

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
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Word – Short Answer

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

1. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.

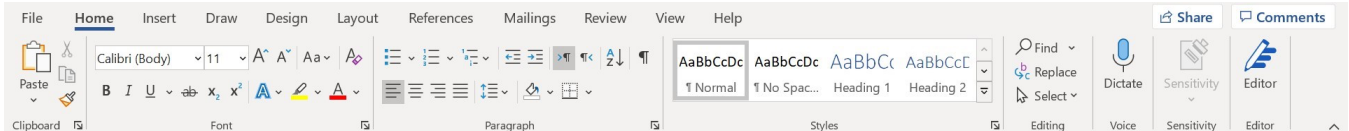


Figure 1: Window Area

"File", "Home", "Insert", "Draw", "Design", "Layout", "References", "Mailings", "Review", "View", and "Help"

- (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)

The Paste button is used to insert the content that is currently on the clipboard into your document at the location of the cursor. It is located in the Clipboard group under the Home tab in the Ribbon.

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

the colroful flower

Figure 2: Phrase in Word

The colorful underline in your Word document is a spelling error indicator. The word "colroful" is misspelled, and Word is suggesting a correction.

- (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.")

You can correct the spelling error in Word by right-clicking on the underlined word. This will open a context menu with suggested corrections, and you can select the correct spelling to replace the misspelled word.

(Pages: 419 – 423) (7.14 points)

3. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

The Quick Access Toolbar in Microsoft Word typically has commands like Save, Undo, and Redo. These buttons allow you to save your work, undo your last action, and redo an action if needed.

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

(Pages: 454 – 459) (7.14 points)

Rulers in Microsoft Word are used to align text, graphics, and other elements on the page. One common use is to adjust the margins and indents of paragraphs for consistent formatting.

5. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

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Figure 3: My Text Layout: Before

To change the text layout in Word, you would typically go to the “Layout” or “Page Layout” tab in the toolbar. From there, you can select “Columns” and choose the desired layout.

CISC 1050 NET Midterm CUNY
Brooklyn College
(Pages: 465 – 469) (7.14 points)

Figure 4: My Text Layout: After

6. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 11 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

The total space between the two paragraphs is the sum of the space below the first paragraph and the space above the second paragraph. Therefore, there are 31 points of space between the two paragraphs.

7. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “Table: After”?

To add a row in a table in Microsoft Word, click anywhere inside the table where you want to add a new row. Then, go to the “Layout” tab, in the “Rows & Columns” group, click “Insert Above” or “Insert Below” depending on where you want the new row

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

(Pages: 494 – 498) (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 move the shapes in Figure 7, “My Shapes” so that they are positioned like those in Figure 8, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

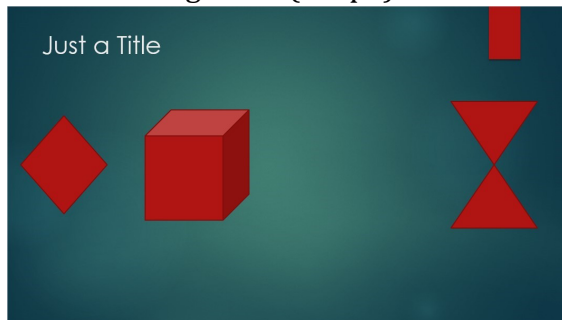


Figure 7: My Shapes

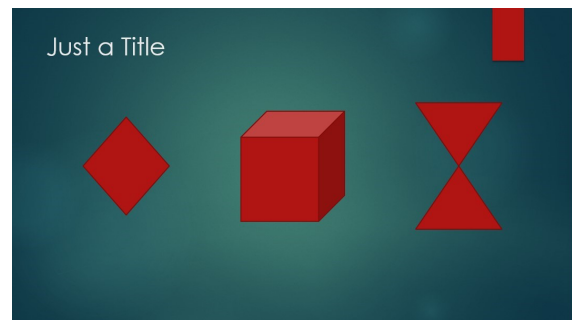


Figure 8: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

In Microsoft PowerPoint, you can move shapes by selecting the shape and then dragging it to the desired location. For precise positioning, you can use the “Position” button in the “Arrange” group under the “Drawing Tools Format” tab.

9. 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)

A PowerPoint slide is typically set up in landscape (horizontal) layout. You can tell by looking at the slide: if its width is greater than its height, then it's in landscape orientation.

10. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

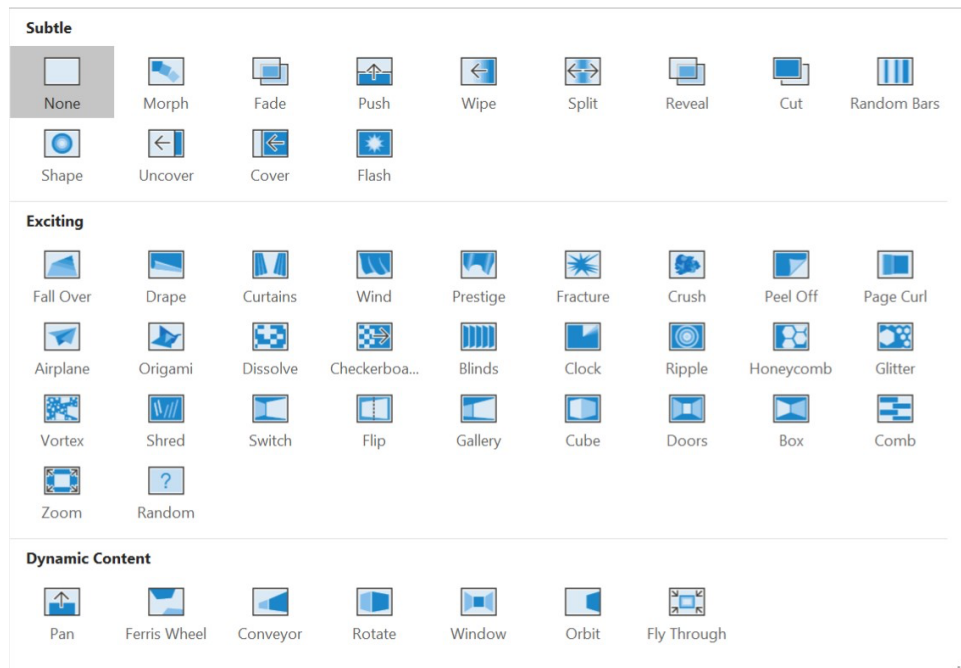


Figure 9: Many Options

If you click on one of the squares in Figure 9 in PowerPoint, it could trigger an action if the square is set up as a button or has an animation associated with it. The specific change in the presentation would depend on what action or animation is linked to the square

11. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “My New List”?)

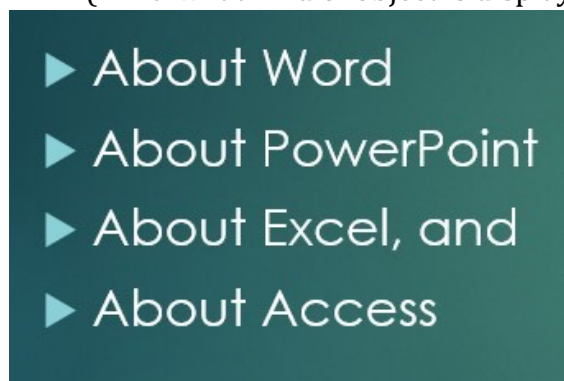


Figure 10: My List

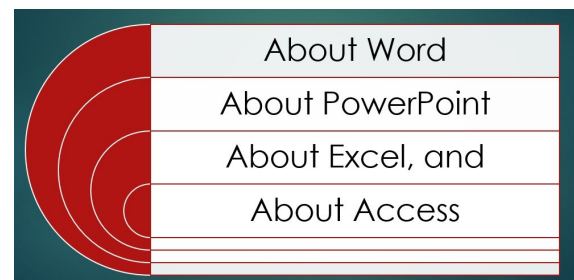


Figure 11: My New List

To convert a bulleted list into a SmartArt graphic in PowerPoint, you should first select the bulleted list. Then, go to the “Home” tab, and in the “Paragraph” group, click on the “Convert to SmartArt” button.

(Pages: 930 – 937) (7.14 points)

12. 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.

(Pages: 443 – 446) (7.14 points)

The first list is a flat list with no hierarchy, meaning all items are on the same level. The second list, however, has a hierarchical structure with two levels: the first level contains the categories "Fruit" and "Veggies", and the second level contains the items within these categories.

13. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)

(Pages: 967 – 970) (7.14 points)

To add text to an object in PowerPoint, you would typically select the object and then start typing directly. However, if the object is a shape, you might need to right-click on it and select "Edit Text" or "Add Text" from the context menu.

Just a Title

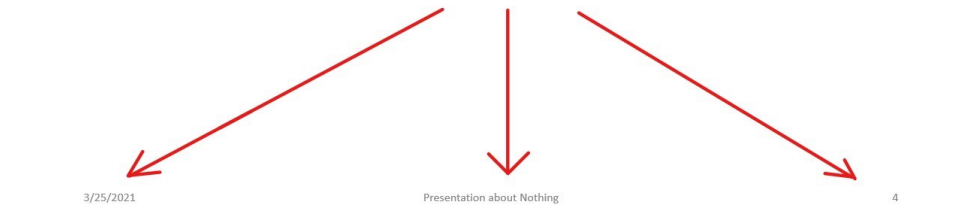


Figure 12: What is This

14. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

If you were to click on an option from the menu in Figure 13, a chart or graph would be added to the PowerPoint slide. The specific type of chart or graph would depend on the option you select.

