

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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- **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. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

the colroful flower

Figure 1: 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)

2. What is change has been made to the picture in Figure 2, “Dino: Before”, so that it became the picture in Figure 3, “Dino: After”?

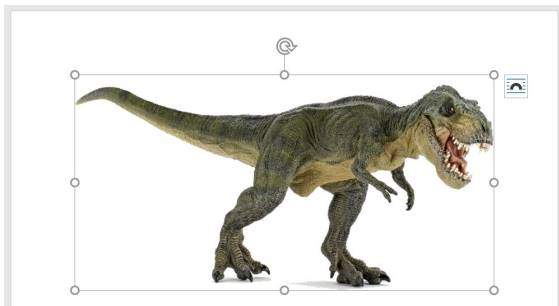


Figure 2: Dino: Before

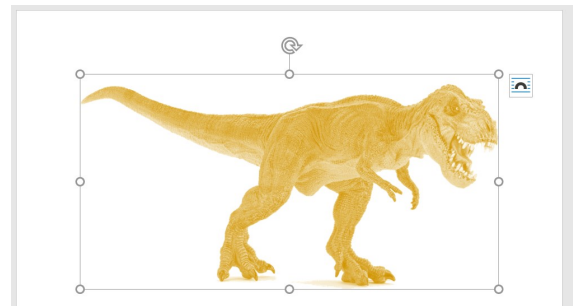


Figure 3: Dino: After

(Pages: 514 – 516) (7.14 points)

3. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

4. Where should you click to change the watermark in the picture 4, “Watermark: Before” to the watermark in the picture 5, “Watermark: After”?

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Figure 4: Watermark: Before

(Pages: 556 – 560) (7.14 points)

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Figure 5: Watermark: After

5. 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.

(Pages: 369, 372 – 378) (7.14 points)

6. Suppose you are working on the SmartArt graphic in Word in Figure 6, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 7, “SmartArt: After”?

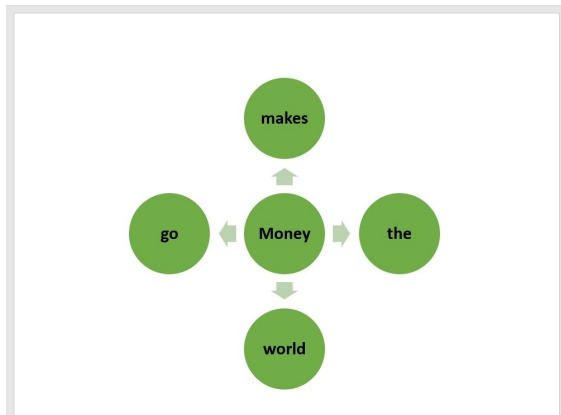


Figure 6: SmartArt: Before

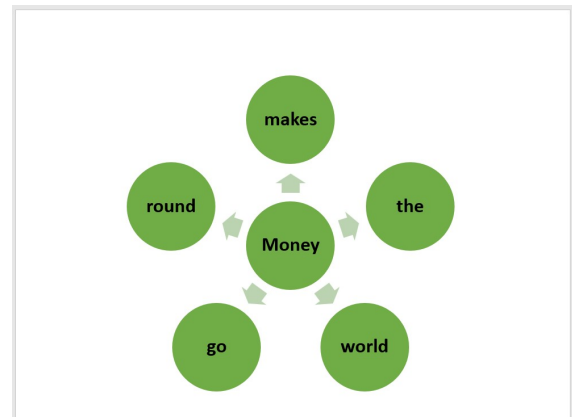


Figure 7: SmartArt: After

(Pages: 930 – 937) (7.14 points)

7. Where should you click to change the table in Figure 8, “Table: Before” to the one in Figure 9, “Table: After”?

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 8: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 9: Table: After

PowerPoint – Short Answer

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

8. 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”?)

