

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: 11:00 AM – 12:15 PM. 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. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

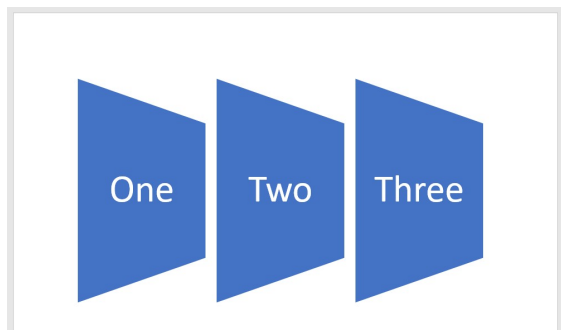


Figure 1: SmartArt: Before

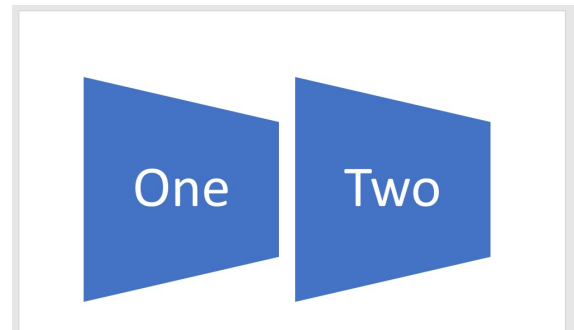


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.
- (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)



Figure 3: Window Area

4. Where should you click to change the table in Figure 4, “Table: Before” to the one in Figure 5, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

(Pages: 494 – 498) (7.14 points)

5. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 6?

the colroful flower

Figure 6: 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)

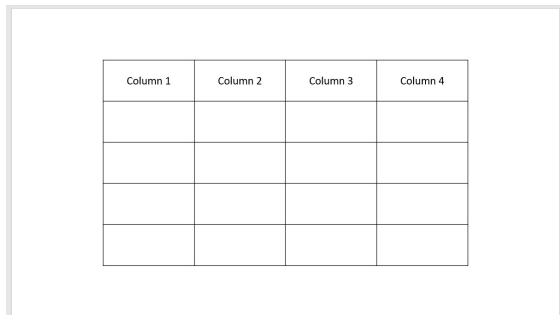
7. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

PowerPoint – Short Answer

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

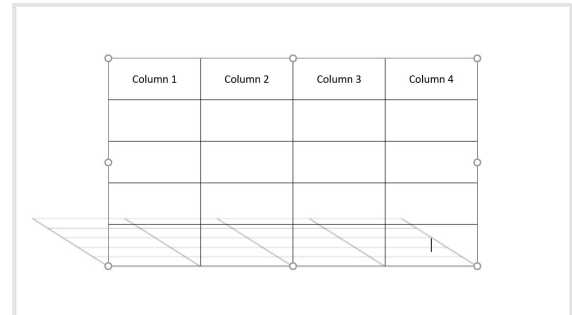
8. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table is centered on the slide.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before



A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows, similar to Figure 7. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table is centered on the slide. The table is highlighted with a selection box, and a small arrow points to the bottom-right corner of the table, indicating the location of the 'Table Tools: Design' tab.

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

(Pages: 549 – 551) (7.14 points)

9. 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”?

(Pages: 907 – 908) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)




Figure 9: My Slides



Figure 10: My Slides: Changed

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. (a) What is the name of the PowerPoint object appearing in the Figure 11?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 11: Object/Box

(Pages: 880 – 883) (7.14 points)

13. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

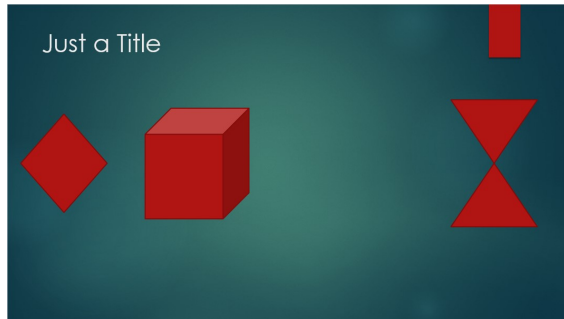


Figure 12: My Shapes

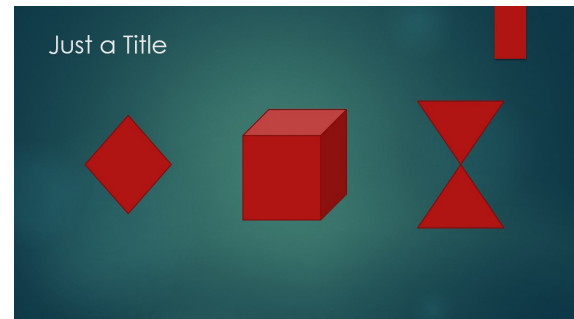


Figure 13: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

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

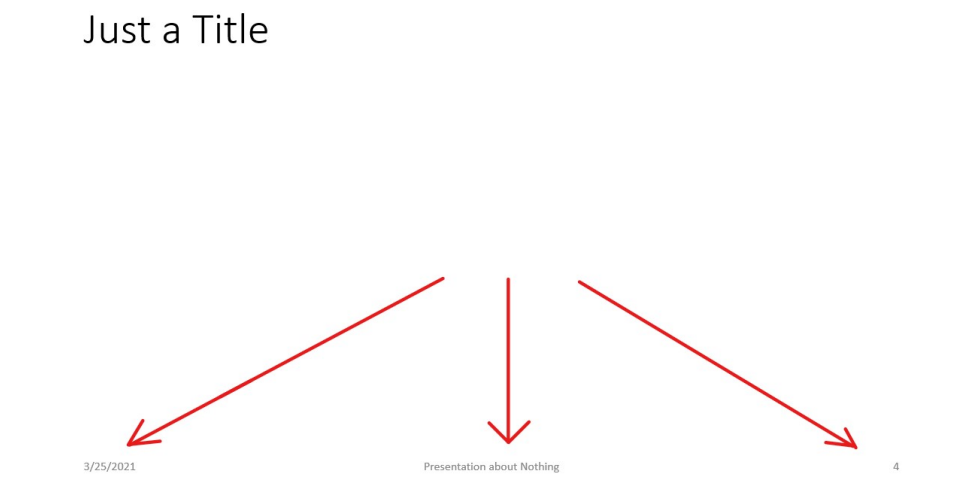


Figure 14: What is This

(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. 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)

16. 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.

(2.5 points)

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.

(2.5 points)

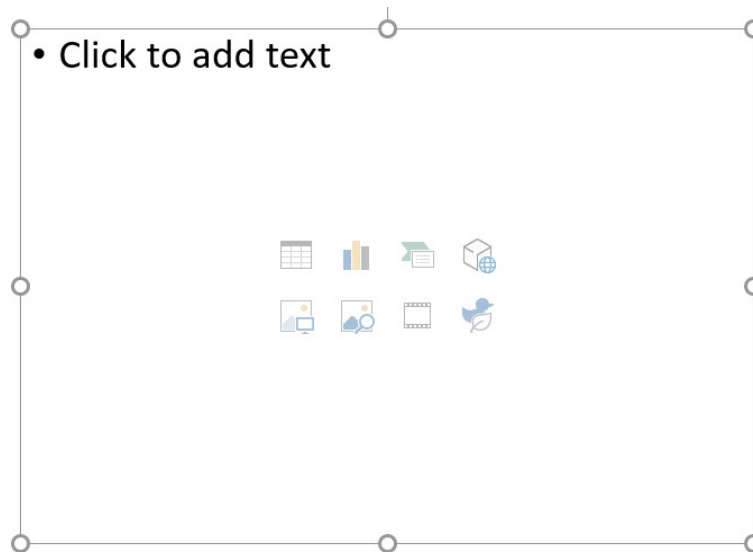


Figure 15: Insert Table Here

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!

