

## 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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- **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 **Course Documents** → “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. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

2. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

(Pages: 519 – 521) (7.14 points)

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

(Pages: 370) (7.14 points)

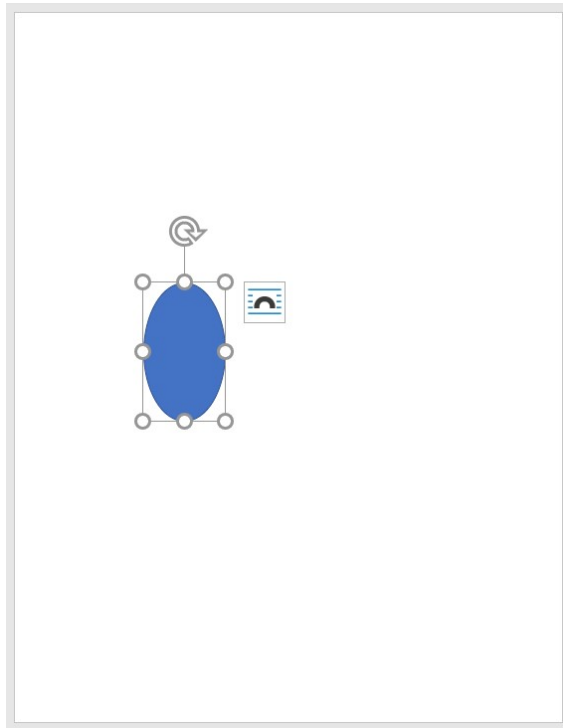


Figure 1: Added Oval Shape

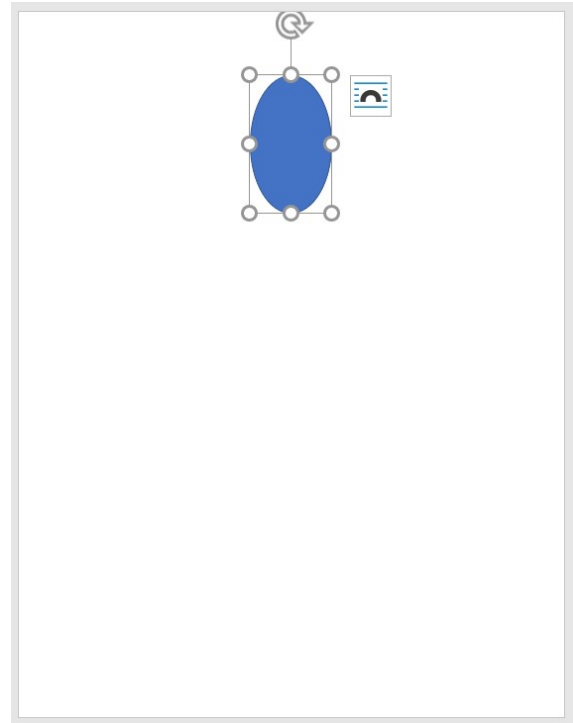


Figure 2: Moved Oval

4. What is the purpose of the following partially-shown dialog box in Figure 3?

(Pages: 569 – 570) (7.14 points)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

- (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)

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Figure 3: Dialog Box

the colroful flower

Figure 4: Phrase in Word

6. 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”.

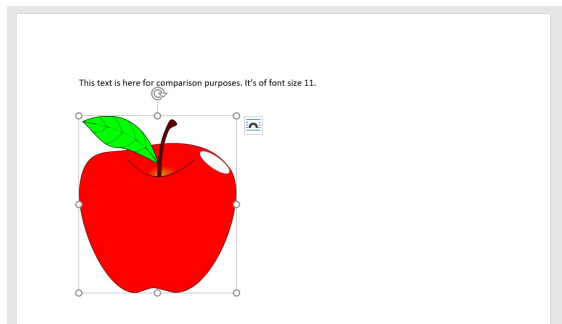


Figure 5: Apple: Before

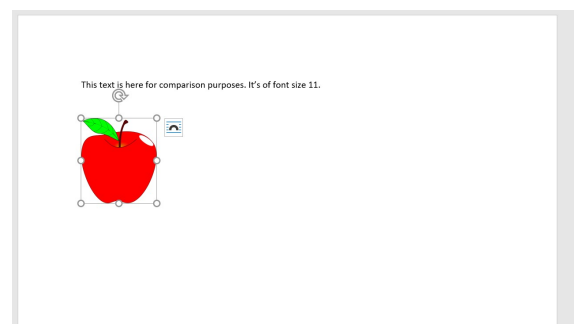


Figure 6: Apple: After

(Pages: 514 – 516) (7.14 points)

