## Instructions

Updated: 08/23/2023, 05:11

- 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  $\rightarrow$  Midterm.
- Exam duration: 09:30 AM 10:45 AM. 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  $\infty$  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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 - 382) (7.14 points)

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

(Pages: 454 - 459) (7.14 points)

3. 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"?

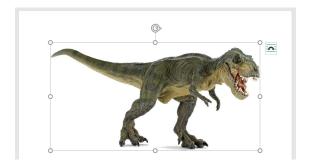


Figure 1: Dino: Before

Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 3?

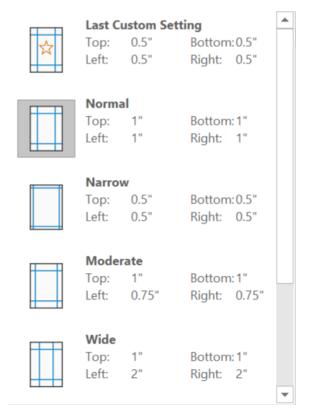


Figure 3: Five Buttons

(Pages: 772 — 774) (7.14 points)

5. Suppose you are working on the SmartArt graphic in Word in Figure 4, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 5, "SmartArt: After"?

(Pages: 930 - 937) (7.14 points)

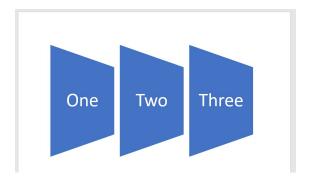


Figure 4: SmartArt: Before

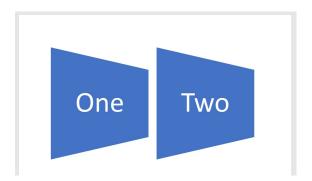


Figure 5: SmartArt: After

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. 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:

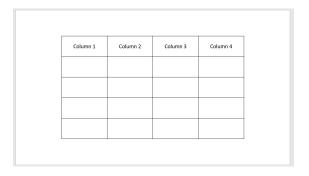
Brooklyn College is an integral part of the artistic energy of New York.

(Pages: 404 – 405) (7.14 points)

# 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.



Column 1 Column 2 Column 3 Column 4

Figure 7: Table: Before

Figure 8: Table: After

(Pages: 549 - 551) (7.14 points)

9. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (7.14 points)

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

(Pages: 904 - 907) (7.14 points)

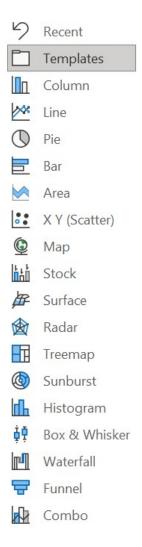


Figure 9: Long Menu

11. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

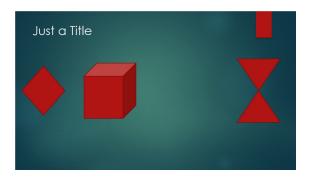


Figure 10: My Shapes

Just a Title

Figure 11: My Shapes: Moved

(Pages: 939 - 943) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 - 903) (7.14 points)

- 13. What is the difference between this list:
  - $\bullet$  Apple

Click to add title	
Click to add text	

Figure 12: My Slide

- 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)

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (7.14 points)

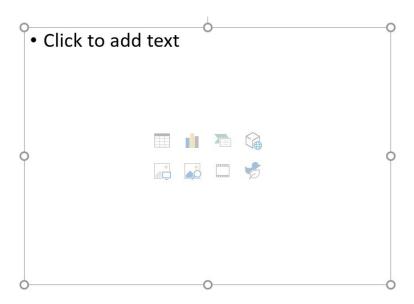


Figure 13: Insert Picture Here

### Extra Credit

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

### Word

- 15. Explain where you should click to:
  - (a) Save the Word document for the 1st time (mention just **one** way.)
  - (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

(2.5 points)

16. Where should you click to change the watermark in the picture 14, "Watermark: Before" to the watermark in the picture 15, "Watermark: After"?

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Figure 14: Watermark: Before

Figure 15: Watermark: After

(2.5 points)

## **PowerPoint**

- 17. (a) What is the object displayed in Figure 16?
  - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

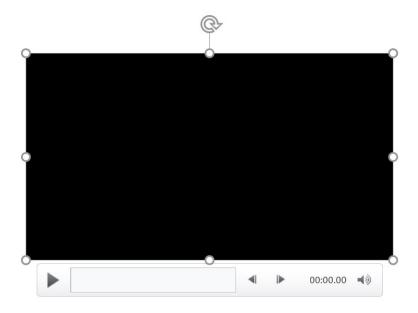


Figure 16: Object with Buttons

(2.5 points)

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



Figure 17: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

