

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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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

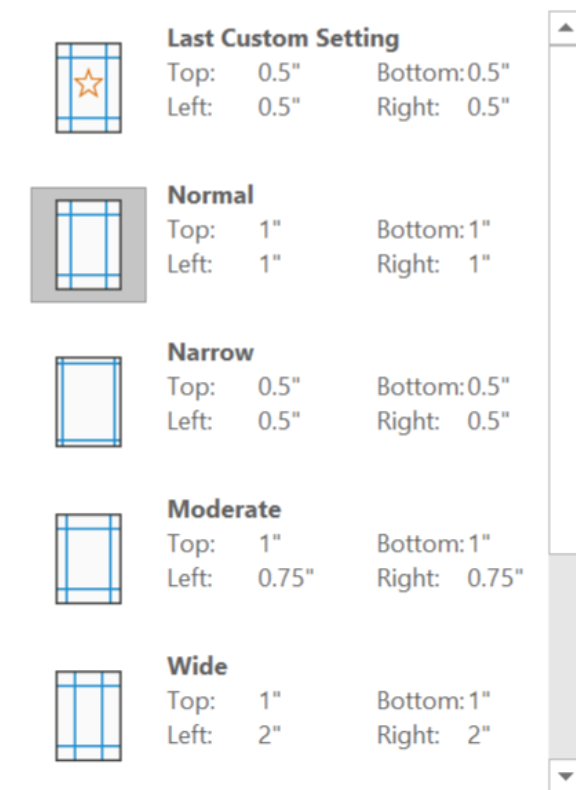
Word – Short Answer

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

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

(Pages: 370) (7.14 points)

2. What is the purpose of the buttons displayed in Figure 1?



(Pages: 772 — 774) (7.14 points)

3. 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)

4. The following text appears in a Word document:

Yesterday, the President delivered a speech at the [United Nations](#) 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!]

(Pages: 530 – 531) (7.14 points)

5. You inserted an oval shape into your Word document shown in Figure 2, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 3, “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)

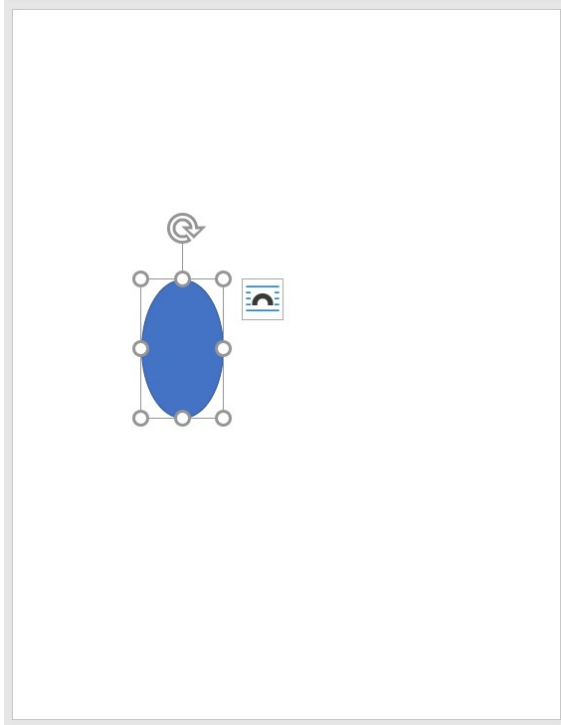


Figure 2: Added Oval Shape

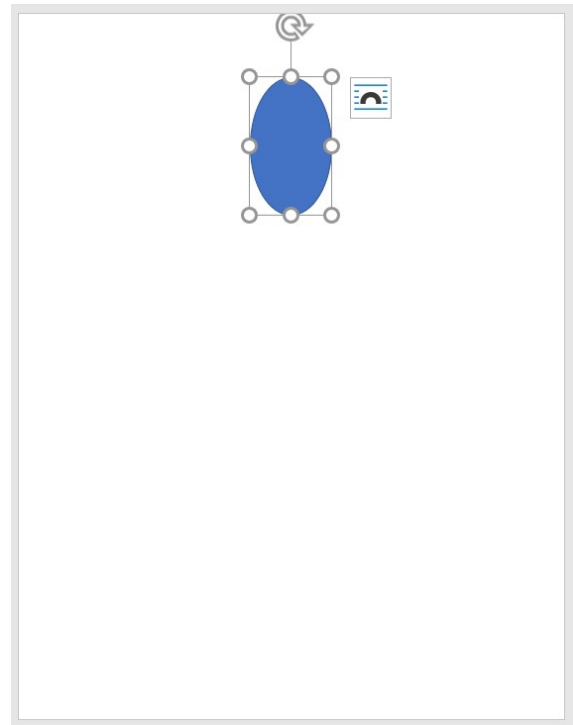


Figure 3: Moved Oval

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.

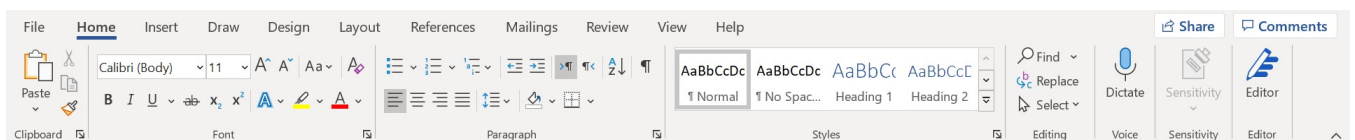


Figure 4: Window Area

- (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)

7. Where should you click to change the text layout in picture 5, “My Text Layout: Before” to the one in the picture 6, “My Text Layout: After” inside a Word document?