7. Suppose you are working on the SmartArt graphic in Word in Figure 7, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 8, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

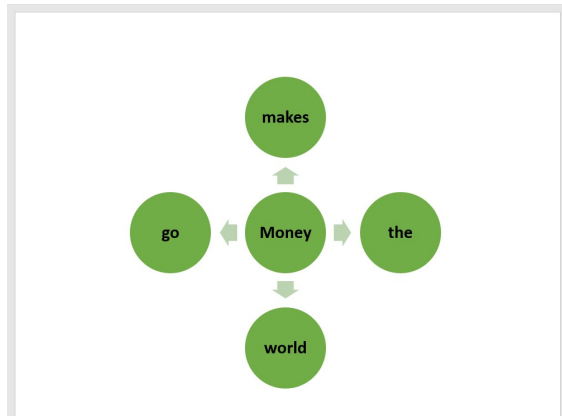


Figure 7: SmartArt: Before

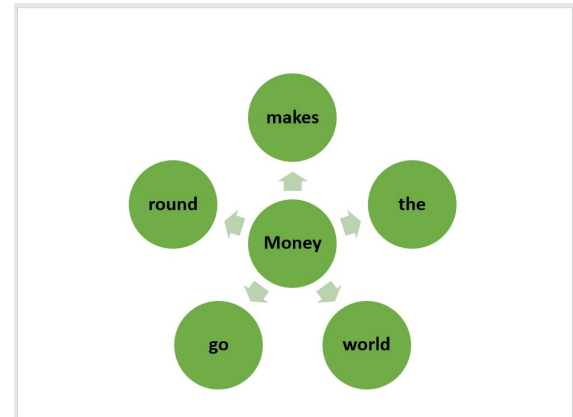


Figure 8: SmartArt: After

## 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 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)



Figure 9: My List

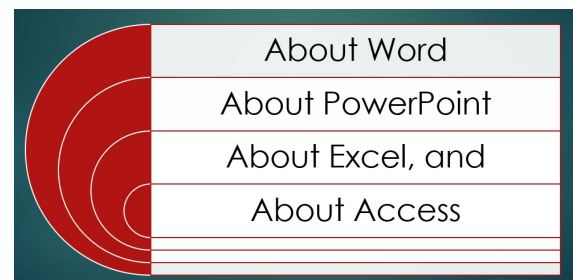


Figure 10: My New List

(Pages: 930 – 937) (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 11, “My

Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?



Figure 11: My Slides



Figure 12: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

10. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

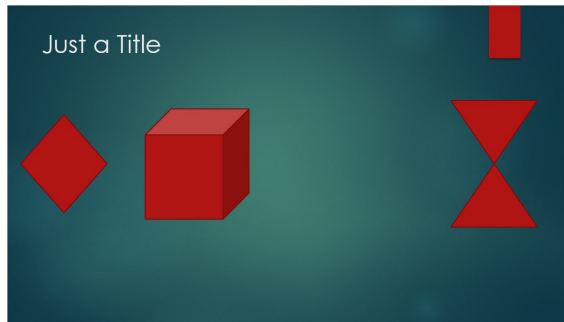


Figure 13: My Shapes

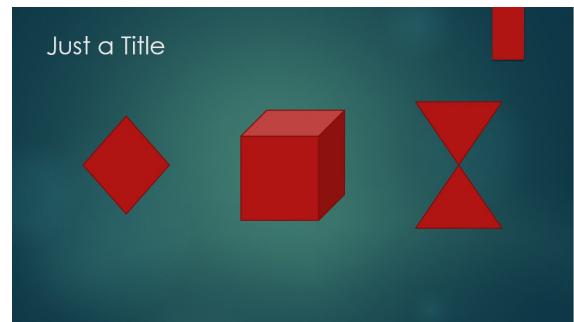


Figure 14: My Shapes: Moved

11. How do you change the shapes on a PowerPoint slide shown in Figure 15, “Three Shapes” to the shape in Figure 16, “Three Shapes: Changed”?

