

## 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  $\infty$  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.

- Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

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Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

- Why does Word show a strange colorful underline in the phrase in Figure 3?
  - 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)

## The girl eat this.

Figure 3: Phrase in Word

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: 438 – 441) (7.14 points)

4. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

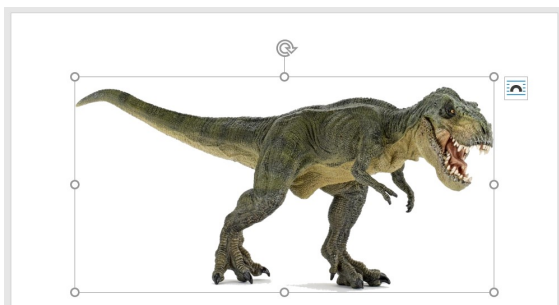


Figure 4: Dino: Before

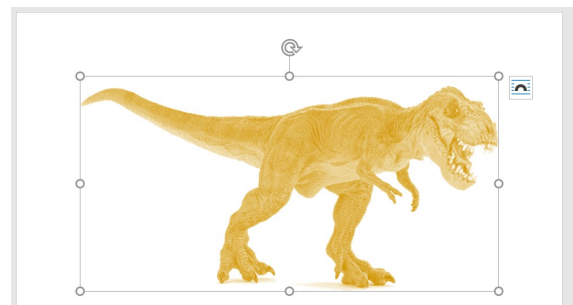


Figure 5: Dino: After

(Pages: 514 – 516) (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. Where should you click to change the table in Figure 6, “Table: Before” to the one in Figure 7, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 7: Table: After

(Pages: 494 – 498) (7.14 points)

7. 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)

## PowerPoint – Short Answer

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

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint:** Look at the screenshots given on the textbook pages listed below.

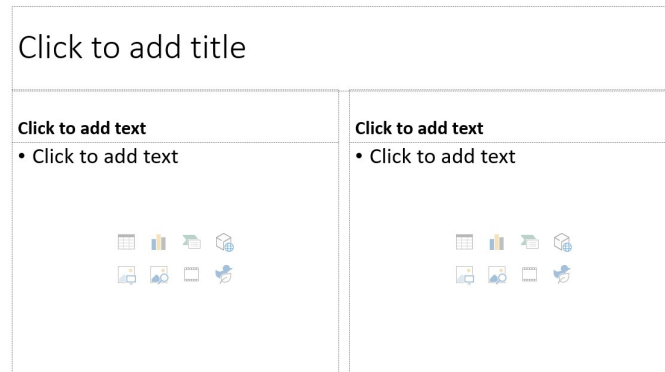


Figure 8: My Slide

(Pages: 900 – 903) (7.14 points)

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

(Pages: 1074 – 1078) (7.14 points)

10. 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.

