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. What is change has been made to the picture in Figure 1, "Dino: Before", so that it became the picture in Figure 2, "Dino: After"?
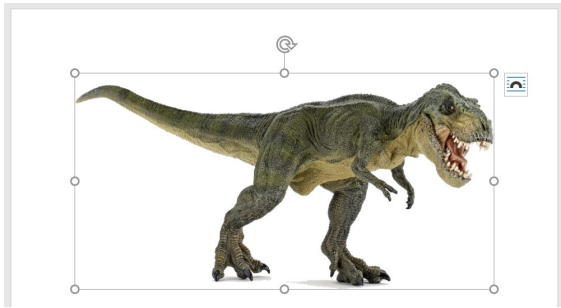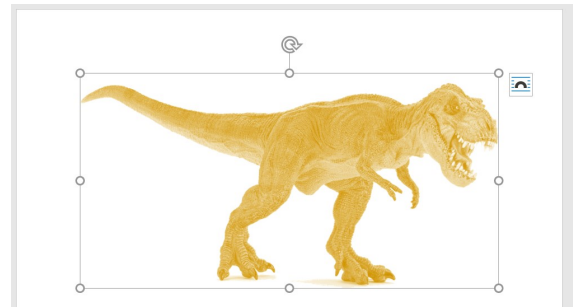

Figure 1: Dino: Before

Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

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

(Pages: 569 – 570) (7.14 points)

3. Where should you click to change the watermark in the picture 4, "Watermark: Before" to the watermark in the picture 5, "Watermark: After"?

(Pages: 556 – 560) (7.14 points)

Figure 3: Dialog Box

Figure 4: Watermark: Before

Figure 5: Watermark: After

4. Suppose you are working on the SmartArt graphic in Word in Figure 6, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 7, "SmartArt: After"?
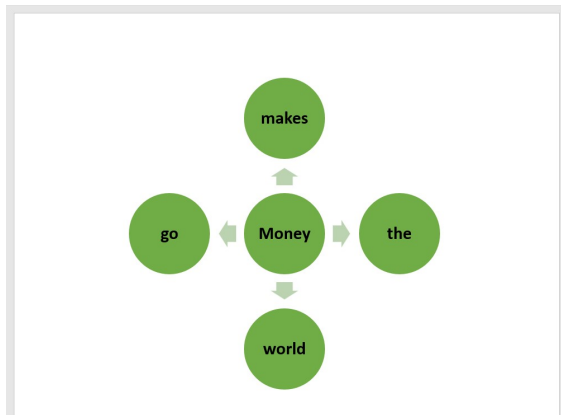
Figure 6: SmartArt: Before
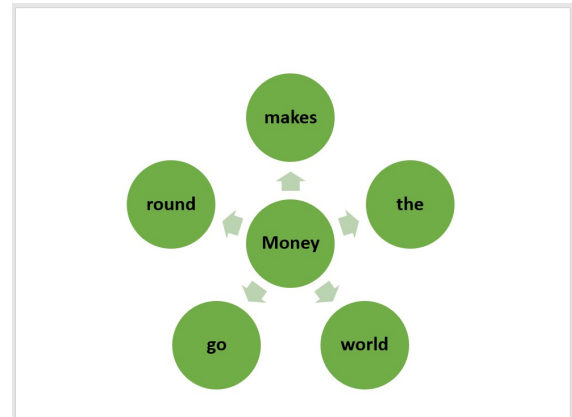
Figure 7: SmartArt: After

(Pages: 930 – 937) (7.14 points)

5. 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)

6. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
   (Pages: 380 – 382) (7.14 points)

7. 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)

