# 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**  $\rightarrow$  **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**  $\rightarrow$  "**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. 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?

Lorem ipsum dolor sit anext, consectetur adipiscing elit. Maccenas lorem sapien, portitor quis fringi et de l'archite unità Vestibulum à hendreixt arus. Curabitur sem nunc, vestibulum a mi et, commodo efermentum ante. Suspendiase la accuman igula. Dione cut ord inon tellus laciales venentais non at sapien. Maccenas tinicidum Intal daim, il tempor ante viverra quis. Vestibulum in lorem risus. Done imperdiet curas ultrices. Eliam quis curaus ex j

Morbi est ellt, placerat et old ovel, ullamcorper euismod est. Ut laoreet diam quis quain interdum, et influisus ante tempos. Donce fringilli supsum risus, id solicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem i psum dolor sit amet, consectetur adipiscing ellt. Phaselum in blandit neque, in semper enim. Etiam ullamcorper a tellus viate tempus. Nullam consequat ujuam sit amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donce tempus in libero e suscibit.

tempus in libero es suscipit.

Pressent porta neque un enquea luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tinidunt sem iaculis a. In ornare, purus quis fermentum interdum, metus unus agittis sem, em ufbili libero i paume uruma. Sed vierera uma nec est suscipit, qui ullamcorper nisi blandit. Nam vel quam soliticitudin, iaculis turpis id, maximus tellus. Praesent id massidam. Praesent melasuada sodales mi, a imperedite marsiv vierer au. Nam voltupat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent et a fosilis sero, eget ultricise turpic. ross dignisim laus sist anter elit filibias, cu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feusita sur consequata.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue ei eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam em: Ut ac sem at enso fustus portitor. Aliquam erat volutast, Aneena vivera enim quis facilisis vestibulum. Quisque nutrum facilisis dolor. Vioarrus at insum metus. Vestibulum dignissim

Figure 1: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maccenas forem sapien, portitor quis fringille et, suscipit eu nist. Vestibulum a henderit arcu. Curahitur sem runc, vestibulum a mi et, commodo ferementum ante. Suspendisse id accumsant igulu. Donec u rori non tettlus isaculis venenatis non at sapien. Maccenas tricicidum runla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imprediet cursus.

amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ulliamcorper ac tellus vita e temper ac tellus vita e tempus. Nullam consequat quam sit amet la lacore et ultricies. Vestibulum i psum barretra urna. Done t empus in libero eu suscipit. In libero eu suscipit. Praesent porta neque ut neque luctus i prerfum

dolo in, dapibus supiem. Sed pharetra ura. puru dolor. Donec tempus in libera eu sucipit. turpis. Cras dignismi ne neque ut neque

Aenean viverra enim quis facilisis vestibulum. Quisque nutrum facilisis dolor. Moralisis dolor. Vivamus ait psum metus. Vestibulum dignisisim ex nec metus. Vestibulum dignisisim ex nec printifique. Morbo non enim experimentum, condimentum mi evel, faucibus veilt. In eu facilisis quant pellentesque vel magna at mauris lacoreet molestile. Phasellus mattis unila justo, et consequat erat pellentesque e. Nullam quis orci est. Mauris at est. Mauris at

Figure 2: My Text Layout: After

2. 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)

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

# the colroful flower

Figure 3: Phrase in Word

(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)

4. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 393 - 396) (7.14 points)

5. 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: 404 - 405) (7.14 points)

6. Name two commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

7. Where should you click to change the table in Figure 4, "Table: Before" to the one in Figure 5, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

(Pages: 494 - 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

# 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 table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 6? Your answer must use the box shown in that Figure.

