

## 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  $\infty$  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. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

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

(Pages: 63 – 64) (7.14 points)

3. 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: 404 – 405) (7.14 points)

4. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the

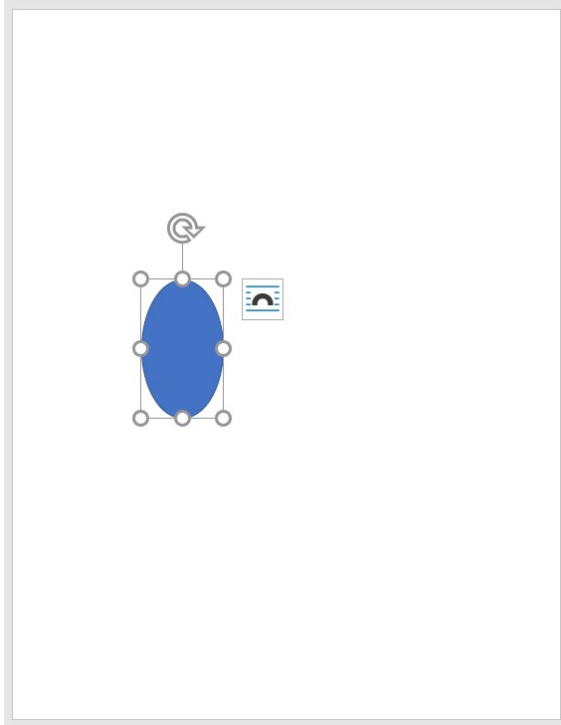


Figure 1: Added Oval Shape

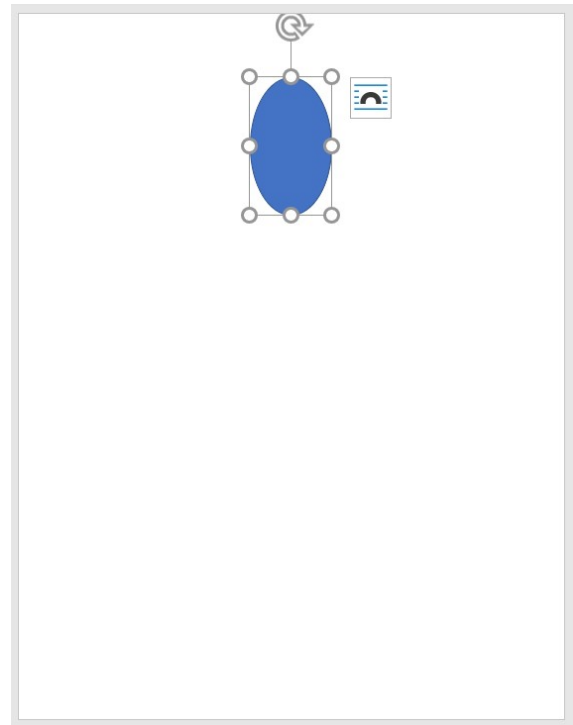


Figure 2: Moved Oval

Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]

(Pages: 519 – 521) (7.14 points)

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

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

6. 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)

7. 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!]  
(Pages: 530 – 531) (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. The bulleted list in Figure 3, “My List” was converted into the object displayed in Figure 4, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 4, “My New List”?)

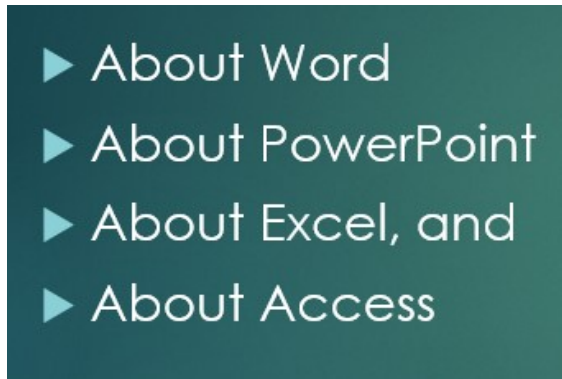


Figure 3: My List

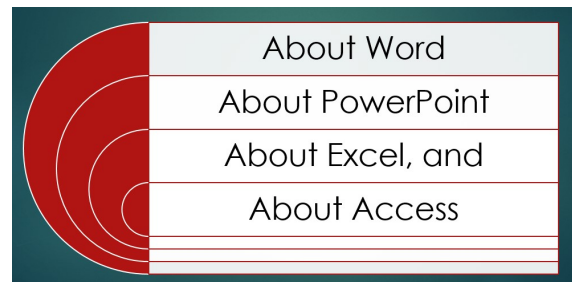


Figure 4: My New List


(Pages: 930 – 937) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

10. (a) What is the name of the PowerPoint object appearing in the Figure 5?  
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)



