

## 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.

1. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

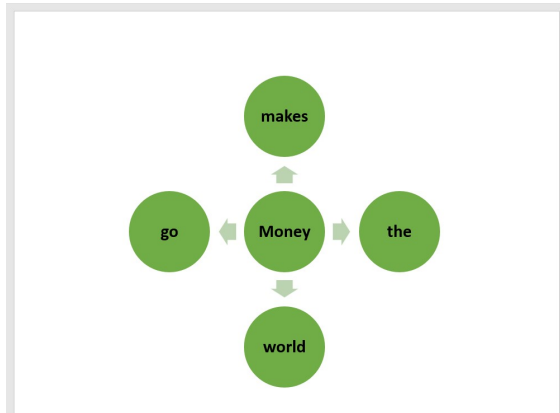


Figure 1: SmartArt: Before

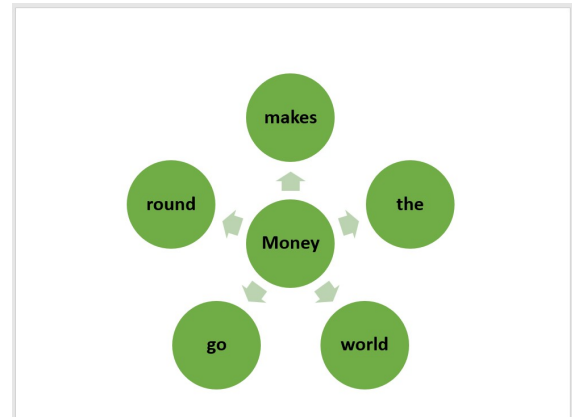


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

2. 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)

3. 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

Figure 4: Watermark: After

4. 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”.

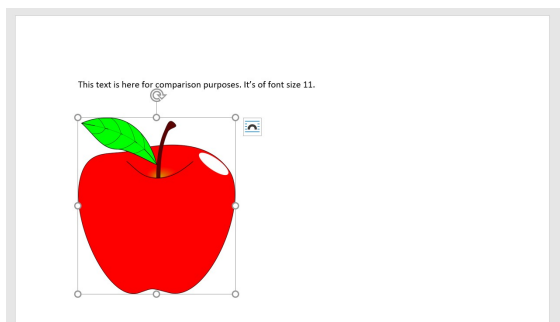


Figure 5: Apple: Before

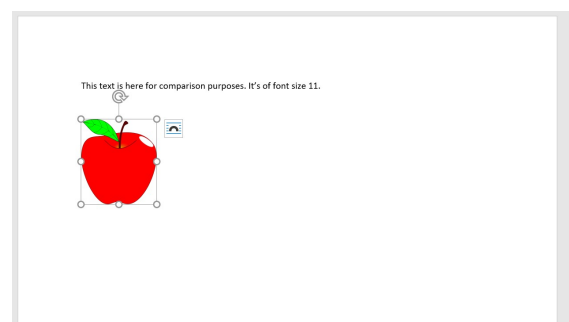


Figure 6: Apple: After

(Pages: 514 – 516) (7.14 points)

5. What is the purpose of the buttons displayed in Figure 7?

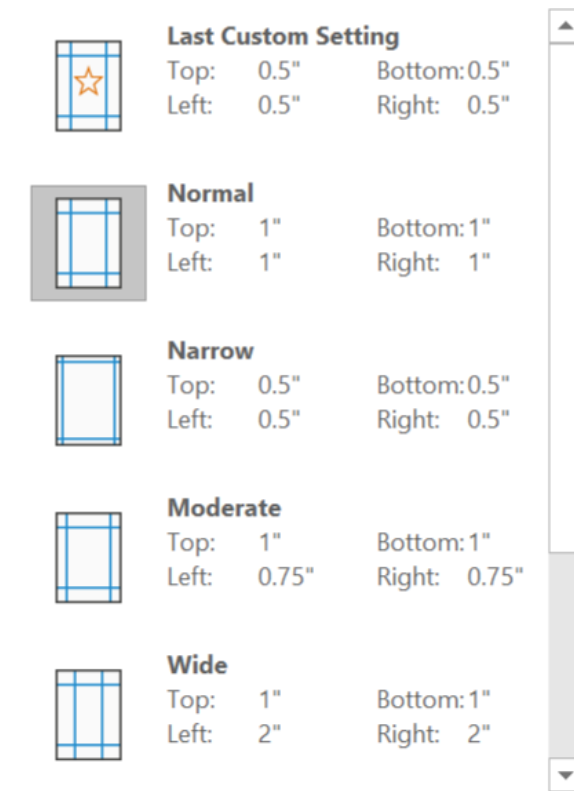


Figure 7: Five Buttons

(Pages: 772 — 774) (7.14 points)

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 8.