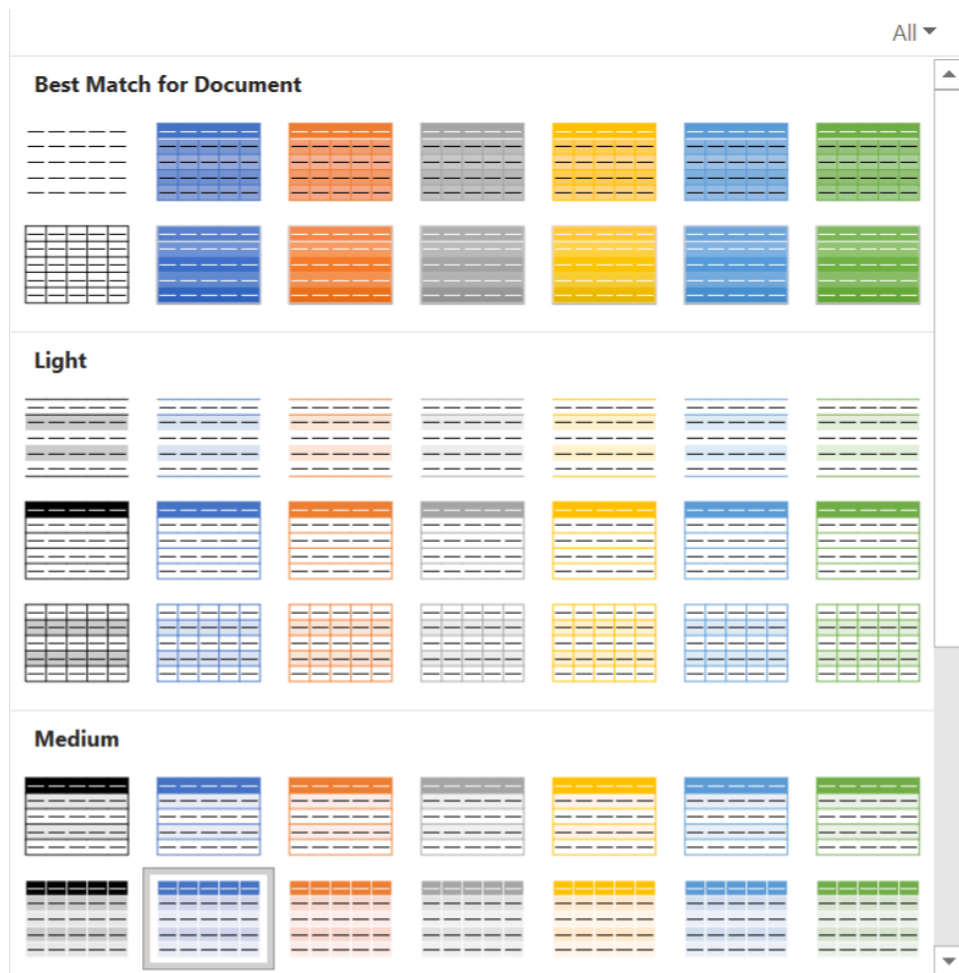


Figure 9: Many options

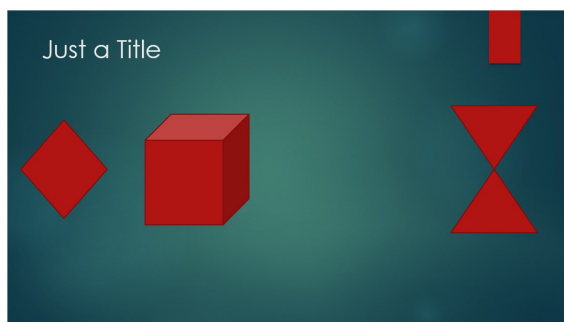


Figure 10: My Shapes

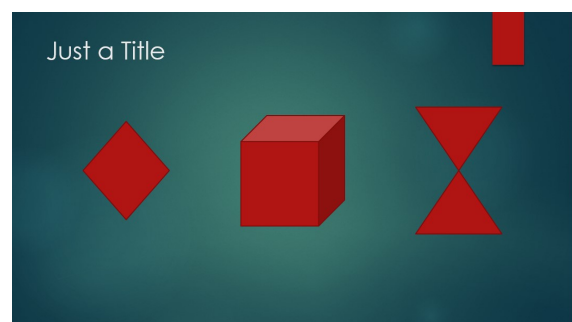


Figure 11: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 12? Your answer must use the box shown in that Figure.

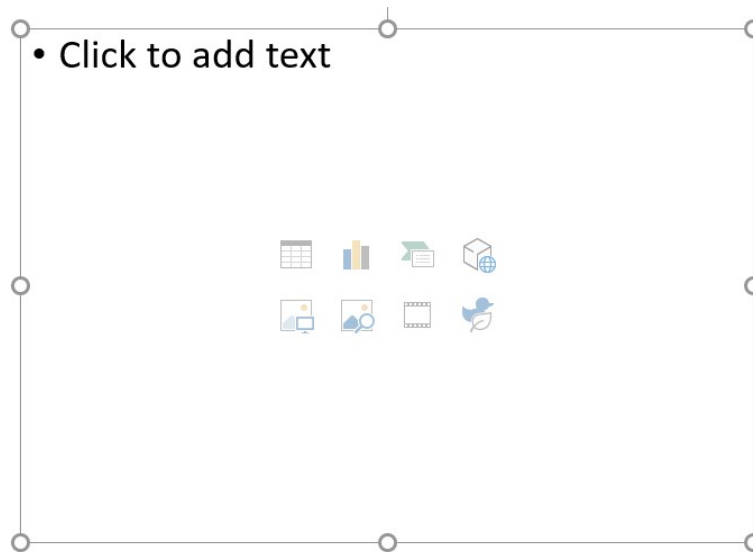


Figure 12: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

12. 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)



