

## 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. 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”?

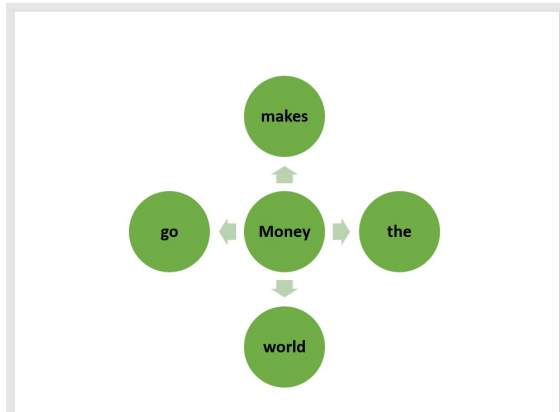


Figure 1: SmartArt: Before

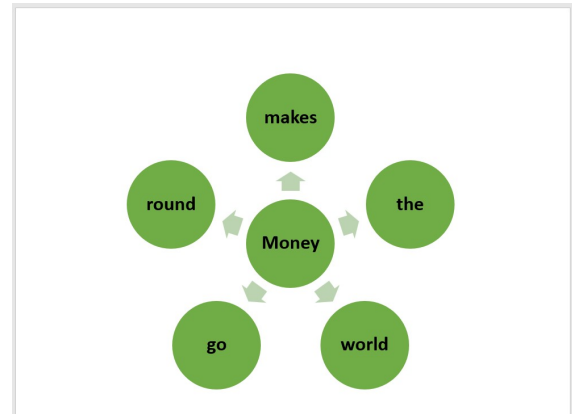


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

2. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

(Pages: 494 – 498) (7.14 points)

3. 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:

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
| Info     | Info     |

Figure 3: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
|          |          |
| Info     | Info     |

Figure 4: Table: After

Brooklyn College is an integral part of the artistic energy of New York.

(Pages: 404 – 405) (7.14 points)

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”.

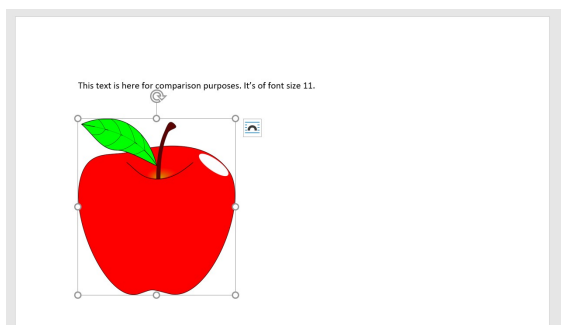


Figure 5: Apple: Before

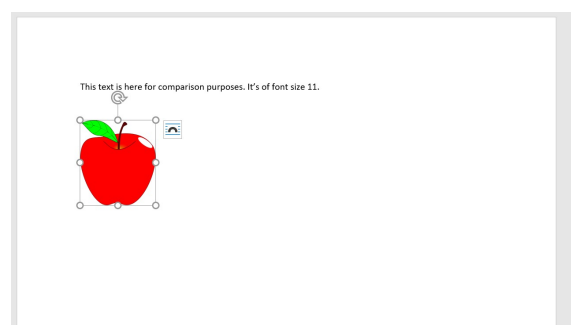


Figure 6: Apple: After

(Pages: 514 – 516) (7.14 points)

5. Where should you click to change the watermark in the picture 7, “Watermark: Before” to the watermark in the picture 8, “Watermark: After”?

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Figure 7: Watermark: Before

(Pages: 556 – 560) (7.14 points)

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Figure 8: Watermark: After

6. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

7. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 20 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

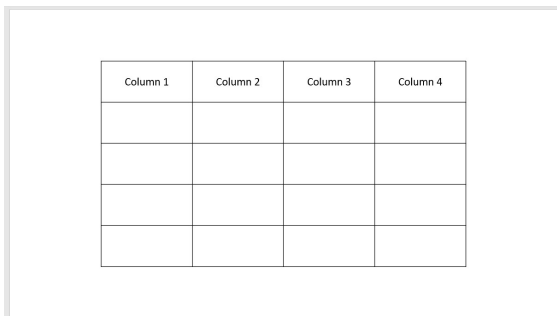
## PowerPoint – Short Answer

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

8. 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.

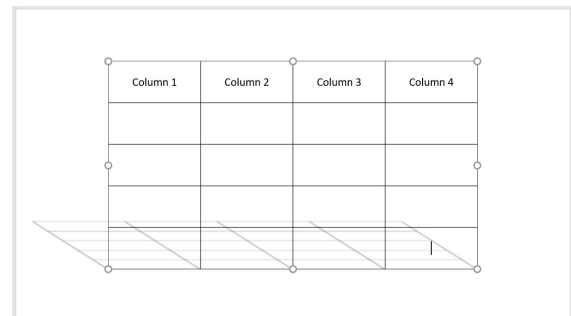
(Pages: 883) (7.14 points)

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



| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
|          |          |          |          |
|          |          |          |          |
|          |          |          |          |
|          |          |          |          |

Figure 9: Table: Before



| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
|          |          |          |          |
|          |          |          |          |
|          |          |          |          |
|          |          |          |          |

Figure 10: Table: After

(Pages: 549 – 551) (7.14 points)

10. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (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 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

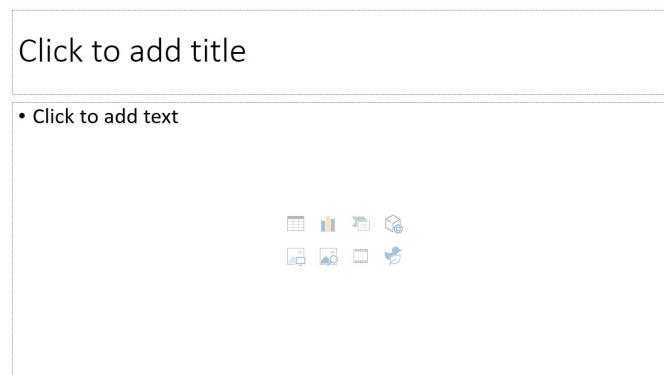


Figure 11: My Slide

(Pages: 900 – 903) (7.14 points)

12. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

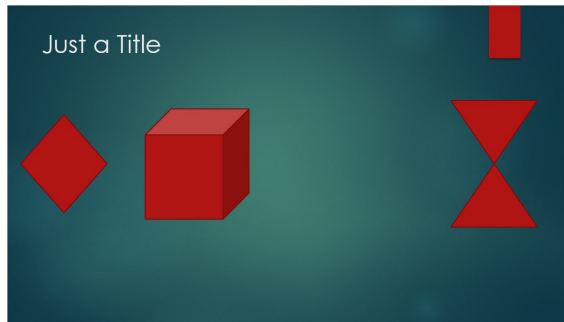


Figure 12: My Shapes

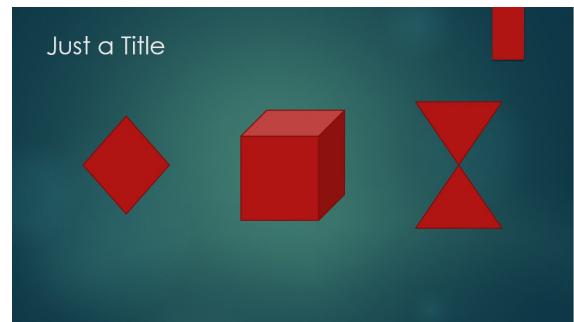


Figure 13: My Shapes: Moved

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

(Pages: 1116 – 1123) (7.14 points)

14. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

(Pages: 930 – 937) (7.14 points)



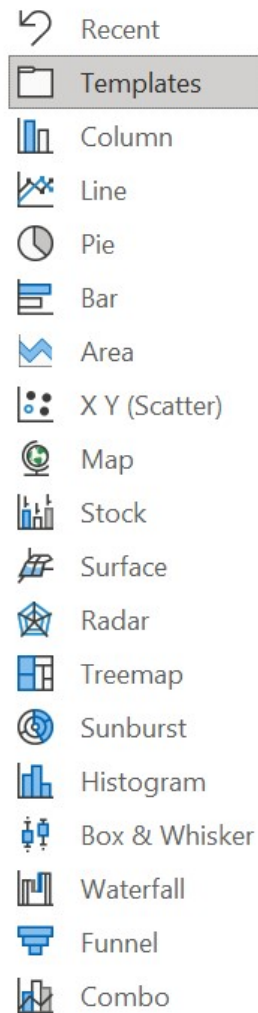


Figure 14: Long Menu

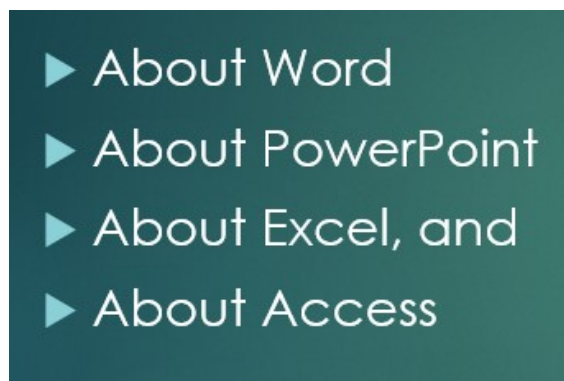


Figure 15: My List

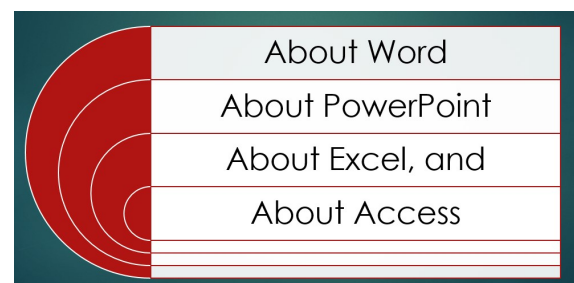


Figure 16: My New List

## Extra Credit

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

### Word

15. Mention **two** ways to change the zoom of a Word document to 100%.  
(2.5 points)
  
  
  
  
  
  
  
  
  
  
16. 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.)  
(2.5 points)

### PowerPoint

17. 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 17, "My Slides". Where should you click to change the Slides tab to the one in Figure 18, "My Slides: Changed"?  
(2.5 points)



Figure 17: My Slides



Figure 18: My Slides: Changed



Figure 19: Button with Arrow

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 19?  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