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 8? Your answer must use the box shown in that Figure.
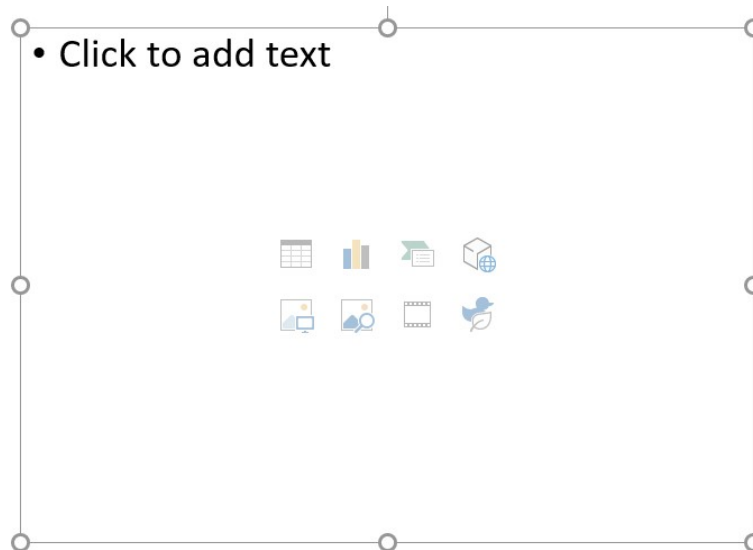
Figure 8: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

9. 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)
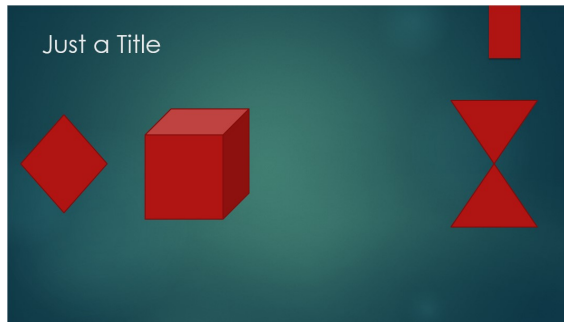
Figure 9: My Shapes
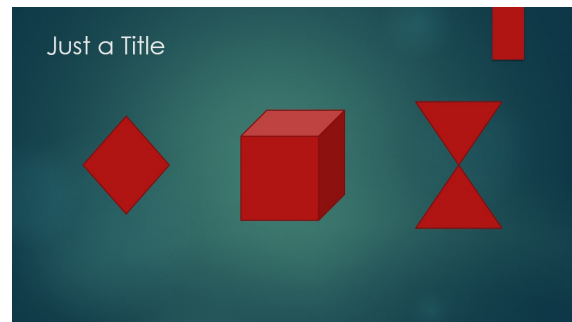
Figure 10: My Shapes: Moved

10. 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)

11. (a) What is the name of the PowerPoint object appearing in the Figure 12?

    (b) Where do you need to click to delete/remove this object?

    (Pages: 880 − 883) (7.14 points)

Click to add title

Figure 12: Object/Box

12. (a) What is the object displayed in Figure 13?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?
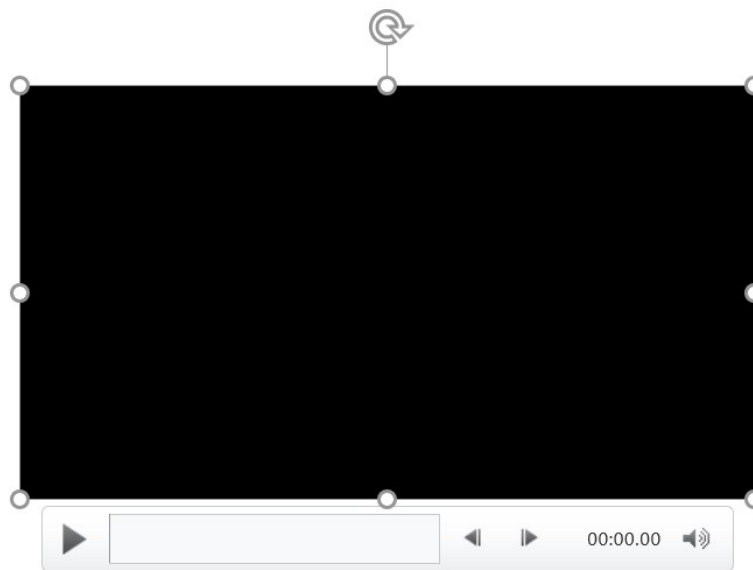
Figure 13: Object with Buttons

