Instructions

Updated: 08/23/2023, 06:36

- 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: 11:00 AM 12:15 PM. 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 ∞ 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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.

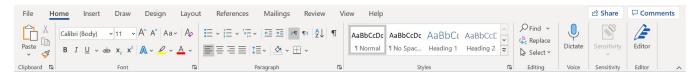


Figure 1: Window Area

(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. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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)

- 3. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?
 - (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)

the colroful flower

Figure 2: Phrase in Word

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

(Pages: 365 - 366) (7.14 points)

5. Explain \mathbf{one} difference between a $\mathbf{.docx}$ Word file and a $\mathbf{.doc}$ Word file.

(Pages: 380 - 382) (7.14 points)

6. Where should you click to change the watermark in the picture 3, "Watermark: Before" to the watermark in the picture 4, "Watermark: After"?

(Pages: 556 - 560) (7.14 points)

7. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

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Figure 3: Watermark: Before

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Figure 4: Watermark: After

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 5?



Figure 5: Button with Arrow

(Pages: 443 - 446) (7.14 points)

9. Where do you need to click to change the table in Figure 6, "Table: Before" to the table in Figure 7, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Figure 6: Table: Before

Column 1 Column 2 Column 3 Column 4

Figure 7: Table: After

(Pages: 549 - 551) (7.14 points)

10. Where do you need to click to change the chart in Figure 8, "Chart: Before" to the chart in Figure 9, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

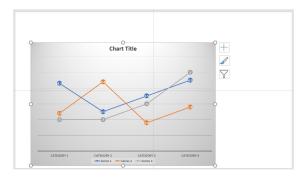


Figure 8: Chart: Before

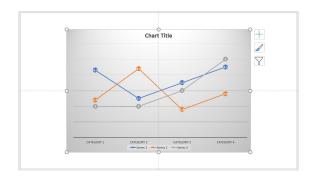


Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 904 – 907) (7.14 points)

- 12. (a) What is the object displayed in Figure 10?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 - 987) (7.14 points)

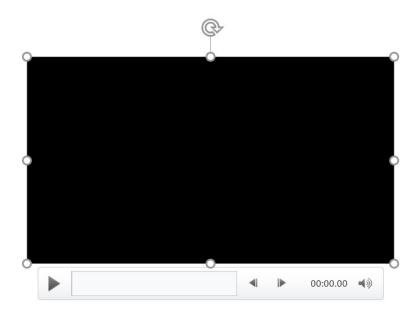


Figure 10: Object with Buttons

13. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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.)

(Pages: 967 - 970) (7.14 points)

14. How do you change the shapes on a PowerPoint slide shown in Figure 12, "Three Shapes" to the shape in Figure 13, "Three Shapes: Changed"?

(Pages: 945 – 949) (7.14 points)

Just a Title



Figure 11: What is This



Figure 12: Three Shapes

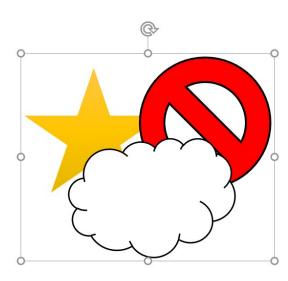


Figure 13: Three Shapes: Changed

Extra Credit

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

Word

15. 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)

16. What is change has been made to the picture in Figure 14, "Dino: Before", so that it became the picture in Figure 15, "Dino: After"?

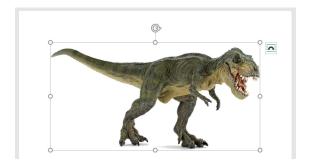


Figure 14: Dino: Before

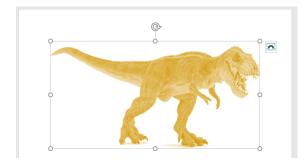


Figure 15: Dino: After

(2.5 points)

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.

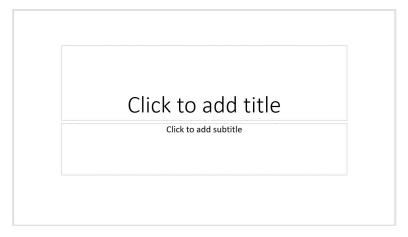


Figure 16: My Slide

(2.5 points)

18. How can you insert a picture inside the object shown in Figure 17? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(2.5 points)

– End of Midterm Exam –



Figure 17: Insert Picture Here

Congrats for completing the Midterm exam!