

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 the file by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 09:30 AM – 10:45 AM. Exam Location: at the West End Building (WEB), Room 105 (on floor 1).
- **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. 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.

(Pages: 369, 372 – 378) (7.14 points)

2. 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)

3. 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”.

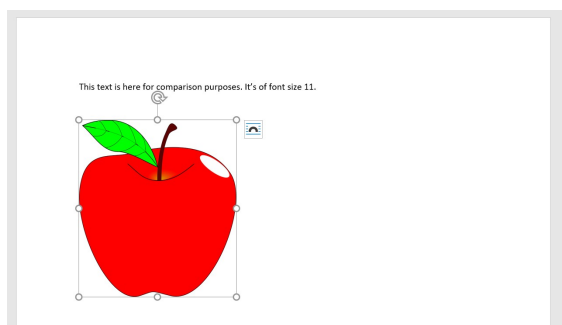


Figure 1: Apple: Before

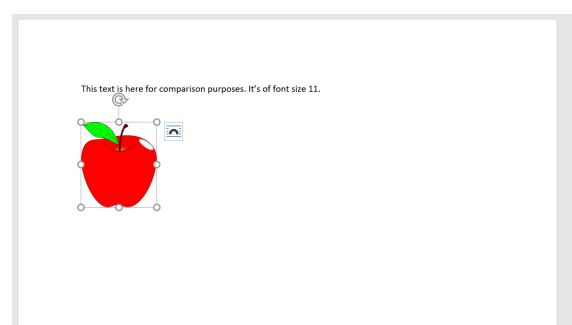


Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

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

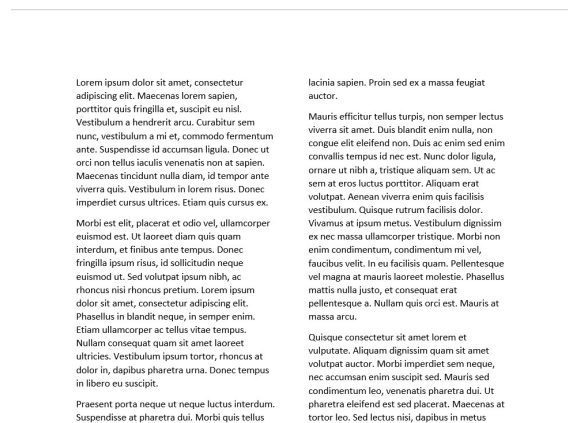


Figure 3: My Text Layout: Before

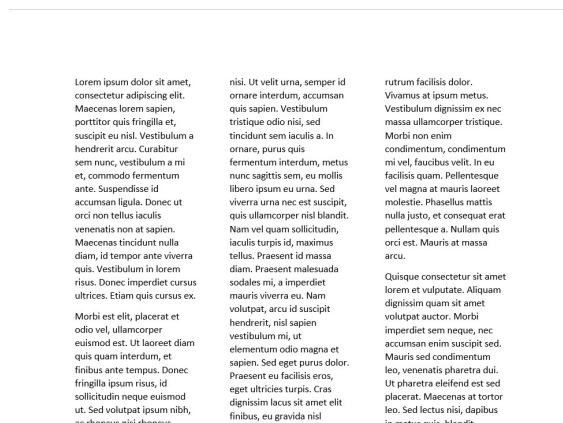


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

5. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

6. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “Dino: After”?

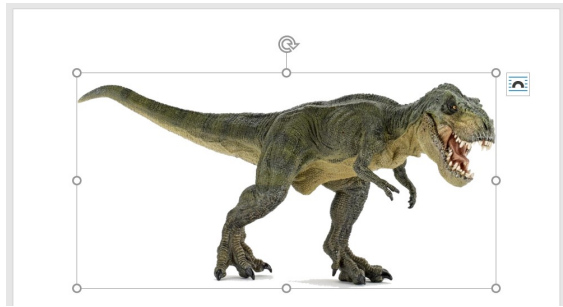


Figure 5: Dino: Before

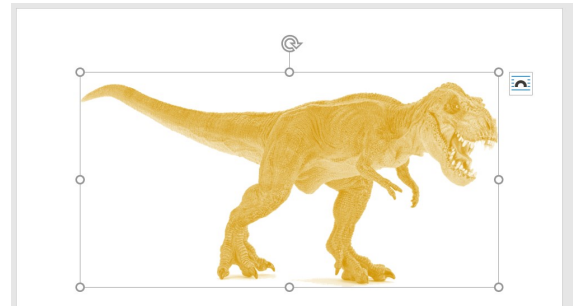


Figure 6: Dino: After

(Pages: 514 – 516) (7.14 points)