Click to add title

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Figure 5: Object/Box

11. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?  
(Pages: 1074 – 1078) (7.14 points)

12. How do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?  
(Pages: 945 – 949) (7.14 points)

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown

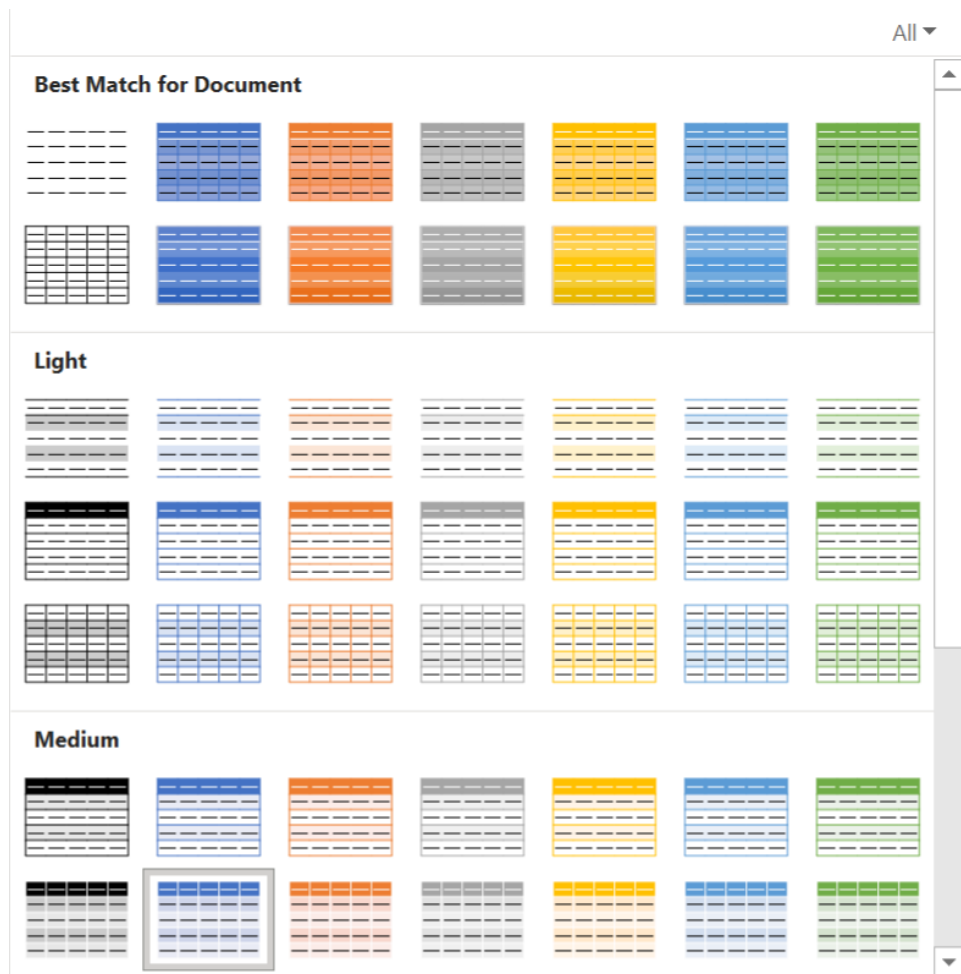


Figure 6: Many options



Figure 7: Three Shapes



Figure 8: Three Shapes: Changed

in the image in Figure 9? **Hint:** Look at the screenshots given on the textbook pages listed below.

