

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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

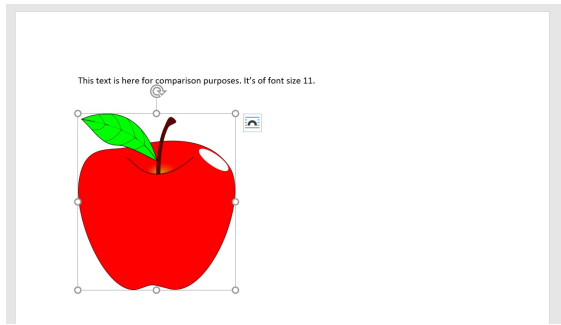


Figure 1: Apple: Before

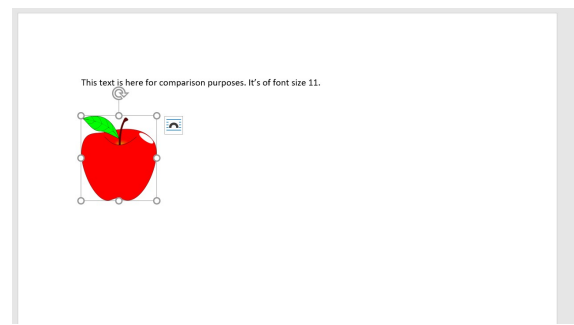


Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.

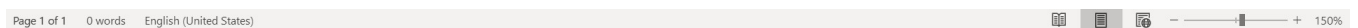


Figure 3: Window Area

- (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)

3. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

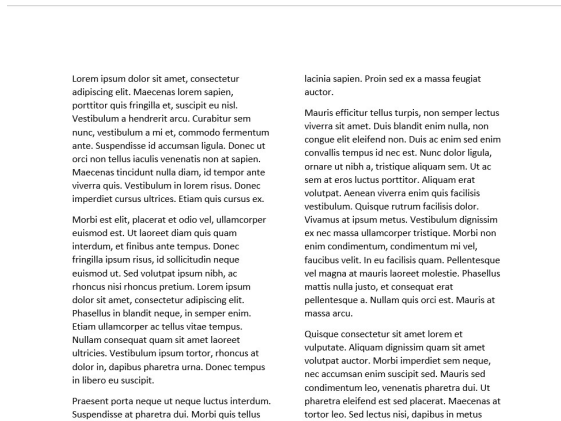


Figure 4: My Text Layout: Before

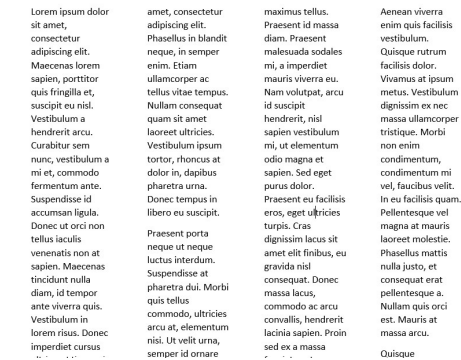


Figure 5: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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

(Pages: 370) (7.14 points)

5. 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)

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

(Pages: 393) (7.14 points)

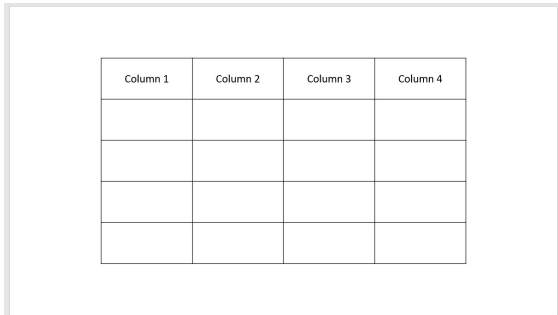
7. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

PowerPoint – Short Answer

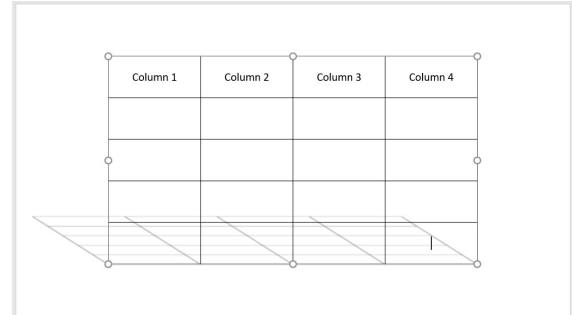
Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

8. 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.