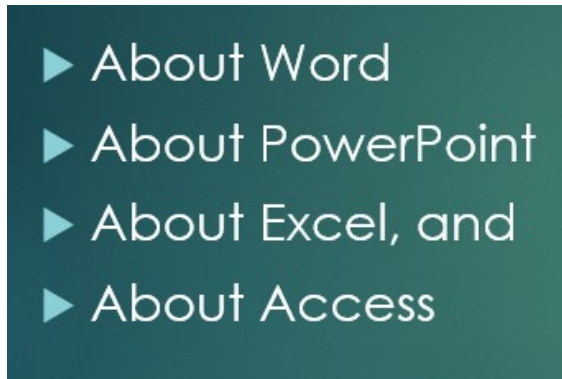


Figure 10: My List

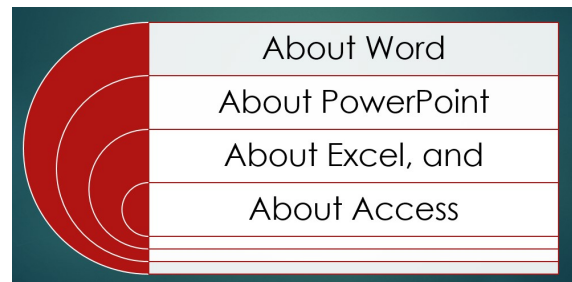


Figure 11: My New List

(Pages: 930 – 937) (7.14 points)

9. If you click on any of the options shown in Figure 12, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

10. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

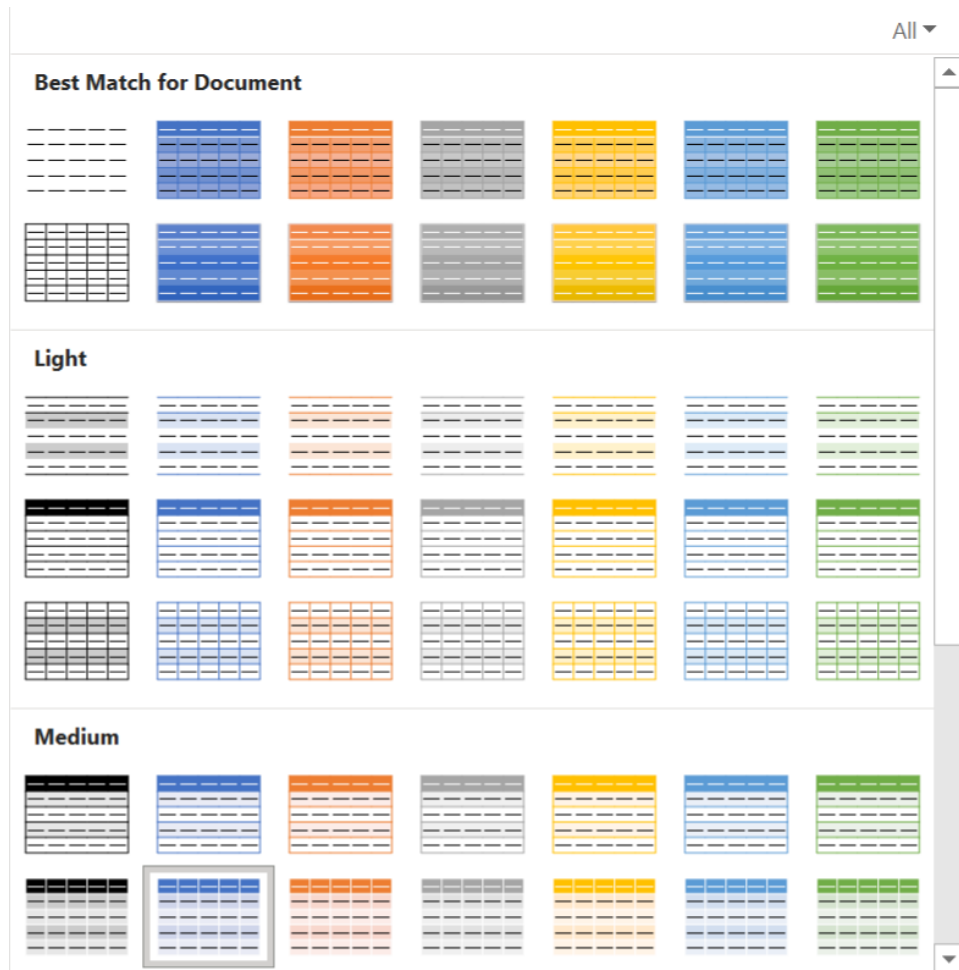


Figure 12: Many options

11. How can you enter a hyperlink into an existing text?
(Pages: 524 – 529) (7.14 points)

12. 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)

13. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.
(Pages: 1155 – 1156) (7.14 points)

14. Where do you need to click to change the chart in Figure 13, "Chart: Before" to the chart in Figure 14, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
(Pages: 1126 – 1133) (7.14 points)