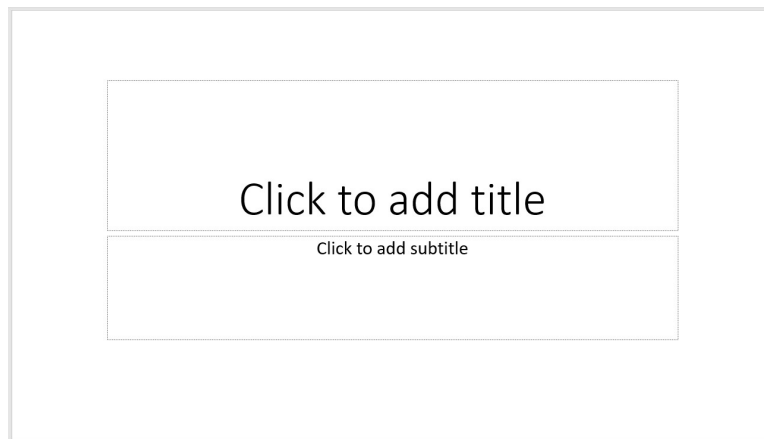


Figure 9: My Slide

(Pages: 900 – 903) (7.14 points)

14. 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 10, “My Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)





Figure 10: My Slides



Figure 11: My Slides: Changed

## 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 change the table in Figure 12, “Table: Before” to the one in Figure 13, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 12: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 13: Table: After

(2.5 points)

16. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(2.5 points)

## PowerPoint

17. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

(2.5 points)

18. How do you change the layout of a slide to Title and Content? Mention **one** way.

(2.5 points)

– End of Midterm Exam –

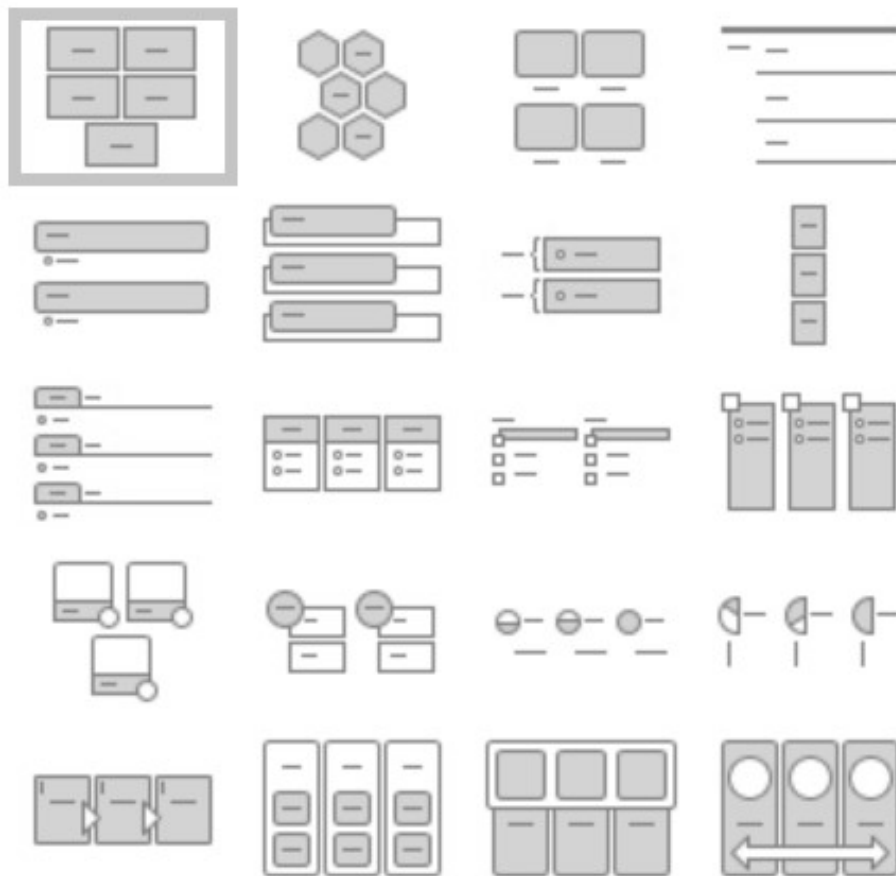


Figure 14: Many Options

Congrats for completing the Midterm exam!

