

## 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.

- (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

- (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)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (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. 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)

5. 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.

(Pages: 438 – 441) (7.14 points)

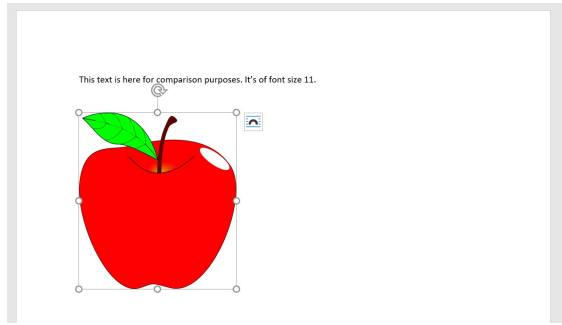


Figure 2: Apple: Before

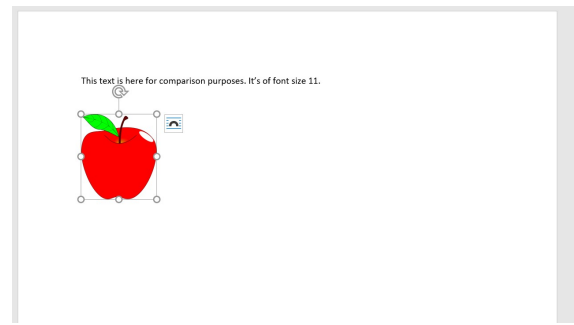


Figure 3: Apple: After

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “Apple: After”.

(Pages: 514 – 516) (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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 4?



Figure 4: Button with Arrow

(Pages: 443 – 446) (7.14 points)

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint:** Look at the screenshots given on the textbook pages listed below.

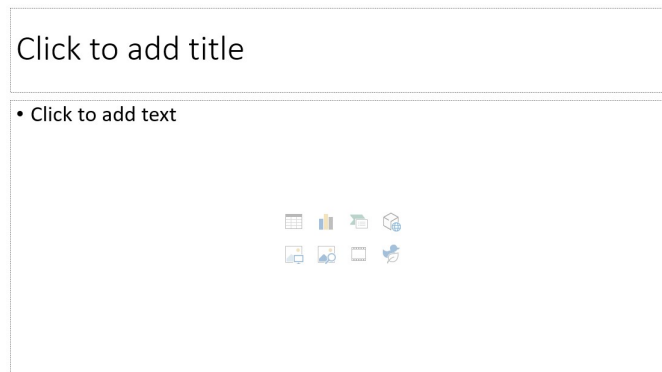


Figure 5: My Slide

(Pages: 900 – 903) (7.14 points)

10. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.)

Just a Title

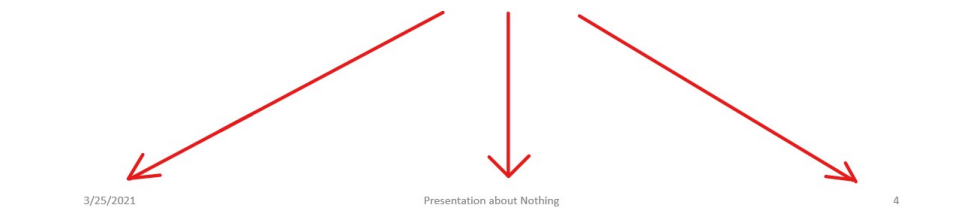


Figure 6: What is This

(Pages: 967 – 970) (7.14 points)

11. The bulleted list in Figure 7, “My List” was converted into the object displayed in Figure 8, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 8, “My New List”?)

(Pages: 930 – 937) (7.14 points)

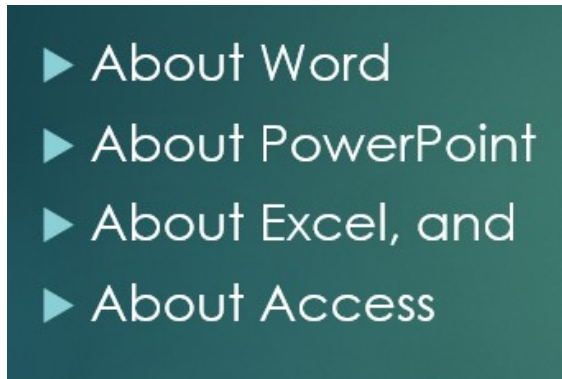


Figure 7: My List

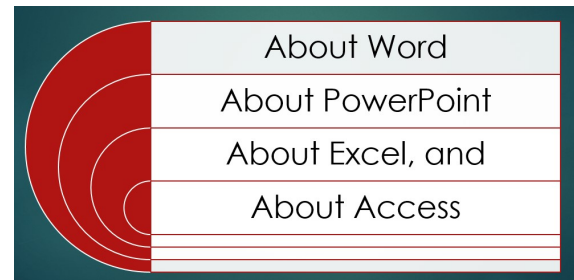


Figure 8: My New List

12. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 9: My Shapes

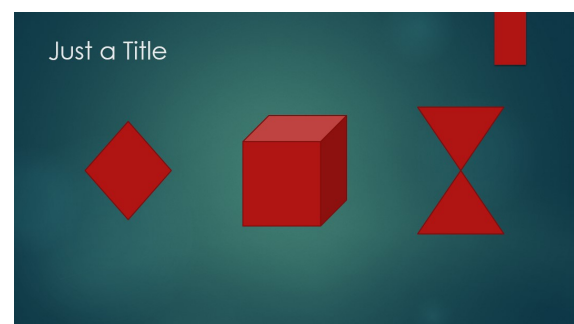


Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

13. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart

Tools: Format tab.