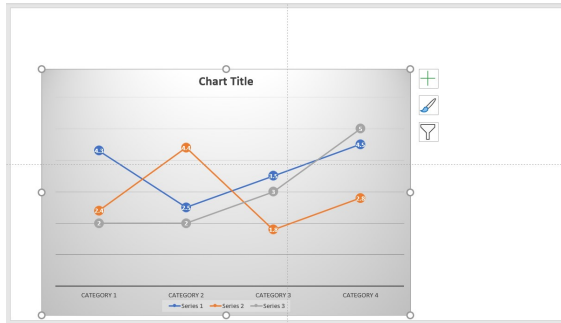


Figure 13: Chart: Before

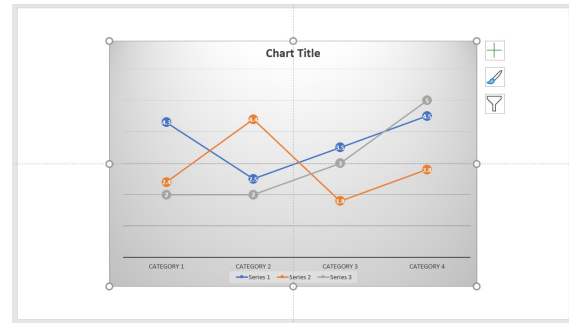


Figure 14: Chart: After

13. (a) What is the object displayed in Figure 15?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 15: Object with Buttons

(Pages: 980 – 987) (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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “My Slides: Changed”?



Figure 16: My Slides



Figure 17: My Slides: Changed

(Pages: 907 – 908) (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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 18.



Figure 18: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(2.5 points)

16. Explain **one** way to open the Word Application on a Windows 10 computer.

(2.5 points)

### PowerPoint

17. If you were to click on an option from the menu in the Figure 19, what kind of object would be added to the PowerPoint slide?

(2.5 points)

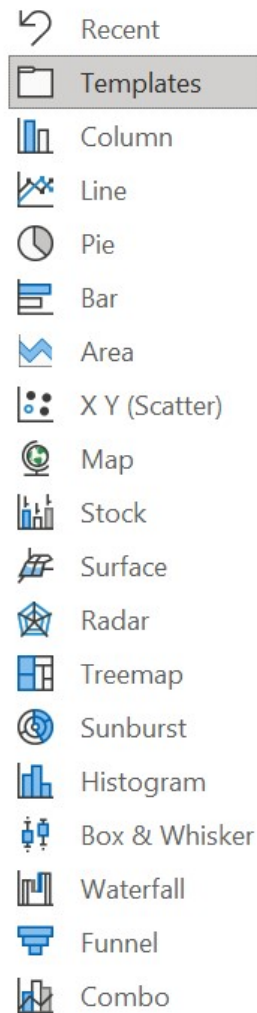
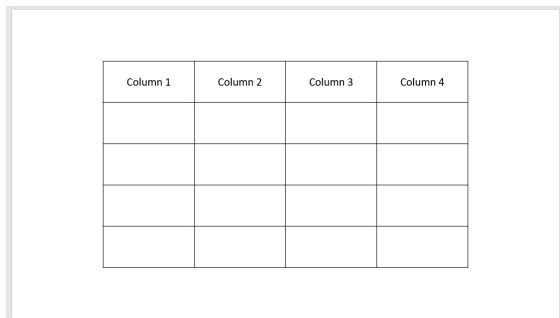


Figure 19: Long Menu

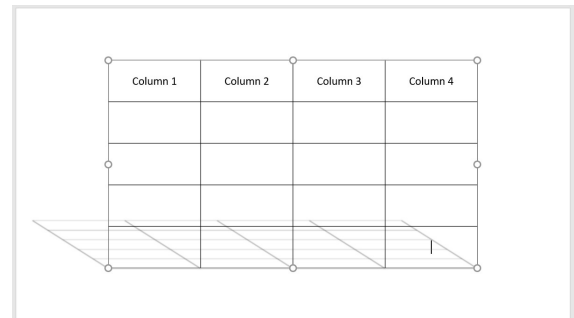
18. Where do you need to click to change the table in Figure 20, “Table: Before” to the table in Figure 21, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



A screenshot of 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 shown in a standard view without any design tools or hover effects.

Column 1	Column 2	Column 3	Column 4

Figure 20: Table: Before



A screenshot of the same table as Figure 20, but with the Table Tools: Design tab active. The table is surrounded by a border with small circular handles at the corners and intersections. A diagonal line is visible in the bottom-left corner of the table area, indicating a hover or selection state.

Column 1	Column 2	Column 3	Column 4

Figure 21: Table: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

