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

   (Pages: 370) (7.14 points)

2. 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)

3. Name **three** commands/buttons on the Home tab of Word.

   (Pages: 393) (7.14 points)

4. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

   (Pages: 465 – 469) (7.14 points)

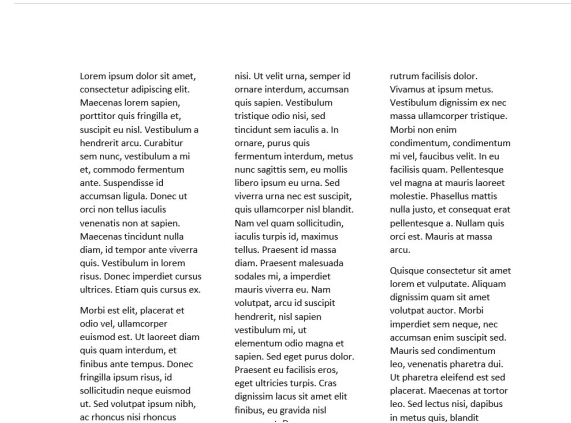Figure 1: My Text Layout: Before

Figure 2: My Text Layout: After

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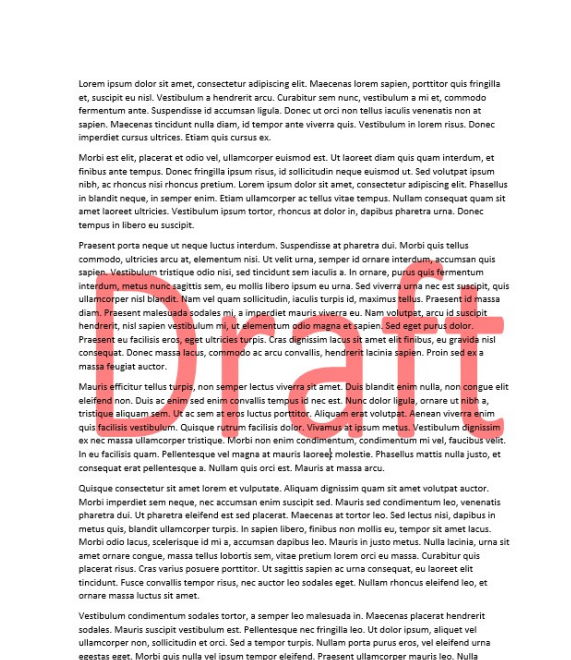

Figure 3: Watermark: Before

Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

6. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

   (Pages: 369, 372 – 378) (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: 1078 – 1079) (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. How can you enter a hyperlink into an existing text?

   (Pages: 524 – 529) (7.14 points)

9. You are 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 5, "My Slides". Where should you click to change the Slides tab to the one in Figure 6, "My Slides: Changed"?

   (Pages: 907 – 908) (7.14 points)

10.   (a) What is the name of the PowerPoint object appearing in the Figure 7?

     (b) Where do you need to click to delete/remove this object?

    (Pages: 880 – 883) (7.14 points)

11. 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.

   (Pages: 900 – 903) (7.14 points)

Figure 5: My Slides

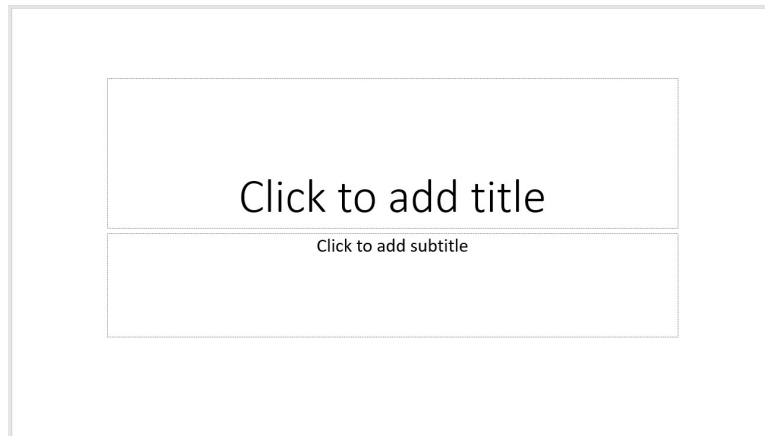Figure 6: My Slides: Changed

Figure 7: Object/Box

Figure 8: My Slide

12. How do you change the layout of a slide to Title and Content? Mention **one** way. (Pages: 902 – 903) (7.14 points)

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

    (Pages: 1155 – 1156) (7.14 points)

14. How do you change the shapes on a PowerPoint slide shown in Figure 9, "Three Shapes" to the shape in Figure 10, "Three Shapes: Changed"?
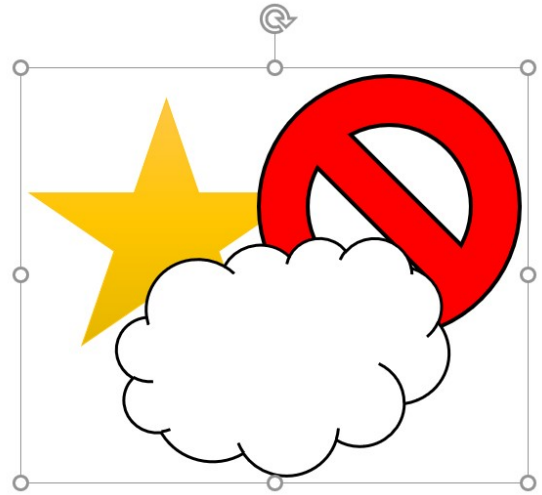
Figure 9: Three Shapes