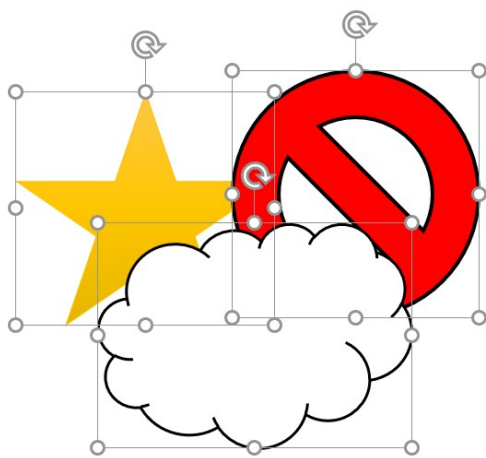


Figure 15: Three Shapes

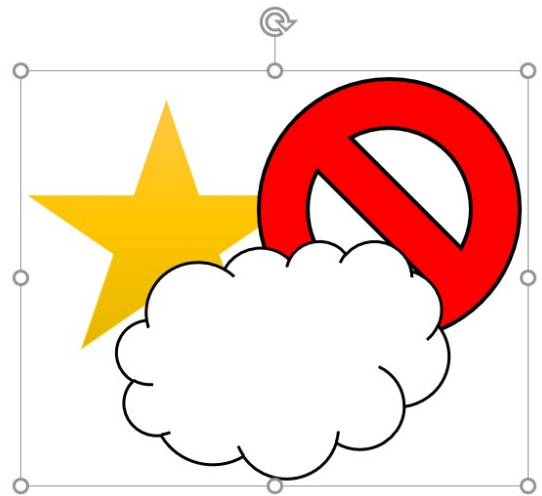


Figure 16: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)



12. (a) What is the object displayed in Figure 17?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

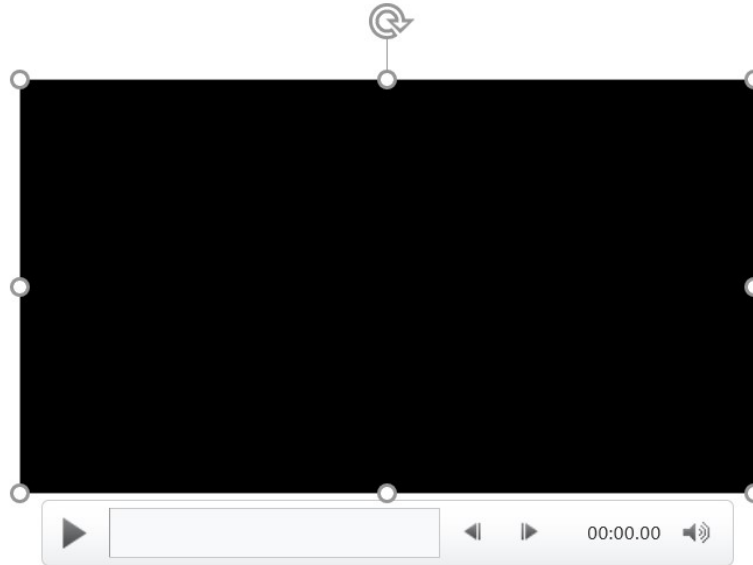


Figure 17: Object with Buttons

(Pages: 980 – 987) (7.14 points)

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 18? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

14. If you were to click on an option from the menu in the Figure 19, what kind of object would be added to the PowerPoint slide?

