

## 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  $\infty$  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 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: 438 – 441) (7.14 points)

2. Explain **one** way to open the Word Application on a Windows 10 computer.  
(Pages: 365 – 366) (7.14 points)

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

(Pages: 772 — 774) (7.14 points)

4. Where should you click to change the table in Figure 2, “Table: Before” to the one in Figure 3, “Table: After”?  
(Pages: 494 – 498) (7.14 points)

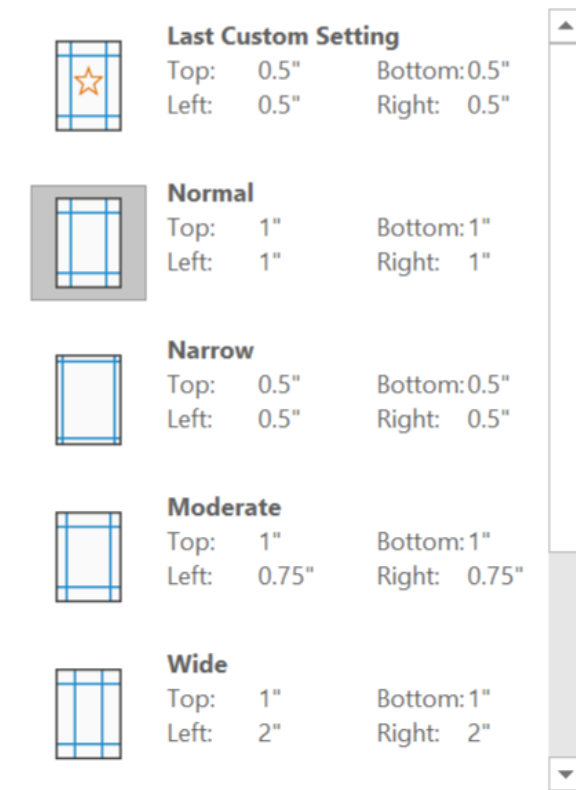


Figure 1: Five Buttons

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

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

(Pages: 454 – 459) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

7. 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)

## PowerPoint – Short Answer

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

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

(Pages: 1155 – 1156) (7.14 points)

9. The bulleted list in Figure 4, “My List” was converted into the object displayed in Figure 5, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 5, “My New List”?)

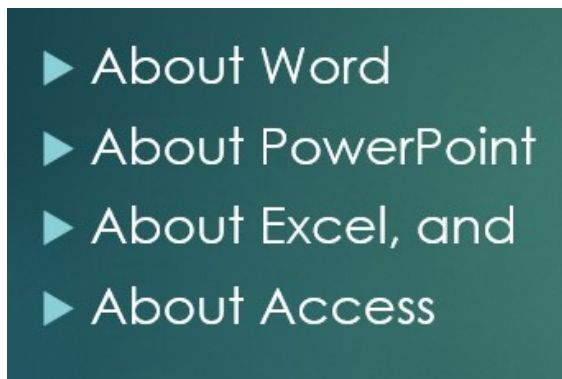


Figure 4: My List

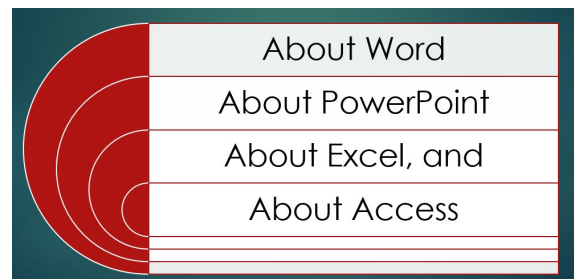


Figure 5: My New List

(Pages: 930 – 937) (7.14 points)

