

Instructions

- During the exam, you are **ALLOWED** to use the textbook, the Cheat Sheet on the next page, any notes, 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** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the West End Building (WEB), at room 105.
- **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. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

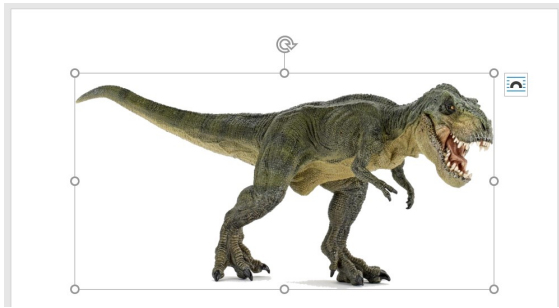


Figure 1: Dino: Before

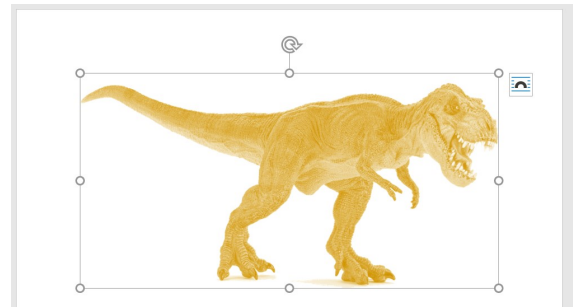


Figure 2: Dino: After

(Pages: 514 – 516) (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: 438 – 441) (7.14 points)

3. Name **two** commands/buttons on the Design tab of Word.
(Pages: 557) (7.14 points)

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: 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)

5. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

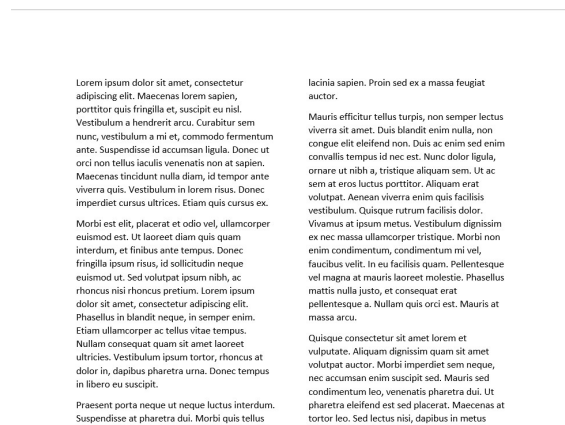


Figure 4: My Text Layout: Before

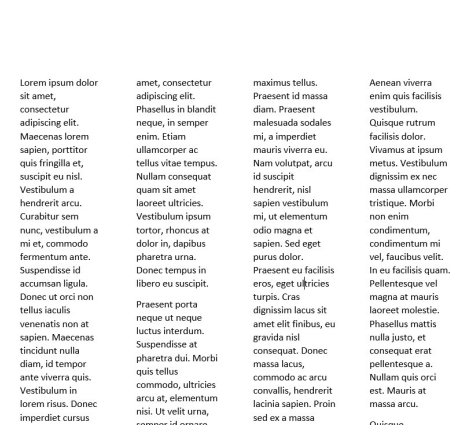


Figure 5: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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

The dialog box is titled "Bibliography Fields for MLA". It contains the following elements:

- A dropdown menu for "Web site" (currently selected).
- A dropdown menu for "Language" (currently set to "Default").
- Input fields for "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium".
- A checkbox labeled "Corporate Author" next to the "Author" field.
- An "Edit" button next to the "Author" field.
- A checkbox labeled "Show All Bibliography Fields" at the bottom left.
- A "Tag name" field with the text "Placeholder1" at the bottom left.
- "OK" and "Cancel" buttons at the bottom right.

Figure 6: 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 7.