Figure 10: Three Shapes: Changed

(Pages: 945 – 949) (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. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

    (2.5 points)

16. Where should you click to change the table in Figure 11, "Table: Before" to the one in Figure 12, "Table: After"?

Figure 11: Table: Before

Figure 12: Table: After

(2.5 points)

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.
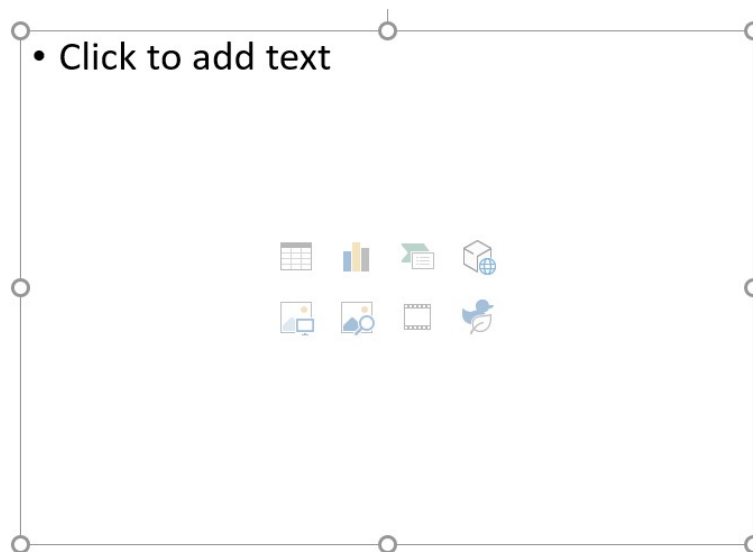

Figure 13: Insert Table Here

(2.5 points)

18. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?
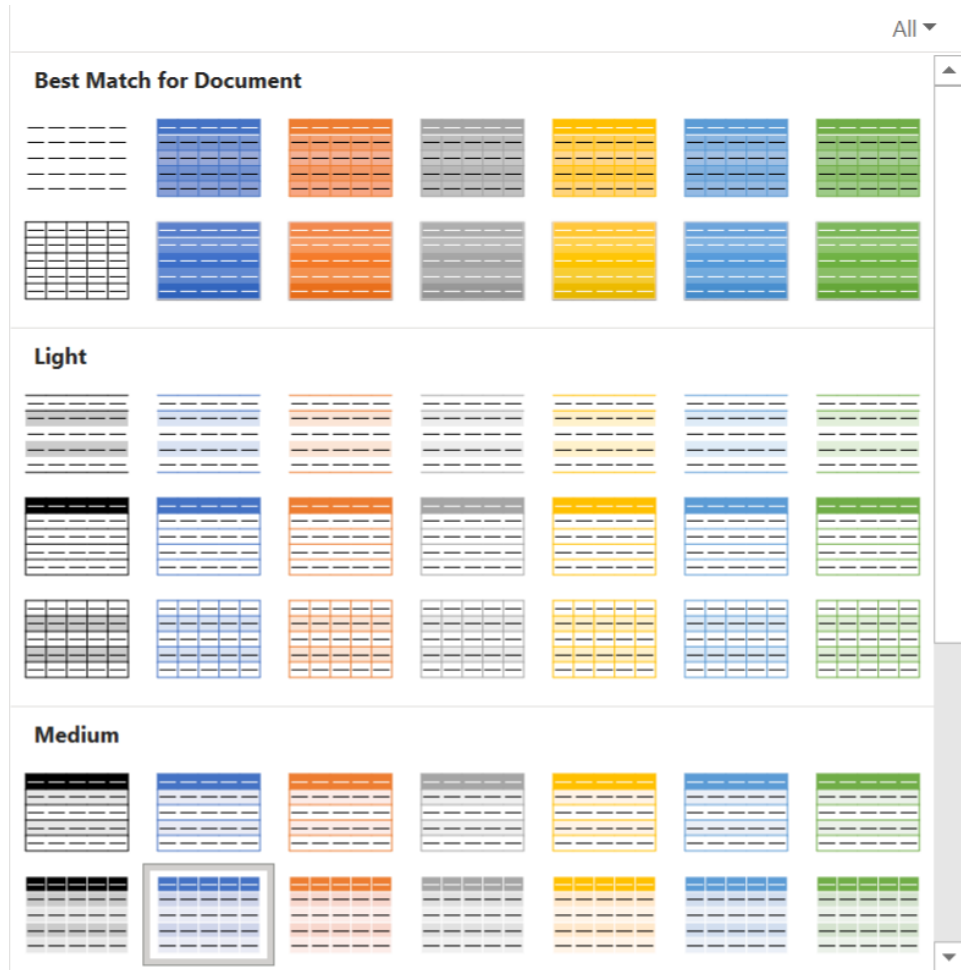
(2.5 points)

Figure 14: Many options

– End of Midterm Exam –

Congrats for completing the Midterm exam!