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

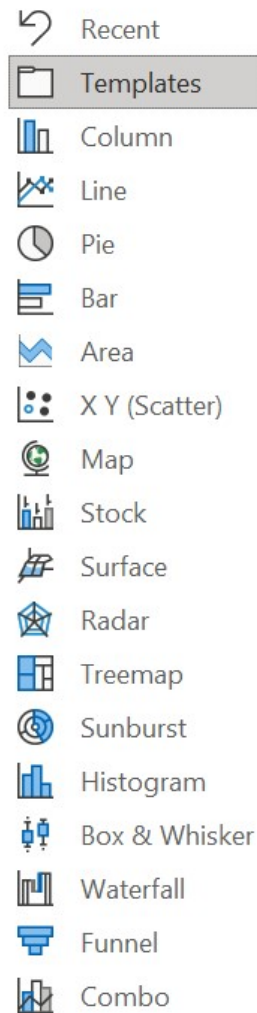


Figure 6: Long Menu

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

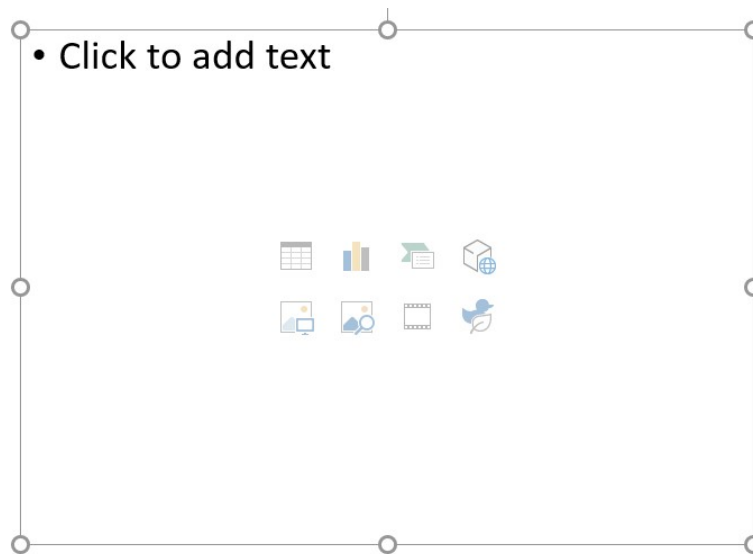


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

12. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

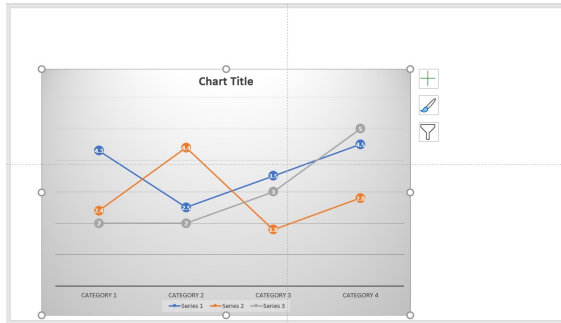


Figure 8: Chart: Before

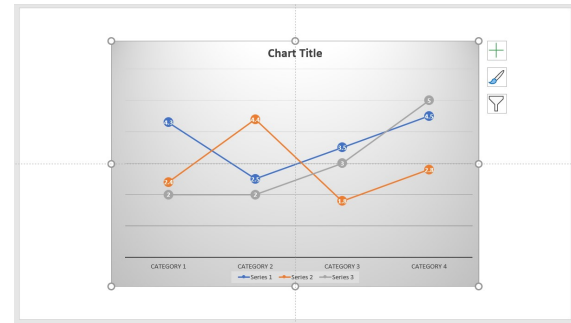


Figure 9: Chart: After

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint:** Look at the screenshots given on the textbook pages listed below.

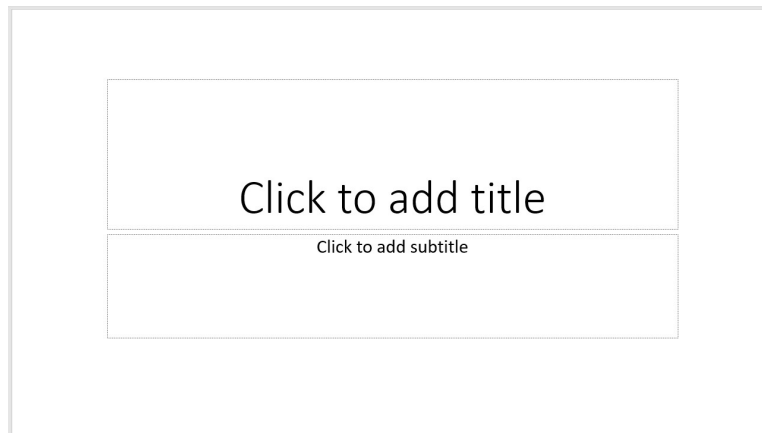


Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)



14. How do you change the shapes on a PowerPoint slide shown in Figure 11, “Three Shapes” to the shape in Figure 12, “Three Shapes: Changed”?