Figure 7: 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. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

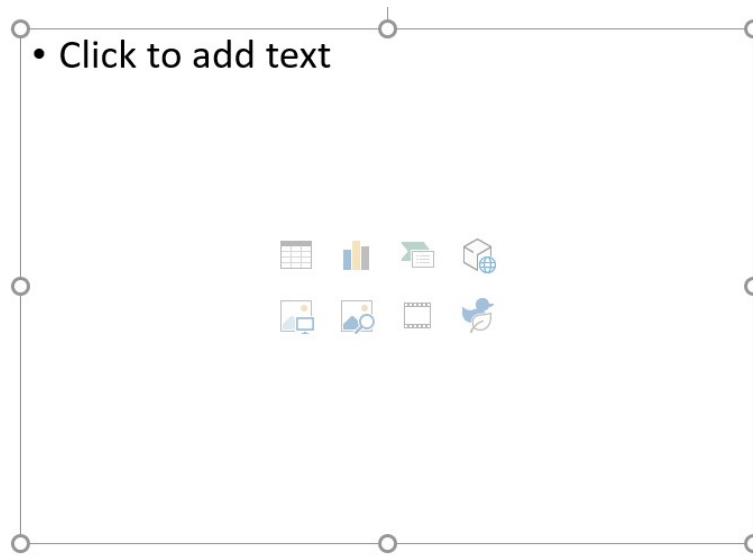


Figure 8: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. 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)

10. Which button do you need to click to add the text pointed by the red arrows in Figure 9? (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

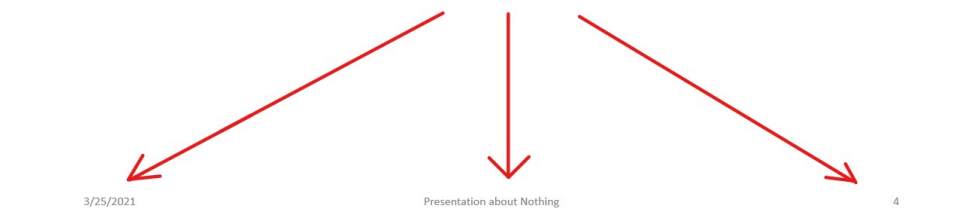


Figure 9: What is This

(Pages: 967 – 970) (7.14 points)

11. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

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

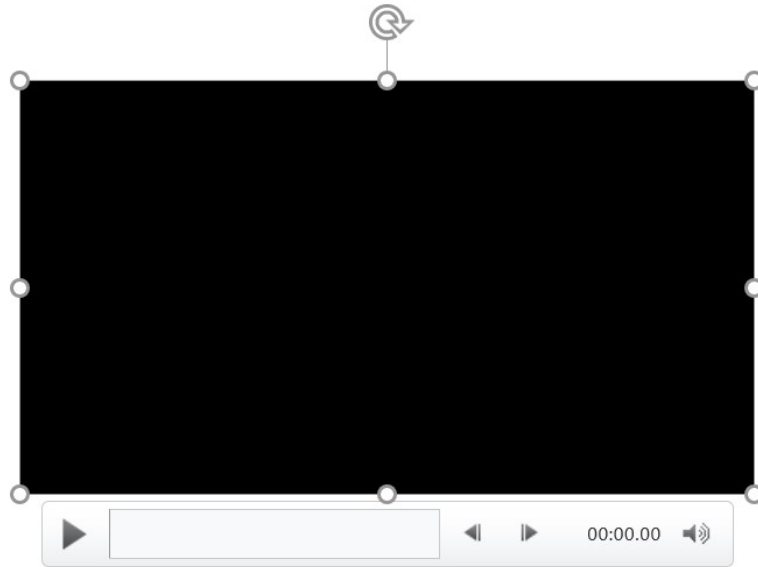


Figure 10: Object with Buttons

13. Where do you need to click to change the table in Figure 11, “Table: Before” to the table in Figure 12, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

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

(Pages: 524 – 529) (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 the purpose of the buttons displayed in Figure 13?

