

## 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  $\infty$  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** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

2. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (7.14 points)

3. 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)

4. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

5. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

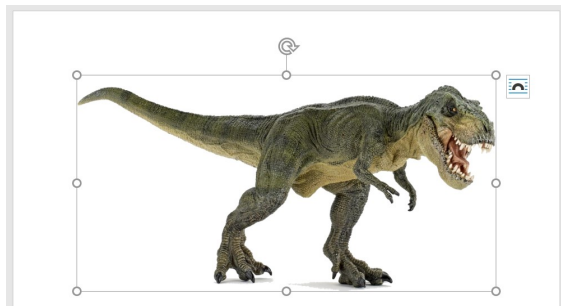


Figure 3: Dino: Before

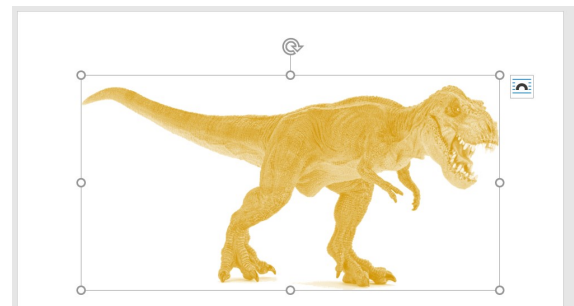


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

6. 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)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, “Apple: Before” to the picture shown in Figure 6, “Apple: After”.

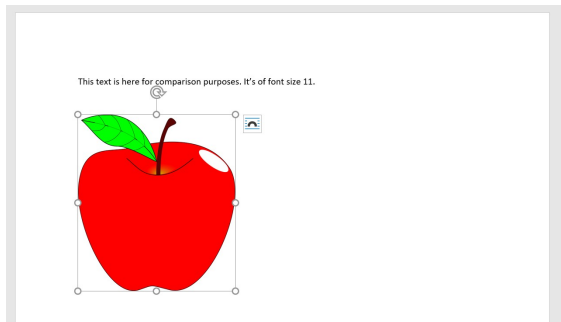


Figure 5: Apple: Before

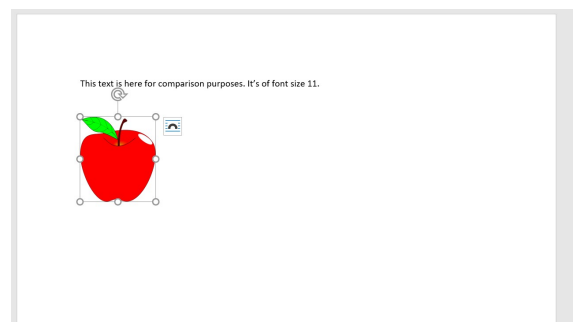


Figure 6: Apple: After

(Pages: 514 – 516) (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 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”?)