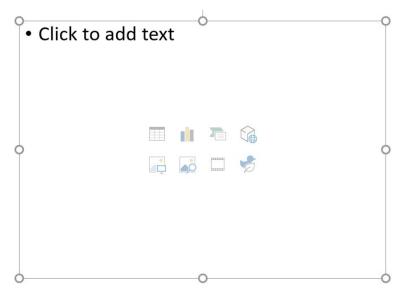


Figure 6: Insert Table Here

(Pages: 1055 - 1059) (7.14 points)

9. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)



Figure 7: Three Shapes

Figure 8: Three Shapes: Changed

- 10. (a) What is the object displayed in Figure 9?
  - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

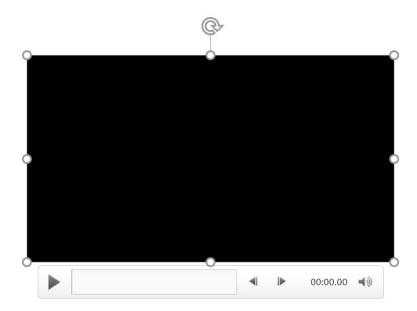


Figure 9: Object with Buttons

(Pages: 980 - 987) (7.14 points)

11. 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 10, "My Slides". Where should you click to change the Slides tab to the one in Figure 11, "My Slides: Changed"?



Figure 10: My Slides

(Pages: 907 – 908) (7.14 points)



Figure 11: My Slides: Changed

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?



Figure 12: Button with Arrow

(Pages: 443 - 446) (7.14 points)

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

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (7.14 points)

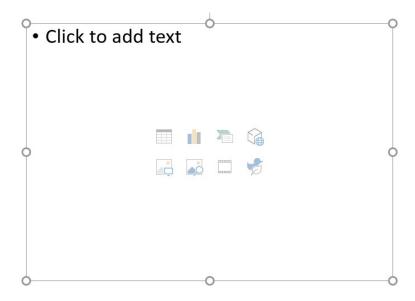


Figure 13: Insert Picture Here

# Extra Credit

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

### Word

15. 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"?

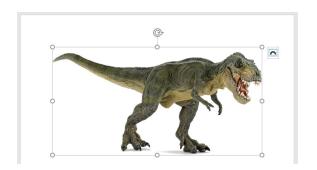


Figure 14: Dino: Before

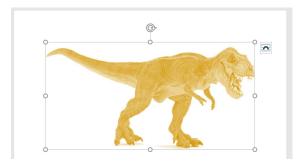


Figure 15: Dino: After

(2.5 points)

16. Where should you click to change the watermark in the picture 16, "Watermark: Before" to the watermark in the picture 17, "Watermark: After"?

Lorent plant todar is a trained, contextent subscription, trained to the specific point and are incommodo fermentum ante. Suspendisse id accumsan ligital. Donec ut ord non tellus isculis venenatis non at sapien. Maecensa incidiant nulla dismi, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbies et lis, Davarset et dois vei, lullamcorper eutimod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum rissu, si sollicitudin neque eutimod ut. Sed volutopat ipsum nibha, ac honous ain thomous pretium. Corren ipsum dolor sits amet, consecteur adjectiong elit. Phase in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam amet laoreet ultricis. Vestibulum ipsum tortor; rhonous at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspenisisse at pharetra dui. Morbì quis tellus commodo, ultricies arcu at, elementum nist. Ut veilt uma, kemen d'ornate interdum, accuman qui sejen. Vestibulum trisique odio nist, sed tincidura tem laculta si no neare, punta quis fermentum interdum, metus nuns sagistis sem, eu mollisi libero ipsum su uma, Sed vivera uma nec est suscipit minerdum, metus nuns sagistis sem, eu mollisi libero ipsum su uma, Sed vivera uma nec est suscipit na diamo, præsent malesuada sodales mi, a imperdet mauris vivera eu Nam volutpat, arcu id suscipit handrernt, nist algele vestibulum mi, ut elementum odio magna et aspine, de deget purus dolori. Præsent et a faciliais eros, eget utricies turpis. Cars dignistim lacus sit amet ein finibus, eu gravida nis consequat. Done me massa lacus, commodo ac eru convaisi, hendrert iscinia siplen. Proin sed ex a massa feuglat auctor.

massa feugiat auctor.