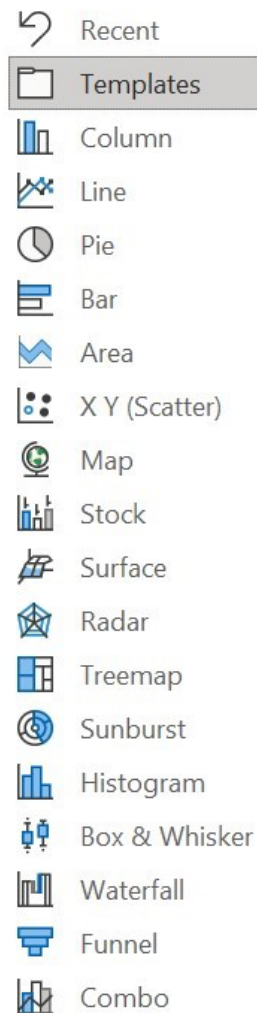


Figure 13: Long Menu

Extra Credit

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

Word

15. 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.”]

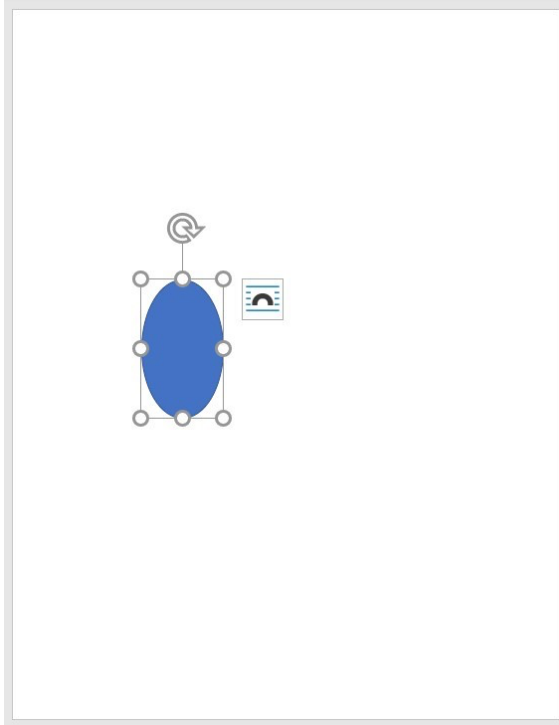


Figure 14: Added Oval Shape

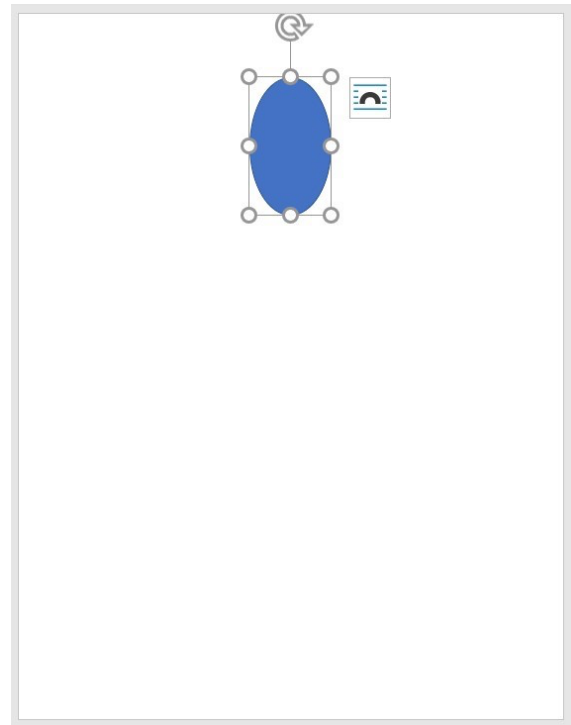


Figure 15: Moved Oval

(2.5 points)

To move a shape in PowerPoint, you would typically select the shape and then use the "Position" button in the "Arrange" group under the "Drawing Tools Format" tab¹. This allows you to adjust the position of the shape on the slide


16. 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!] (2.5 points)

To remove the hyperlink from the words "United Nations" in a Word document, you can right-click on the hyperlinked text and select "Remove Hyperlink" from the context menu¹²³⁴. This will remove the hyperlink and the text will no longer be clickable.

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 16: Object/Box

(2.5 points)

- (a) The PowerPoint object appearing in Figure 16 is a text box with the placeholder text "Click to add title".
(b) To delete/remove this object, you need to click on the border of the text box to select it and then press the delete key on your keyboard. This will remove the text box from the slide.

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

(2.5 points)

– End of Midterm Exam –

To duplicate a slide in PowerPoint, you can right-click on the slide thumbnail that you want to duplicate and then click "Duplicate Slide" from the context menu. This will create a copy of the slide and insert it immediately after the original.

Congrats for completing the Midterm exam!