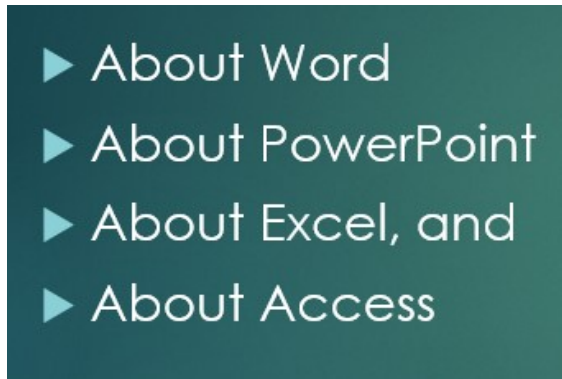


Figure 7: My List

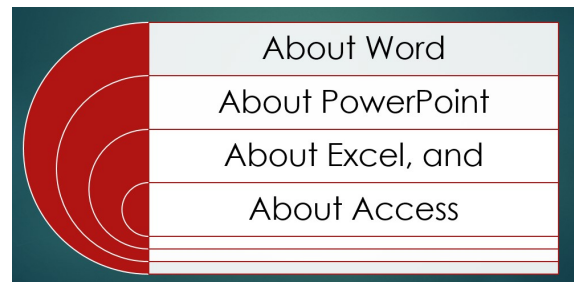


Figure 8: My New List

(Pages: 930 – 937) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

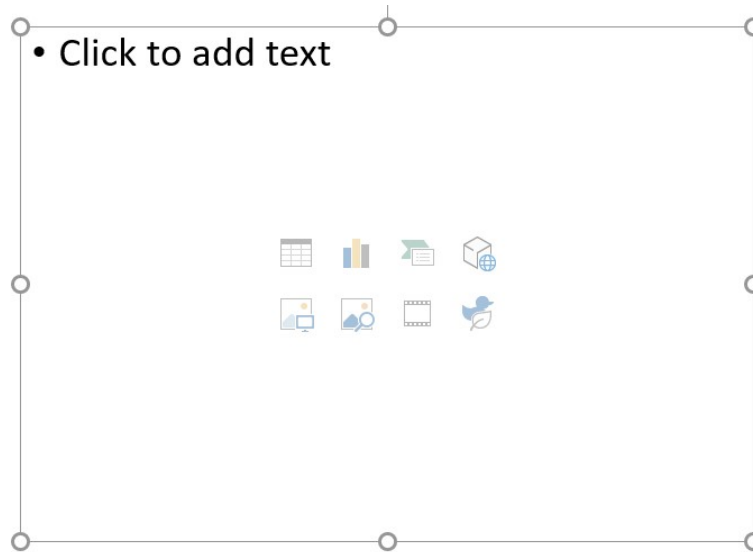


Figure 9: Insert Picture Here

11. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “Three Shapes: Changed”?



Figure 10: Three Shapes



Figure 11: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

12. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

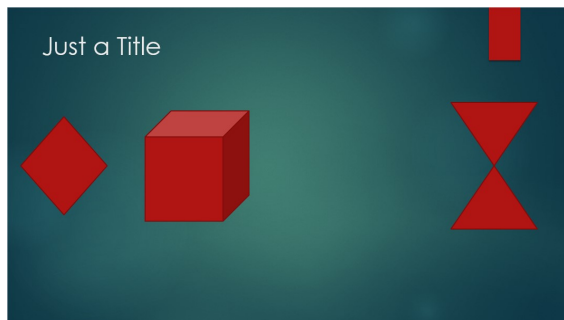


Figure 12: My Shapes

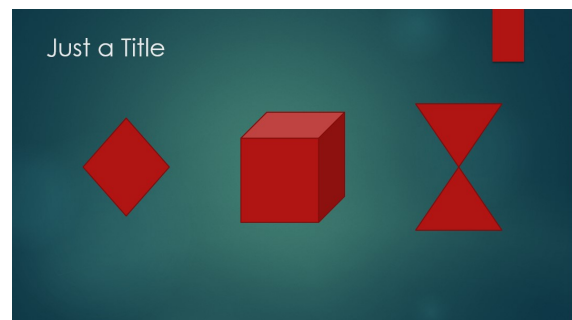


Figure 13: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

13. (a) What is the name of the PowerPoint object appearing in the Figure 14?  
(b) Where do you need to click to delete/remove this object?  
(Pages: 880 – 883) (7.14 points)

14. How do you duplicate a slide? Mention **one** way.  
(Pages: 63 – 64, 900 – 901) (7.14 points)

Click to add title

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Figure 14: Object/Box



## Extra Credit

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

### Word

15. What is the purpose of the following partially-shown dialog box in Figure 15?

The dialog box is titled "Bibliography Fields for MLA". It includes a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains input fields for "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". There is an "Edit" button next to the "Author" field and a "Corporate Author" checkbox. At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 15: Dialog Box

(2.5 points)

16. 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)

## **PowerPoint**

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

(2.5 points)

18. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?

(2.5 points)

– End of Midterm Exam –

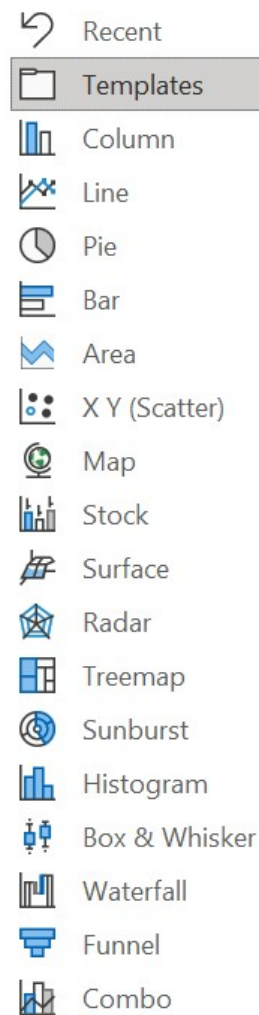


Figure 16: Long Menu

Congrats for completing the Midterm exam!