Mauris efficitur tellus turpis, non samper lectus viveria als amet. Duis blandit enim nulla, non conque ellieleifend non. Duis ac acini sad enim convallis tempus idi ne'cest. B'un- dolor ligula, ornare ut nibh a,
tristique allouam sem. Ut ac'este mat er'es lactus portitor. Alloquam erat volutpat. Aenean viverra enim
quis faciliss veriblum. Collegue orterni Reclas dolor. Vivenus ast pisum meturs. Vestibulum diginisim
ex nec disassi ulamocoper tristique. Morbi nore enim condimentum, condimentum mi vel, faucibus velit.
Ine ut acfailista questi mattin ulla justo, et
consequat erat pellentesque a. Mullam quis orci est. Mauris at massa arcu.

Quisque consactetur sit amet lorem et vulgutate. Aliquam digrissim quam sit amet volutpat auctor.

Morbi imperdiat sem reclus, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis
pharetra dui. Ut pharetra si elfared sersi ed placerat. Maecens at tortor leo. Sed lectur nisi, daplous in
metru quis, bandit ulamocoper trujs. In aspleni libero, filolaru on nonillis est, rempor ait amet lecus.

Morbi dool lacus, scelerisque di mi a, accumsan adaptus leo. Mauris in justo metru. Nulla lacinia, uma amet ornare conge, massa felialis boloris sem, vitas pertitum lorem or ciu auctus. Cara vorius pouere portitor. Ut sagitis asplen ac uma consequat, su lioneet de introducti. Fasco convalis tempor risus, ne acutor leo soldes gest. Mullam shonocus elefiend elle; et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit vestioumit Continentum souares sortor, a semple reor manasquar in investiona in material mention souares mentions souares, Mauris suscipit vestibulum est. Pellenteque nec fringilla leo. Ut dolor jam, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urr egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 16: Watermark: Before

(2.5 points)

Lorem josum dolor sit amet, consectetur adiplicting elit. Mascenas lorem saplen, porttitor quis fringil et, succipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum arte. Suspendissi di accumsan ligula. Donec ut orci non tellus iaculis venenatis non at saplen. Mascenas incidunt rulla idian, i de mopra nate viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est ellt, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla i psum risus, jú sollicitudin neque euismod ut. Sed volutpat i psum inh, ac rhoncus insti honcus prettum. Lorem i psum doir si armet, consectur adipiscing elli. Phasei in blandit neque, in sempre enim. Etiam ullamcorper ac tellus vitas tempus. Nullam consequat quam armet lacerest utricies. Vestibulum i psum totori, rhoncus et dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Present ports neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tel commodo, ultricies arcu at, dementum nisi. Ut veit urna, semper id ornare interdum, accur assien. Vastbulum tristique dodi nisi, de diricidus ten aineu justilia. In ornare, prusa qua farm interdum, metta nune agetita sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est ultrarroper nisi laben i han vei quanto socilicitudin, laccitu turni i de cutturni de la commodo de la commod

consequent erat pellentesque a. Nullam quis oric est. Mauris at massa arcu.

Quisque consecturu sit amet forem et vulgotate a. Riquam dignissim quam sit amet volutpat auctor.

Morbi imperdiet sem neque, nec accumsan annin succipit sed. Mauris sed condimentum leo, venenatis
pharetra dul. Ut pharetra sielfend est sed piacerat. Maecenas at tortor leo. Sed fectus sisti, dapibus in
metus quis, blantic ullamocroper trupit. In aspieni leber, finibus non mollis eu, tempor sit amet lacus.

Morbi doli lacus, scelerique id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, um amet ornare conge, massa tellus loboritis sem, vitas pertellum orlem oric a umassa. Curabitru quis
placerat risus. Cras varius posuere portitior. Ut sagititis sapien ac uma consequat, eu la oreste ilit
tindidutir. Fusce convillat tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et
ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendreirt sodales. Mauris suscipit vestibulum est. Pellentesque nes fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleffend um egestas eget. Mobil quis nulla vel ipsum tempor elefend. Præsent ullamcorper mauris feo. Nulla

Figure 17: Watermark: After

### **PowerPoint**

17. Where do you need to click to change the table in Figure 18, "Table: Before" to the table in Figure 19, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Column 1 Column 2 Column 3 Column 4

Figure 18: Table: Before

Figure 19: Table: After

(2.5 points)

18. 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)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