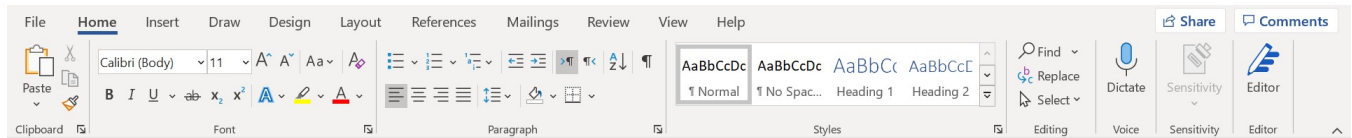


Figure 8: Window Area

(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)

7. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (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 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.

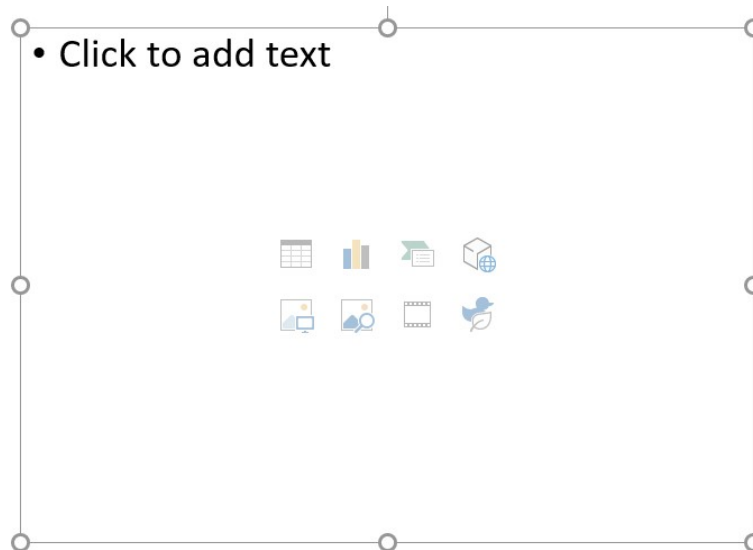
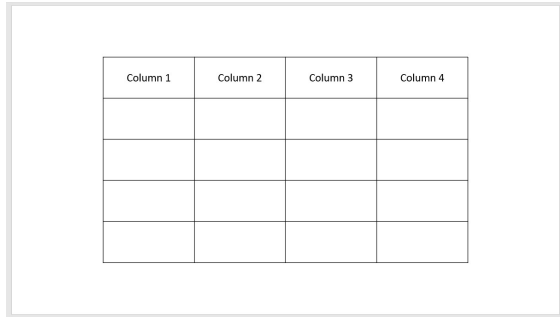


Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

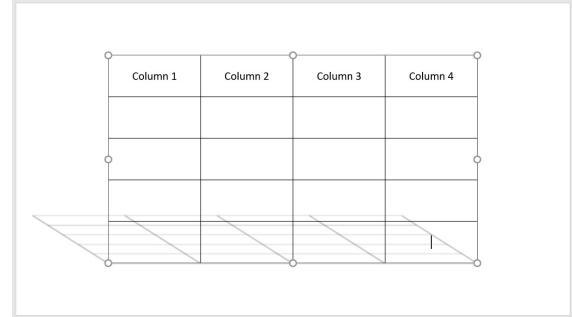
9. Where do you need to click to change the table in Figure 10, “Table: Before” to the table in Figure 11, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 11: Table: After

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

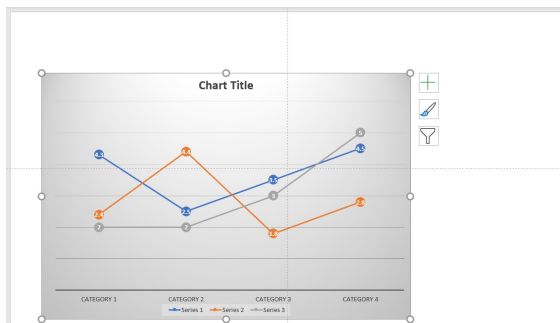


Figure 12: Chart: Before

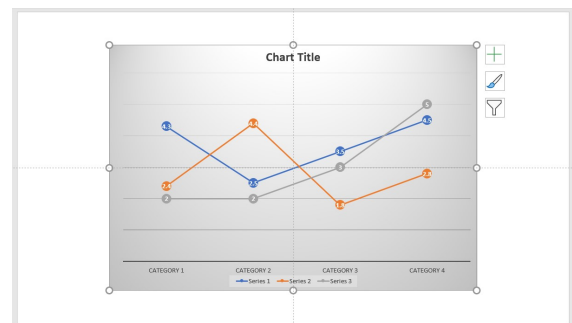


Figure 13: Chart: After

(Pages: 1126 – 1133) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 14?