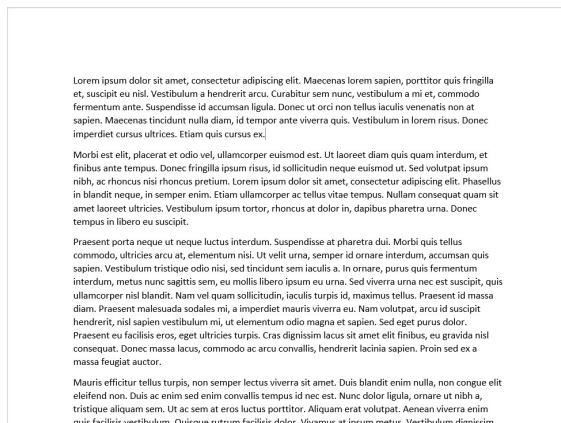


Figure 5: My Text Layout: Before



Figure 6: My Text Layout: After

(Pages: 465 – 469) (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.

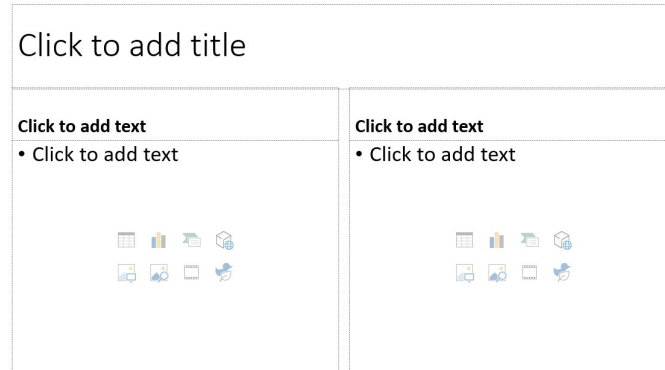


Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

10. (a) What is the object displayed in Figure 8?

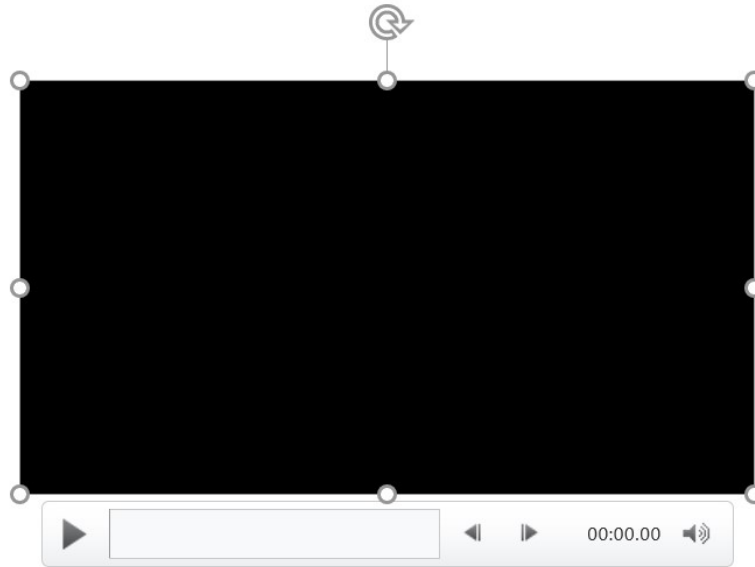


Figure 8: Object with Buttons

(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)

11. 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.

(Pages: 770) (7.14 points)

12. 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 9, “My

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



Figure 9: My Slides

Figure 10: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

13. 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.

(Pages: 883) (7.14 points)

14. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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

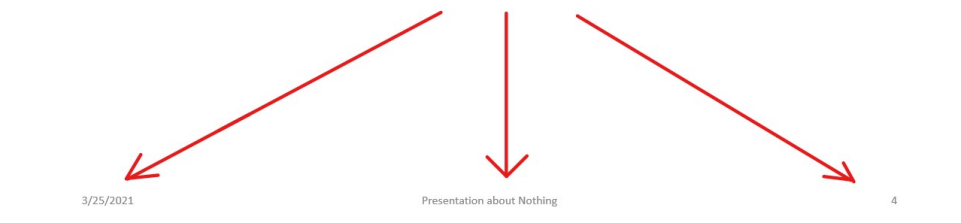


Figure 11: What is This

(Pages: 967 – 970) (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. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(2.5 points)

PowerPoint

17. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 13, “My New List”?)

(2.5 points)

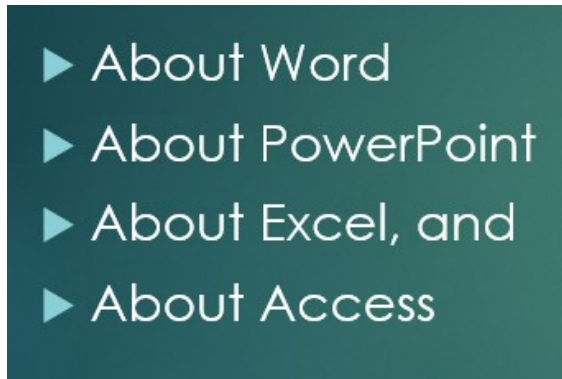


Figure 12: My List

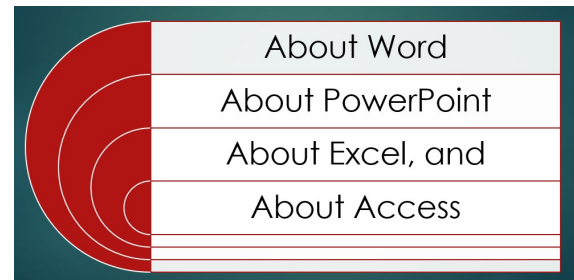


Figure 13: My New List

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