7. You inserted an oval shape into your Word document shown in Figure 7, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 8, “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)

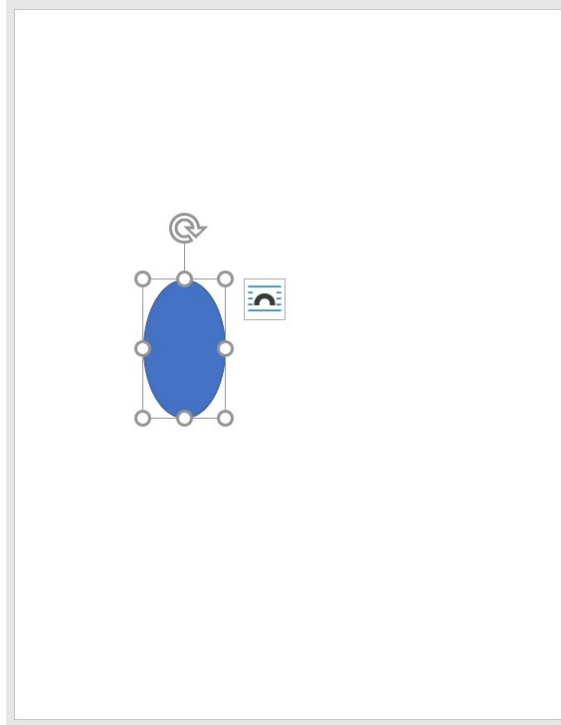


Figure 7: Added Oval Shape

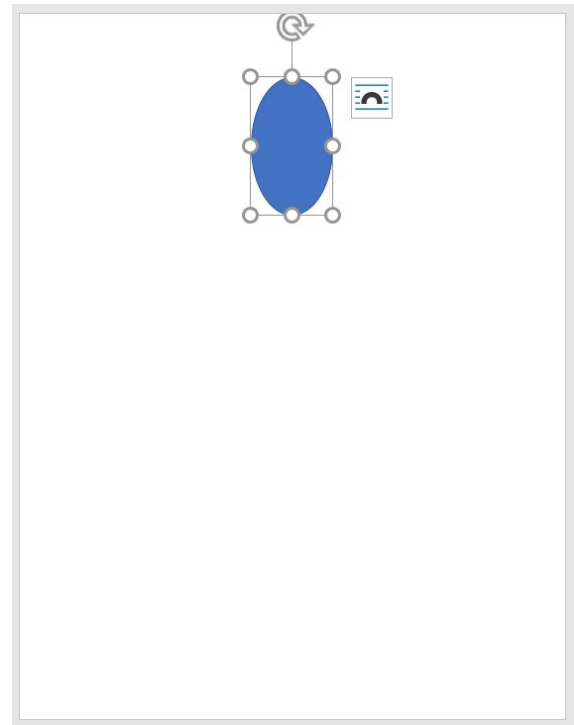


Figure 8: Moved Oval

PowerPoint – Short Answer

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

8. How do you change the shapes on a PowerPoint slide shown in Figure 9, “Three Shapes” to the shape in Figure 10, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

9. 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.

(Pages: 900 – 903) (7.14 points)



Figure 9: Three Shapes



Figure 10: Three Shapes: Changed

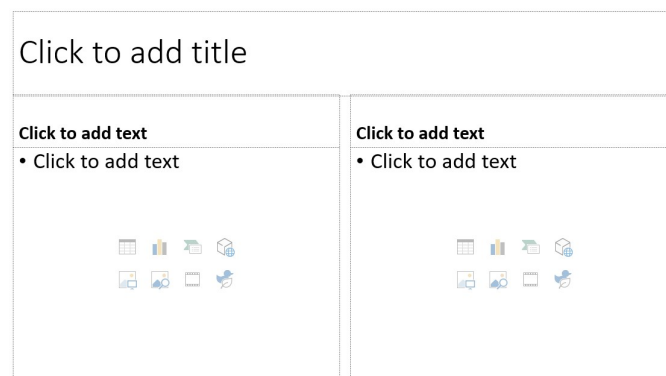


Figure 11: My Slide

10. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 13, “My New List”?)