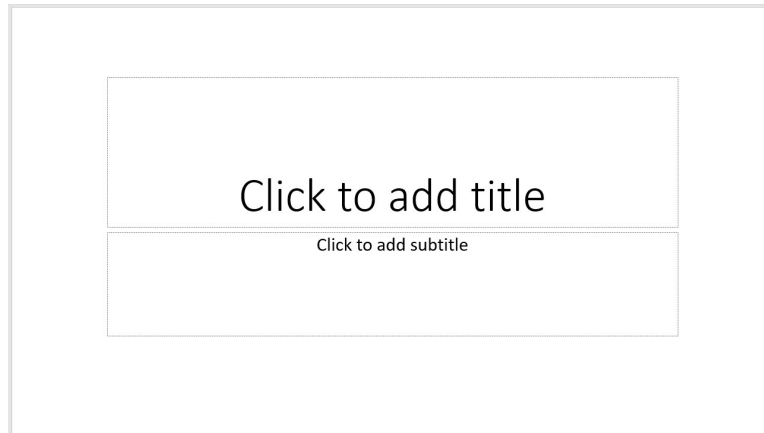


Figure 18: My Slide

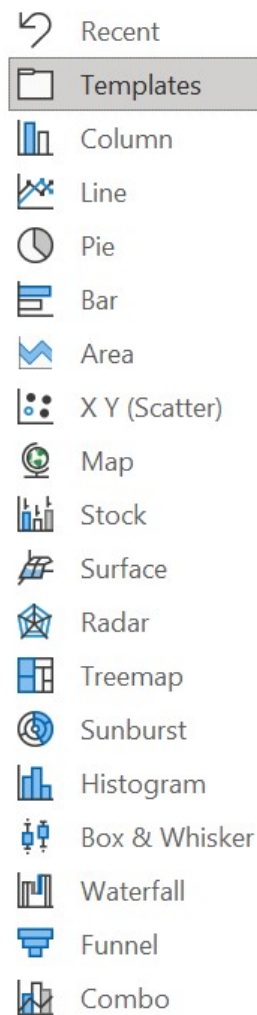


Figure 19: Long Menu

(Pages: 1116 – 1123) (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. 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. 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.

(2.5 points)

### PowerPoint

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

(2.5 points)

18. If you click on any of the options shown in Figure 20, what object will change on the PowerPoint slide, and how?

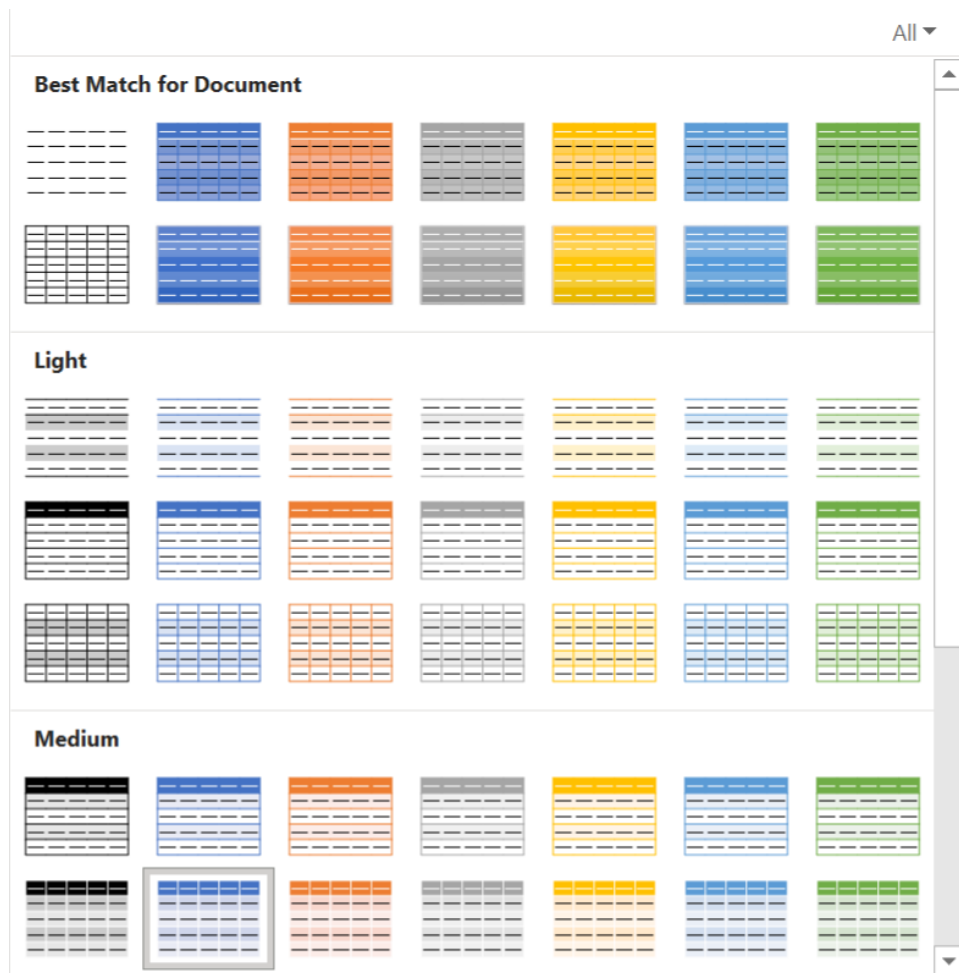


Figure 20: Many options

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