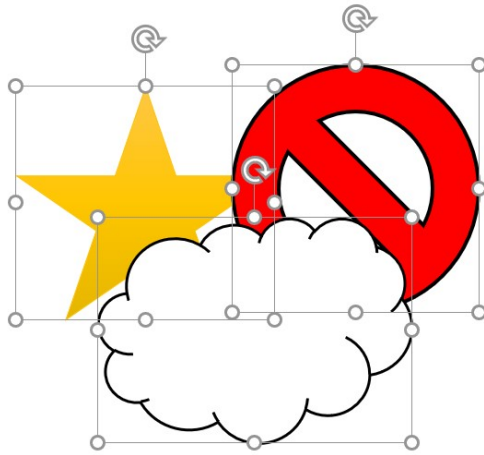


Figure 11: Three Shapes



Figure 12: Three Shapes: Changed

(Pages: 945 – 949) (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. What is change has been made to the picture in Figure 13, “Dino: Before”, so that it became the picture in Figure 14, “Dino: After”?

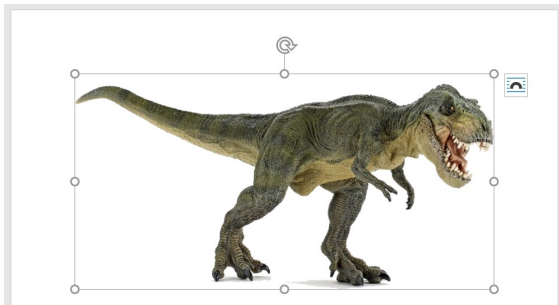


Figure 13: Dino: Before

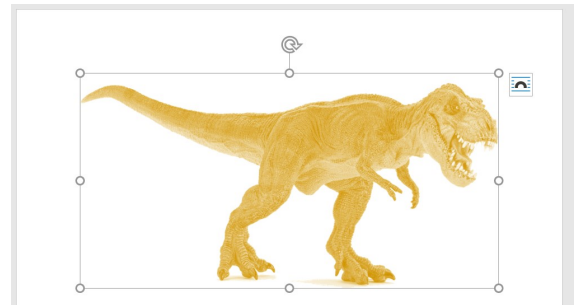


Figure 14: Dino: After

(2.5 points)

16. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

### PowerPoint

17. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

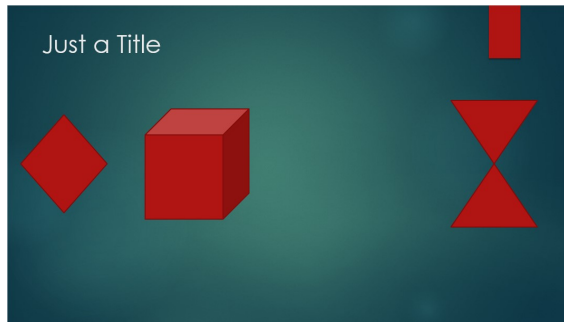


Figure 15: My Shapes

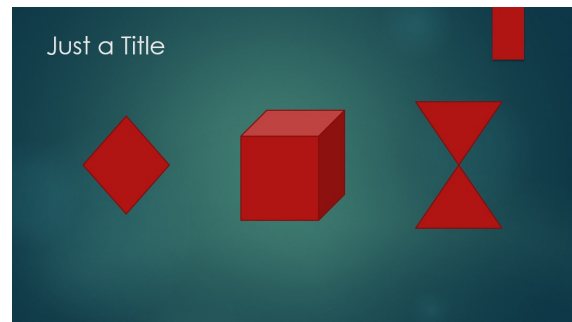


Figure 16: My Shapes: Moved

(2.5 points)

18. 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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