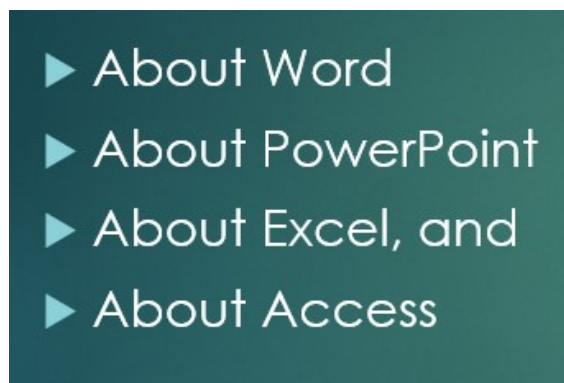


Figure 12: My List

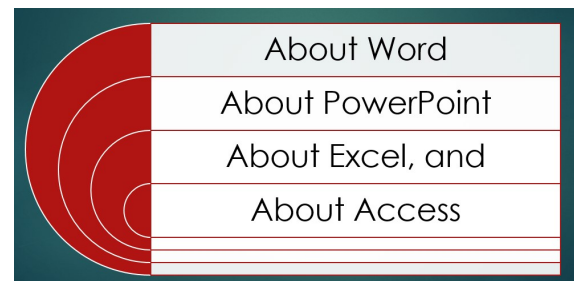


Figure 13: My New List

(Pages: 930 – 937) (7.14 points)

11. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

12. 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.

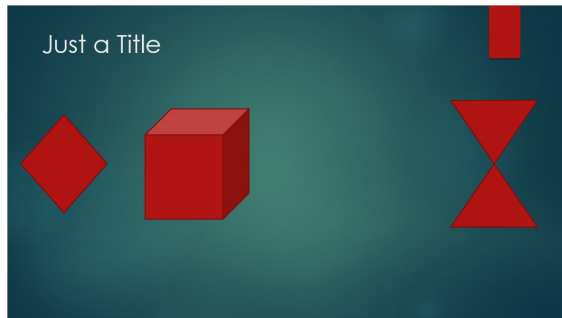


Figure 14: My Shapes

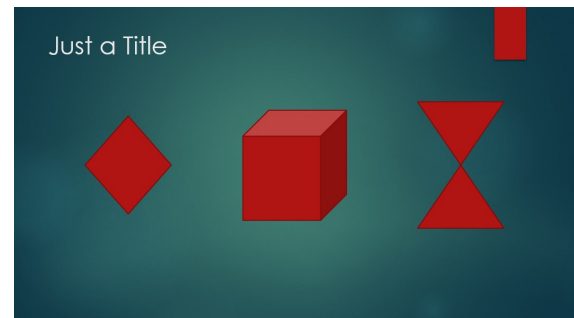


Figure 15: My Shapes: Moved

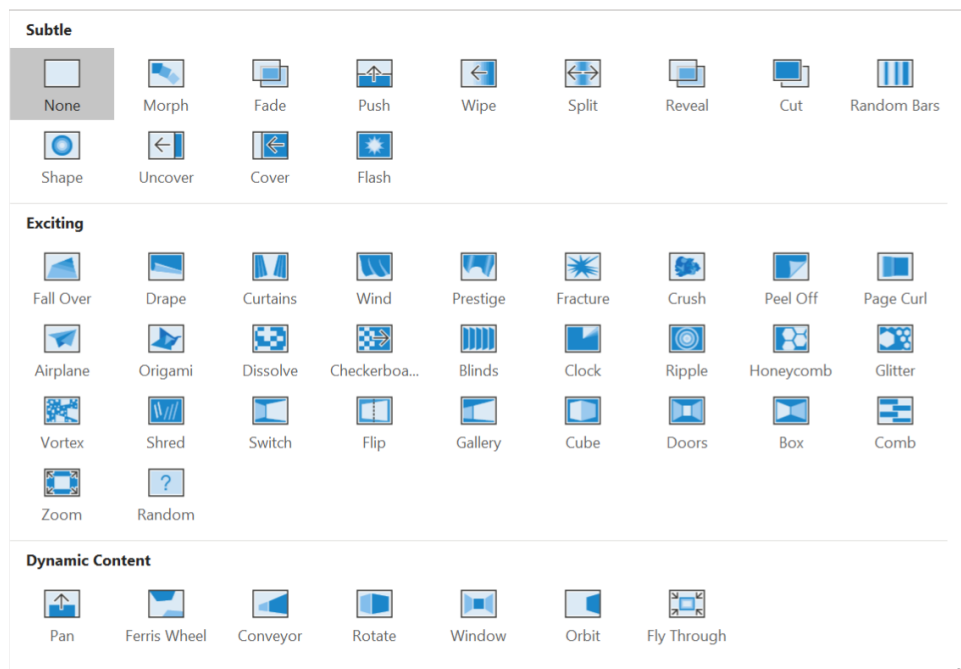



Figure 16: Many Options

(Pages: 962 – 964) (7.14 points)