Figure 14: Button with Arrow

(Pages: 443 – 446) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint:** Look at the screenshots given on the textbook pages listed below.

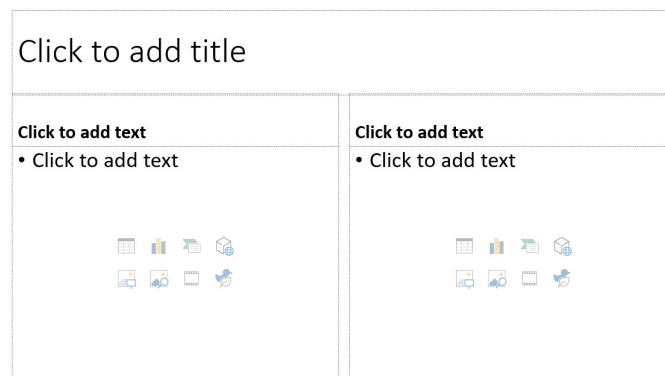


Figure 15: My Slide

(Pages: 900 – 903) (7.14 points)

13. If you click on any one of the squares in the picture in Figure 16, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)





Figure 16: Many Options

14. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.  
(Pages: 883) (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. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

(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.
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(2.5 points)

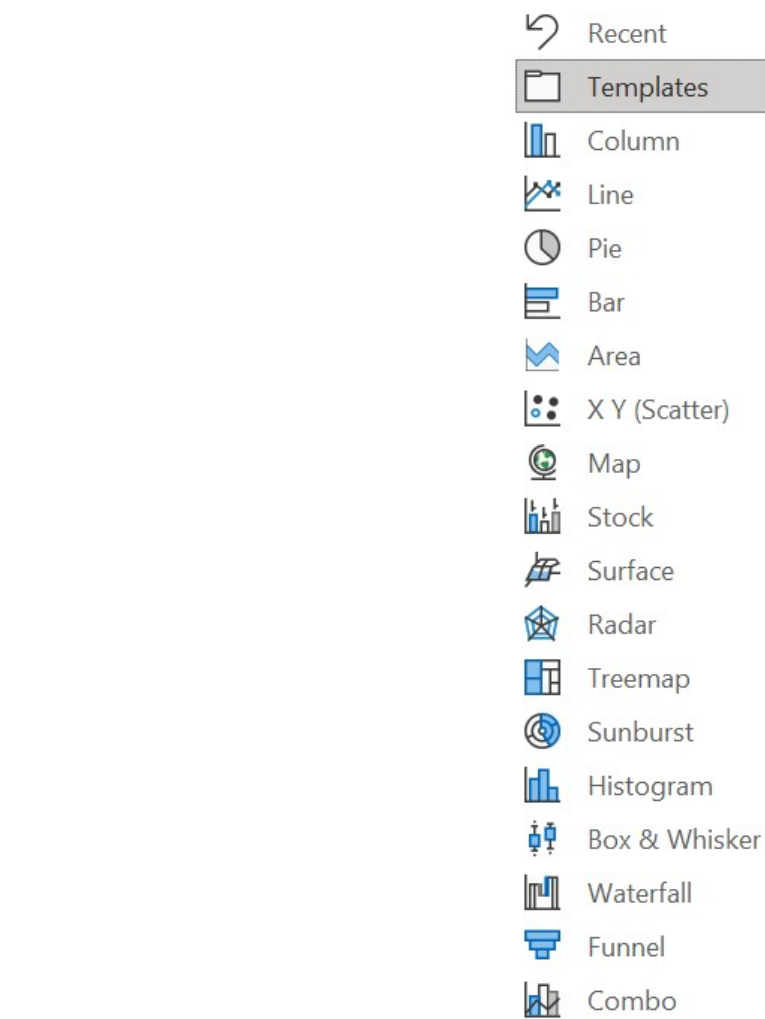


Figure 17: Long Menu

**PowerPoint**

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

(2.5 points)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