Column 1	Column 2	Column 3	Column 4

Figure 6: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 7: Table: After

(Pages: 549 – 551) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

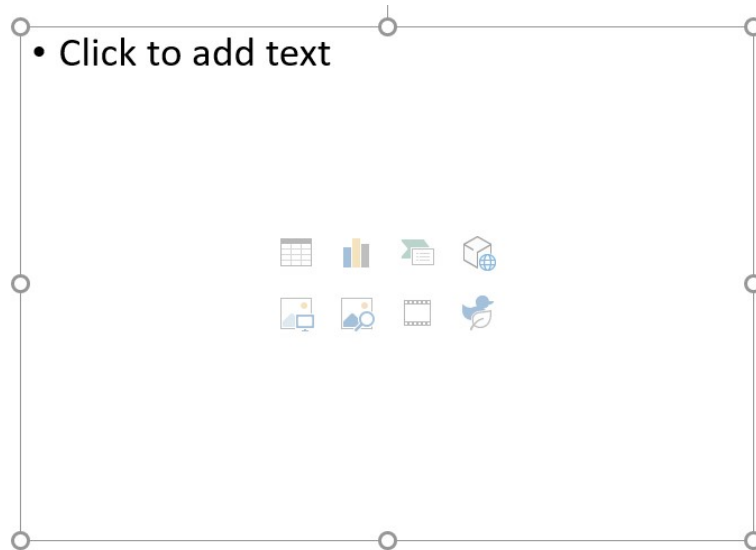


Figure 8: Insert Picture Here

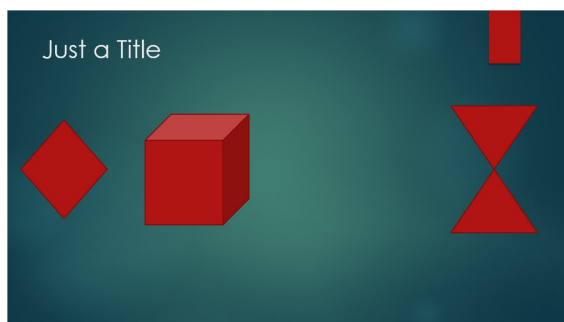


Figure 9: My Shapes

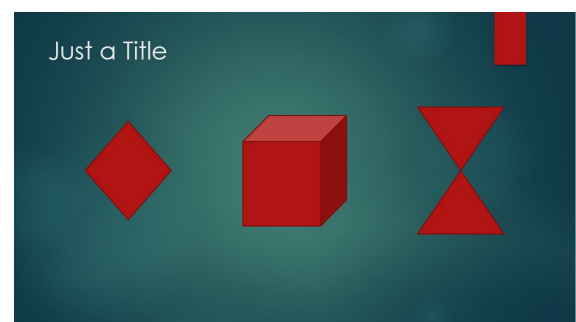


Figure 10: My Shapes: Moved

11. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

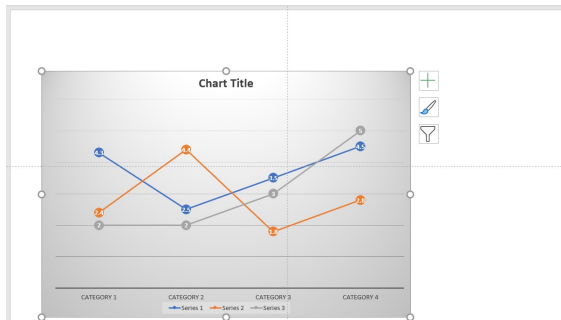


Figure 11: Chart: Before



Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 945 – 949) (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)

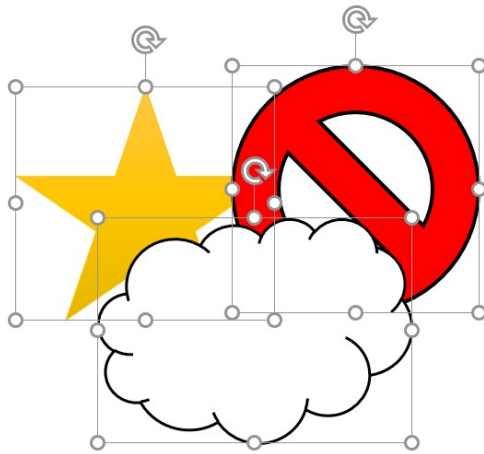


Figure 13: Three Shapes

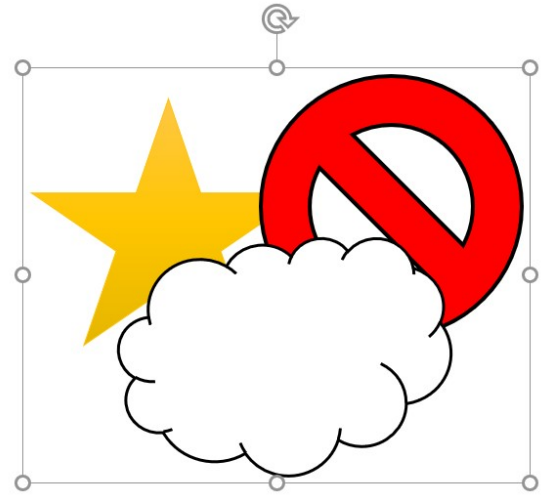


Figure 14: Three Shapes: Changed

14. (a) What is the name of the PowerPoint object appearing in the Figure 15?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 15: Object/Box

(Pages: 880 – 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. Where should you click to change the watermark in the picture 16, “Watermark: Before” to the watermark in the picture 17, “Watermark: After”?

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Figure 16: Watermark: Before

Figure 17: Watermark: After

(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. 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.

(2.5 points)

18. 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 18, "My Slides". Where should you click to change the Slides tab to the one in Figure 19, "My Slides: Changed"?

(2.5 points)

– End of Midterm Exam –



Figure 18: My Slides



Figure 19: My Slides: Changed

Congrats for completing the Midterm exam!