13. (a) What is the name of the PowerPoint object appearing in the Figure 17?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 17: Object/Box

(Pages: 880 – 883) (7.14 points)

14. If you were to click on an option from the menu in the Figure 18, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

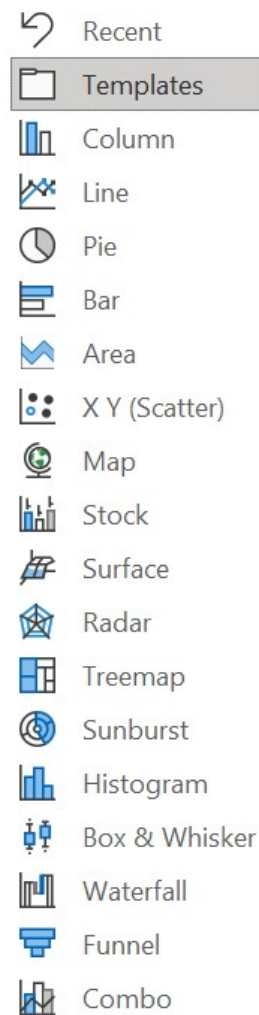


Figure 18: Long Menu

Extra Credit

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

Word

15. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?
(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. If you click on any of the options shown in Figure 19, what object will change on the PowerPoint slide, and how?
(2.5 points)

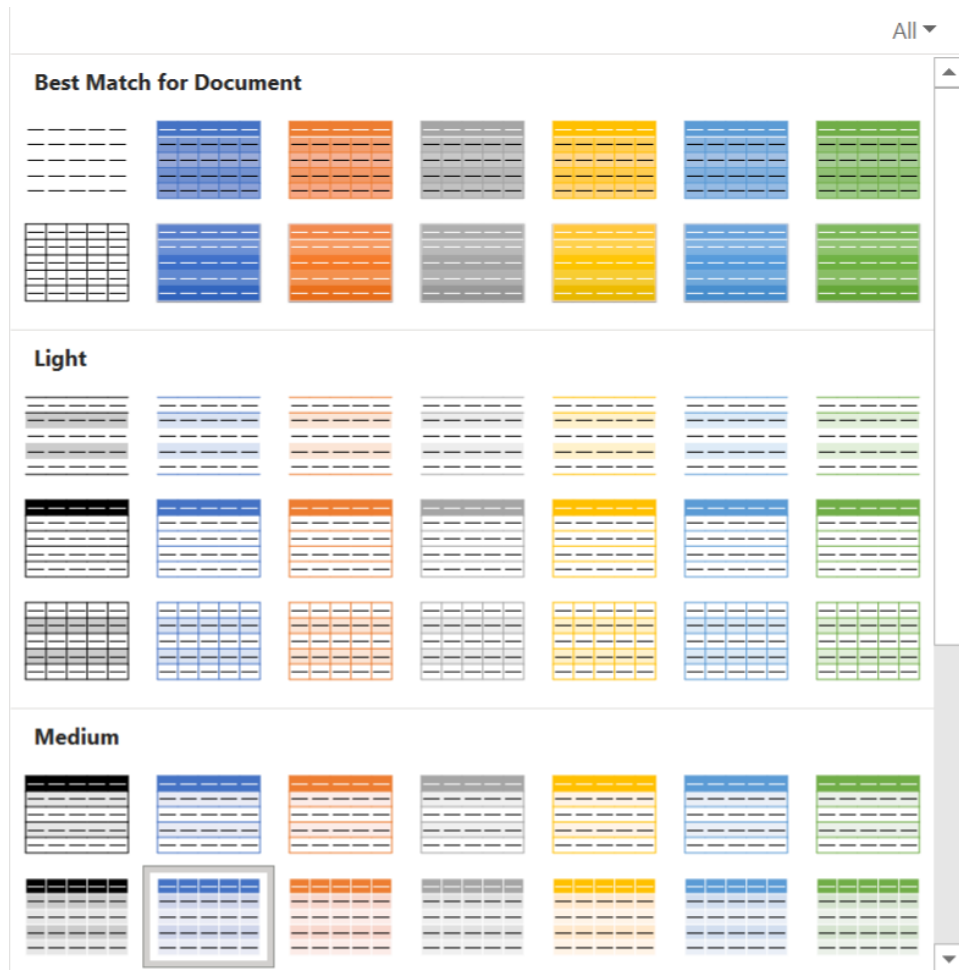


Figure 19: Many options

18. You 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 20, “My Slides”. Where should you click to change the Slides tab to the one in Figure 21, “My Slides: Changed”?



Figure 20: My Slides



Figure 21: My Slides: Changed

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

