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** \rightarrow **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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 393 - 396) (7.14 points)

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: 1078 – 1079) (7.14 points)

3. Explain **one** difference between a .docx Word file and a .doc Word file.

(Pages: 380 - 382) (7.14 points)

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

(Pages: 454 - 459) (7.14 points)

5. 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?

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Figure 1: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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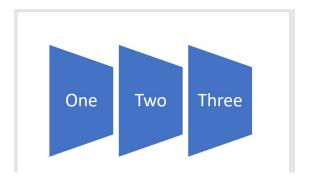
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Figure 2: My Text Layout: After

6. Suppose you are working on the SmartArt graphic in Word in Figure 3, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 4, "SmartArt: After"?

(Pages: 930 - 937) (7.14 points)



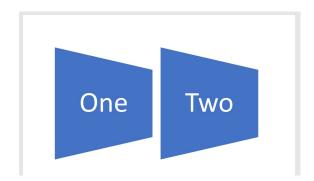


Figure 3: SmartArt: Before

Figure 4: SmartArt: After

7. Mention **two** ways to change the zoom of a Word document to 100%. (Pages: 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. How can you insert a picture inside the object shown in Figure 5? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

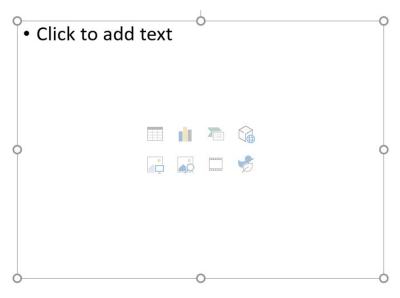


Figure 5: Insert Picture Here

(Pages: 921 - 924) (7.14 points)

9. 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 6, "My Slides". Where should you click to change the Slides tab to the one in Figure 7, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)



Figure 6: My Slides



Figure 7: My Slides: Changed

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

(Pages: 524 - 529) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?

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Figure 8: Button with Arrow

(Pages: 443 - 446) (7.14 points)

- 12. (a) What is the name of the PowerPoint object appearing in the Figure 9?
 - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

Click to add title

Figure 9: Object/Box

13. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 10: My Shapes

Just a Title

Figure 11: My Shapes: Moved

(Pages: 939 - 943) (7.14 points)

- 14. (a) What is the object displayed in Figure 12?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 - 987) (7.14 points)

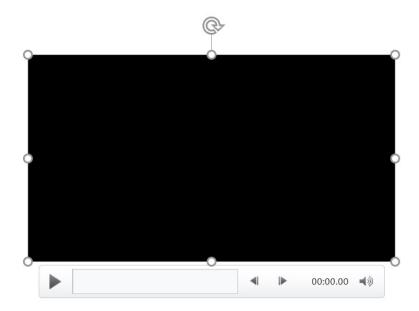


Figure 12: Object with Buttons

Extra Credit

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

Word

15. Where should you click to change the watermark in the picture 13, "Watermark: Before" to the watermark in the picture 14, "Watermark: After"?

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Figure 13: Watermark: Before

(2.5 points)

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Figure 14: Watermark: After

16. What is the purpose of the following partially-shown dialog box in Figure 15? (2.5 points)

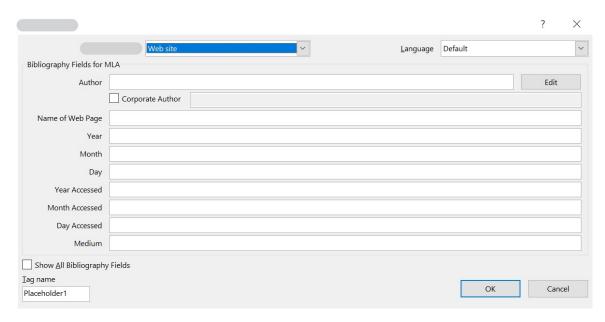


Figure 15: Dialog Box

PowerPoint

- 17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 16? Your answer must use the box shown in that Figure.
 - (2.5 points)

- 18. If you click on any of the options shown in Figure 17, what object will change on the PowerPoint slide, and how?
 - (2.5 points)

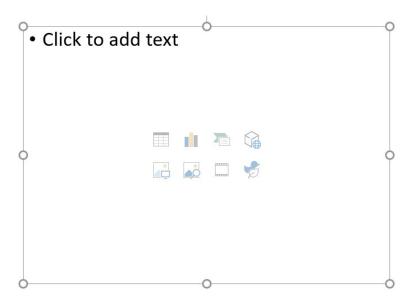


Figure 16: Insert Table Here

- End of Midterm Exam -

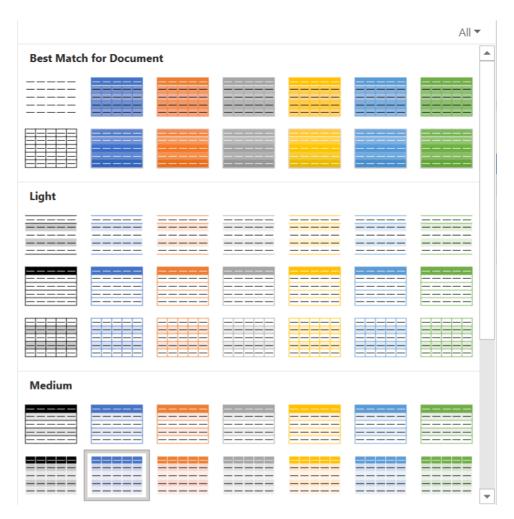


Figure 17: Many options

Congrats for completing the Midterm exam!