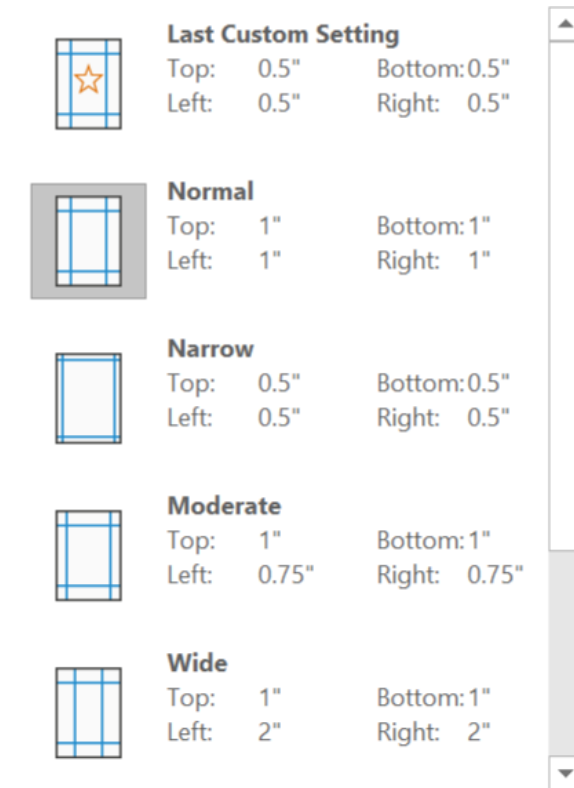


Figure 13: Five Buttons

(2.5 points)

16. You inserted an oval shape into your Word document shown in Figure 14, "Added Oval Shape". Where should you click to change the location of the oval in the document

to the one shown in Figure 15, “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.”]

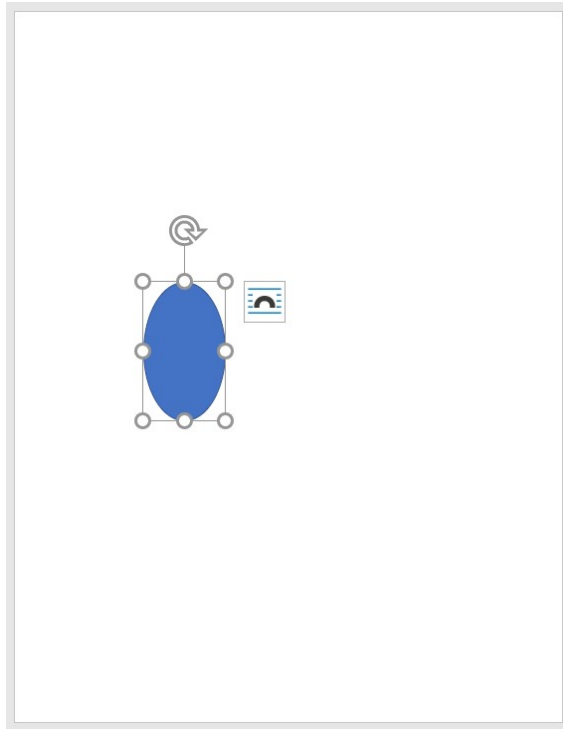


Figure 14: Added Oval Shape

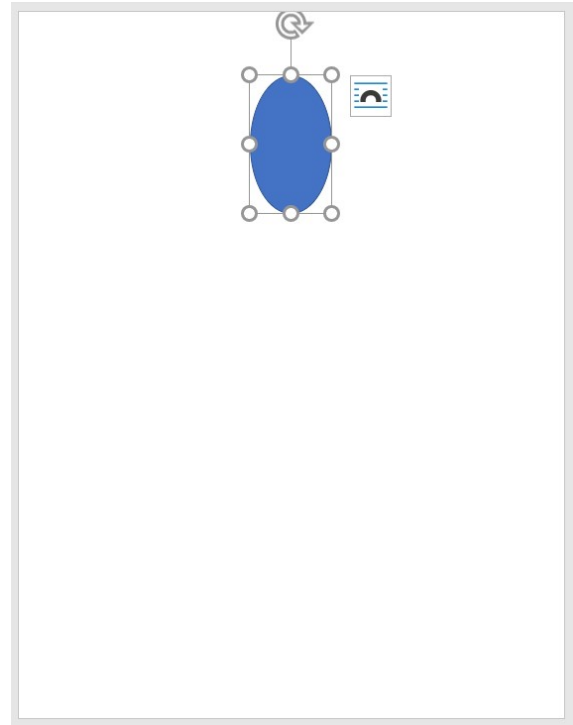


Figure 15: Moved Oval

(2.5 points)

PowerPoint

17. The bulleted list in Figure 16, “My List” was converted into the object displayed in Figure 17, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 17, “My New List”?)

