This

(Pages: 967 – 970) (7.14 points)

9. 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)

10. (a) What is the object displayed in Figure 8?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

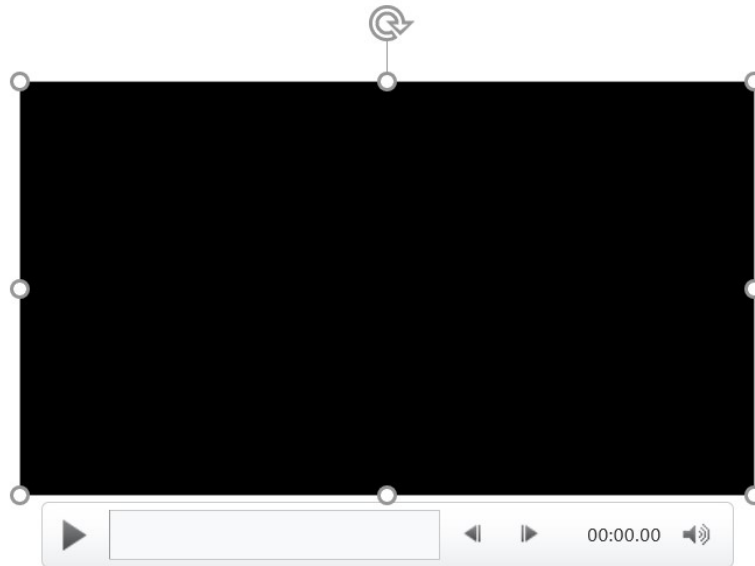


Figure 8: Object with Buttons

(Pages: 980 – 987) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

12. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

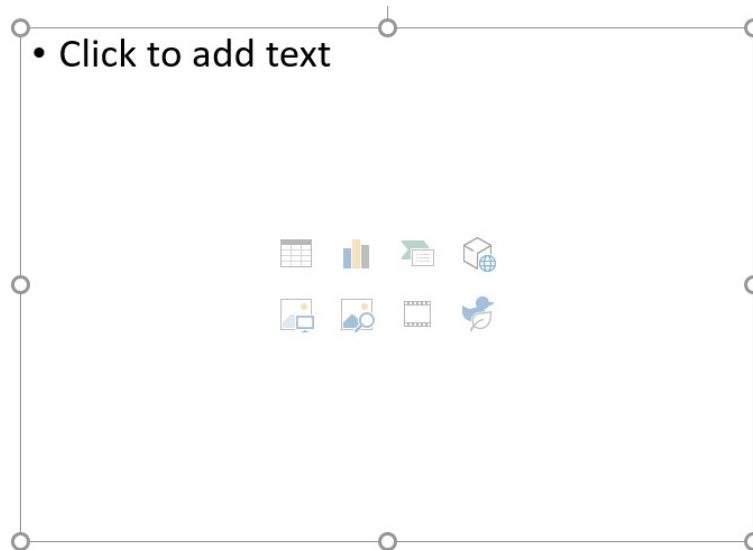


Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

13. You 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 10, “My Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?



Figure 10: My Slides



Figure 11: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

14. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

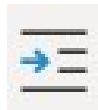


Figure 12: Button with Arrow

(Pages: 443 – 446) (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. Suppose you are working on the SmartArt graphic in Word in Figure 13, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 14, “SmartArt: After”?

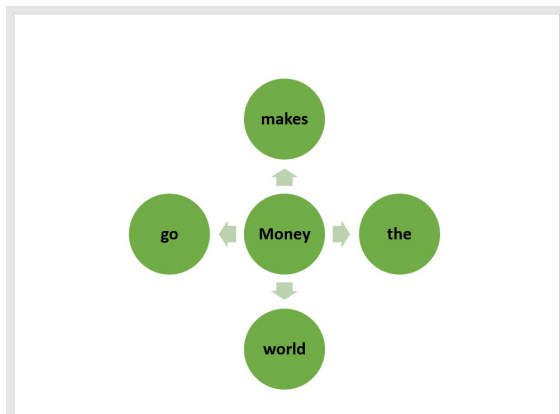


Figure 13: SmartArt: Before

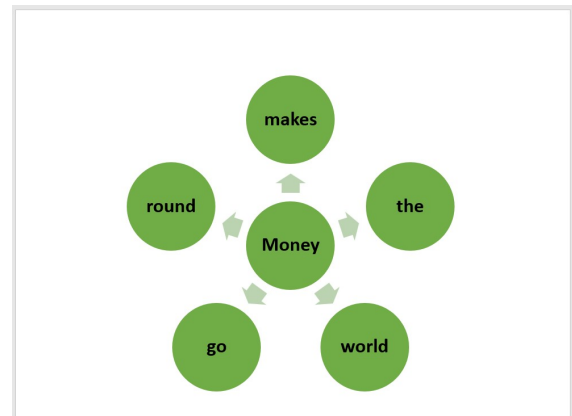


Figure 14: SmartArt: After

(2.5 points)

16. Mention **two** ways to change the zoom of a Word document to 100%.

(2.5 points)

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint:** Look at the screenshots given on the textbook pages listed below.

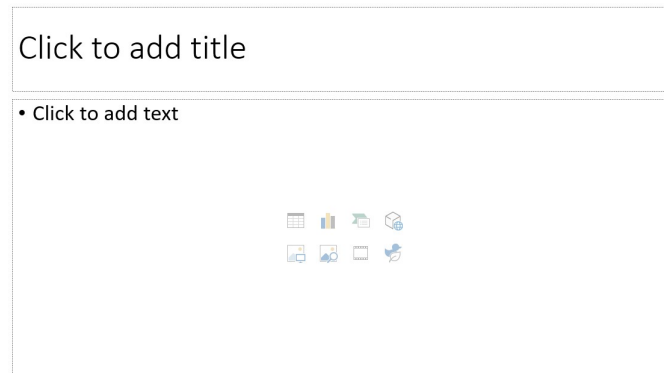


Figure 15: My Slide

(2.5 points)

18. Where do you need to click to change the chart in Figure 16, “Chart: Before” to the chart in Figure 17, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

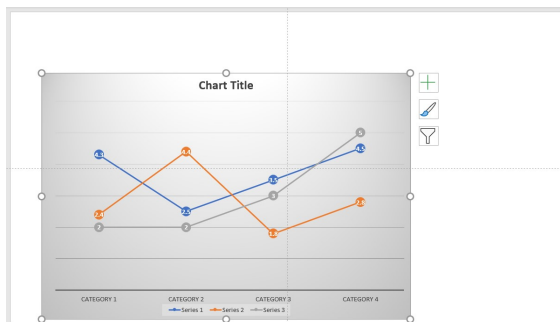


Figure 16: Chart: Before



Figure 17: Chart: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