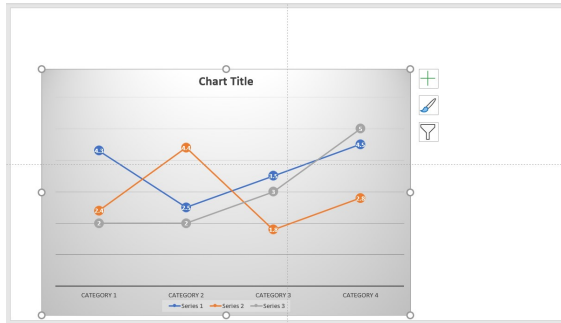


Figure 13: Chart: Before



Figure 14: Chart: After

Extra Credit

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

Word

15. 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)

16. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(2.5 points)

PowerPoint

17. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.

(2.5 points)

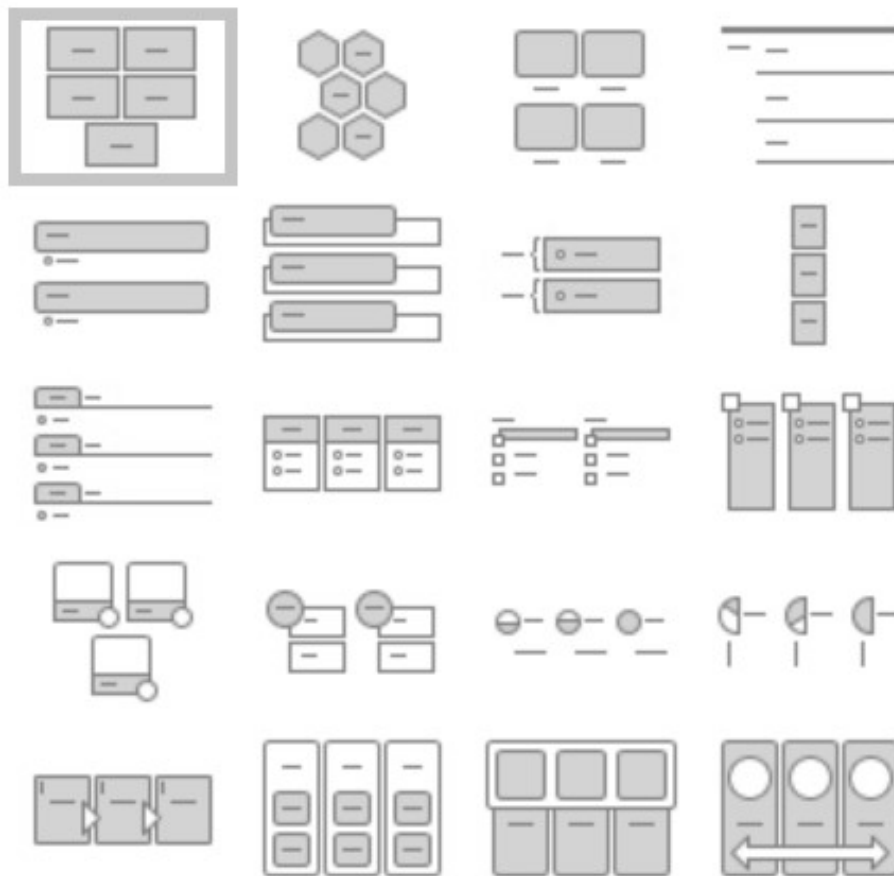


Figure 15: Many Options

18. How do you change the shapes on a PowerPoint slide shown in Figure 16, “Three Shapes” to the shape in Figure 17, “Three Shapes: Changed”?

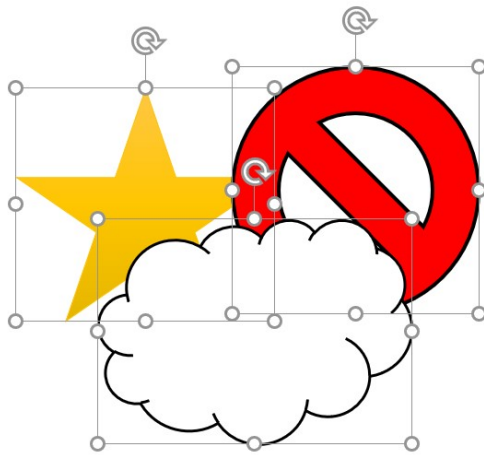


Figure 16: Three Shapes



Figure 17: Three Shapes: Changed

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