(2.5 points)

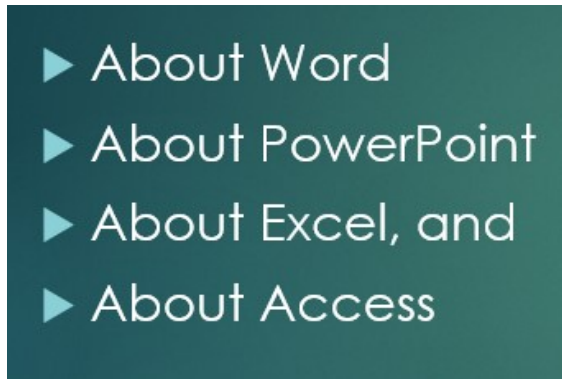


Figure 16: My List

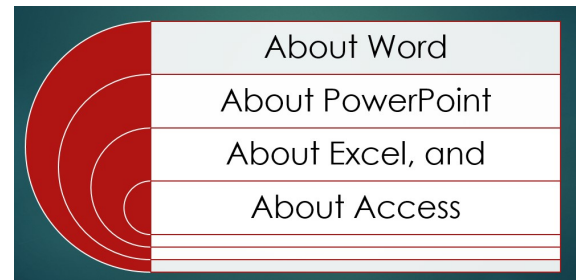


Figure 17: My New List

18. If you were to click on an option from the menu in the Figure 18, what kind of object would be added to the PowerPoint slide?
(2.5 points)

– End of Midterm Exam –

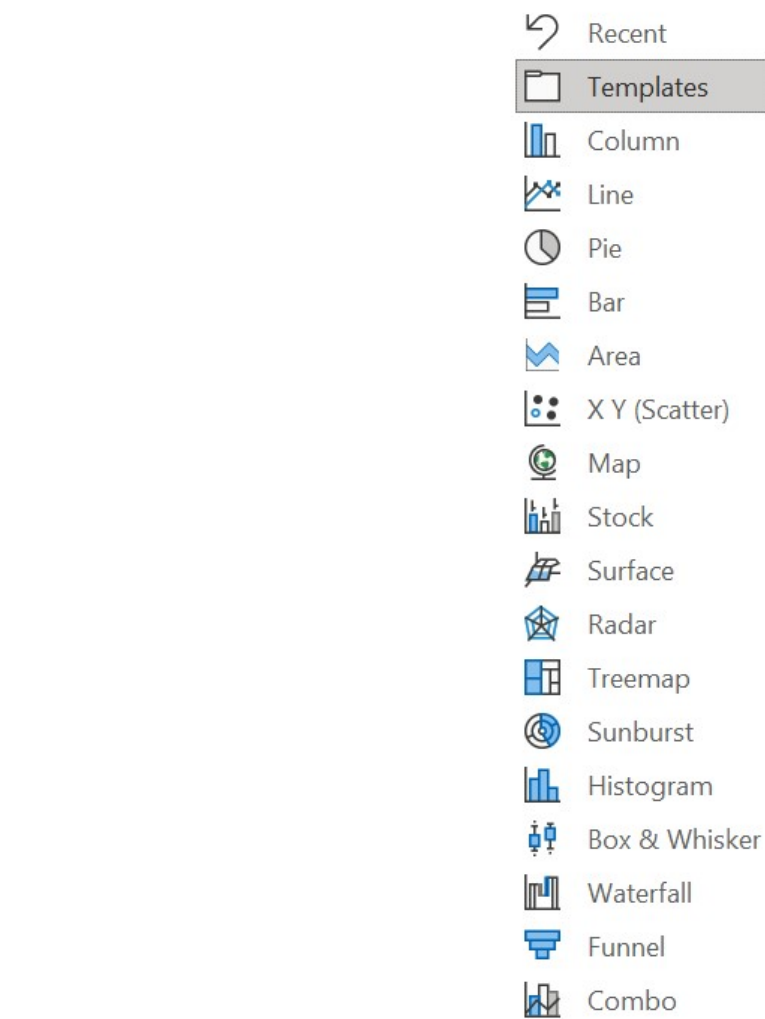


Figure 18: Long Menu

Congrats for completing the Midterm exam!