(Pages: 980 – 987) (7.14 points)

13. 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)

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

    (Pages: 1155 – 1156) (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. You inserted an oval shape into your Word document shown in Figure 14, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 15, "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."]
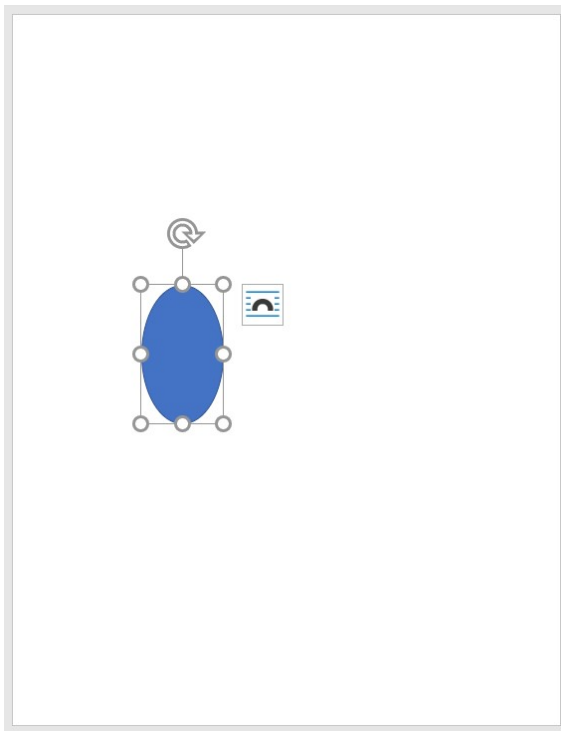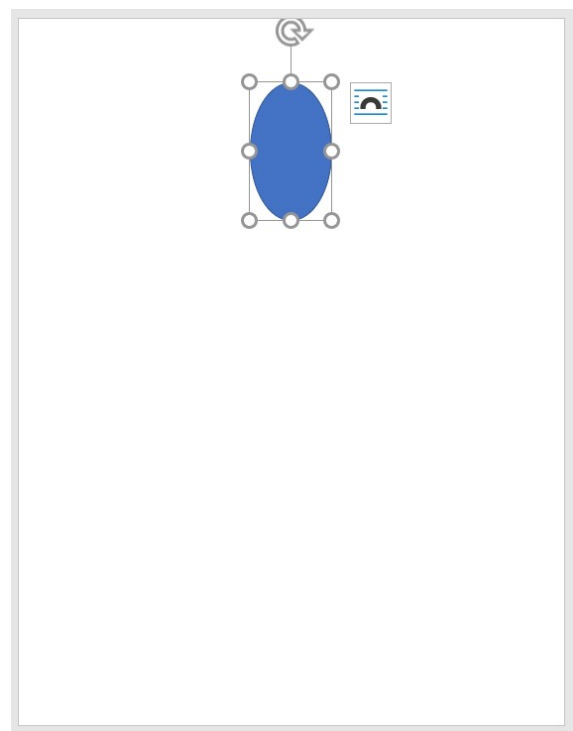
Figure 14: Added Oval Shape   Figure 15: Moved Oval

(2.5 points)

16. What does the button displayed in the Figure 16 do?

    (2.5 points)

Figure 16: Multiple Pages

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)

18. What is the difference between this list:

    - Apple
    - Cherry
    - Banana
    - Strawberry

    and this list:

    - Fruit
        - Apple
        - Cherry
    - Veggies
        - Banana
        - Strawberry

Figure 17: My Slides

Figure 18: My Slides: Changed

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!