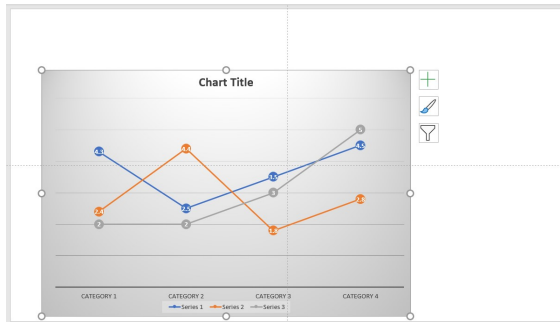


Figure 11: Chart: Before

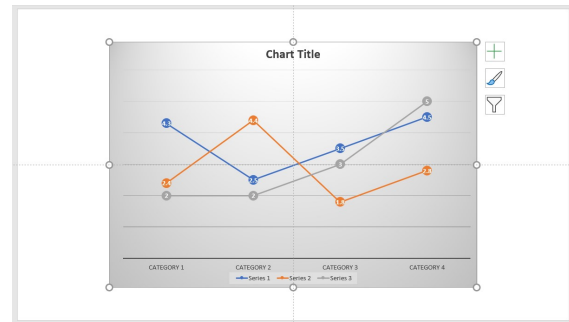


Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.

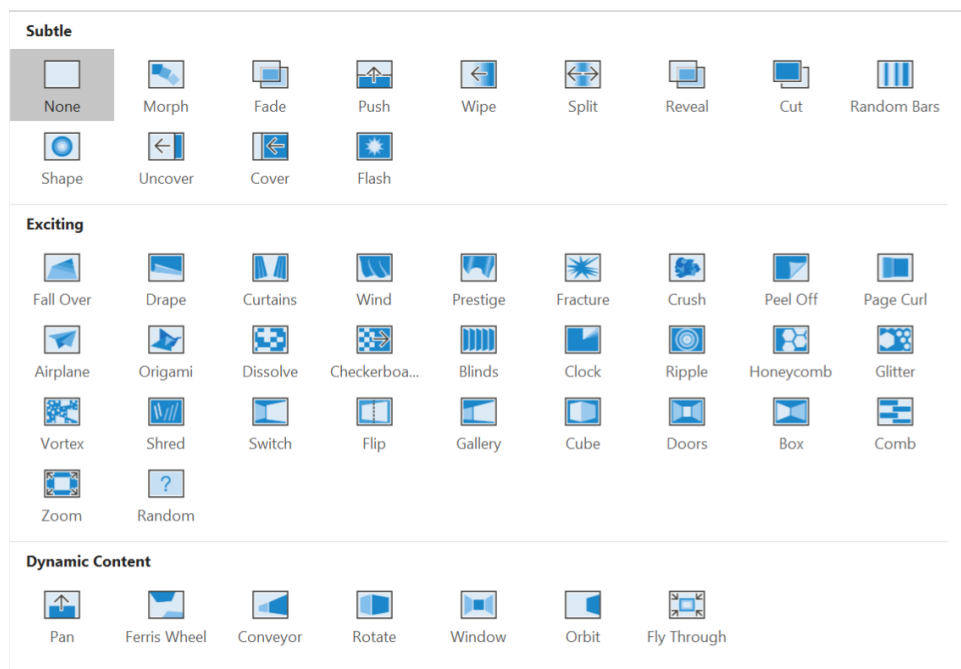


Figure 13: Many Options



(Pages: 962 – 964) (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. 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.)

(2.5 points)

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

(2.5 points)

### PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 14? Your answer must use the box shown in that Figure.

(2.5 points)

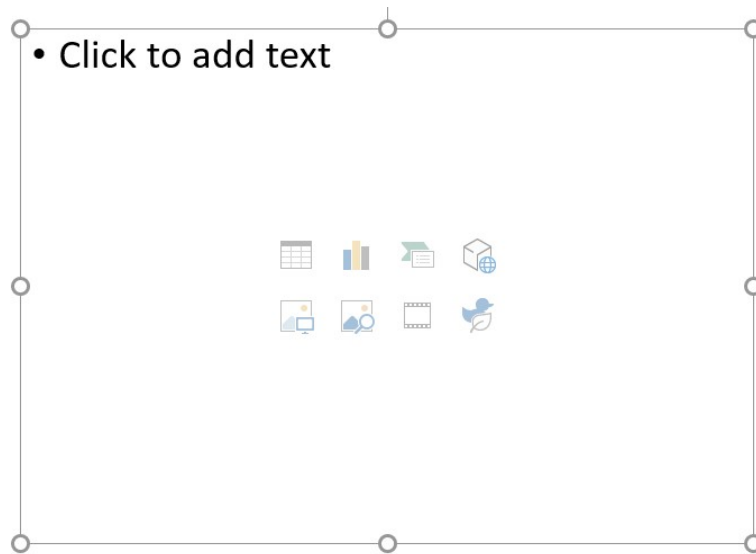


Figure 14: Insert Table Here

18. How do you duplicate a slide? Mention **one** way.  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

