Instructions

Updated: 08/23/2023, 05:13

- 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 \rightarrow 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 change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

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Figure 1: Watermark: Before

(Pages: 556 - 560) (7.14 points)

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Figure 2: Watermark: After

2. What is the purpose of the buttons displayed in Figure 3?

(Pages: 772 — 774) (7.14 points)

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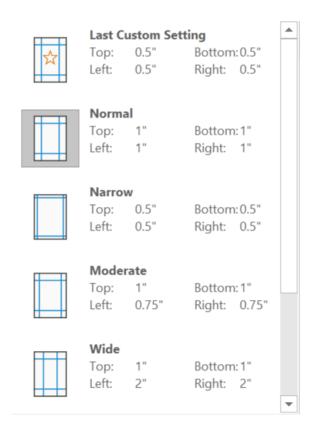


Figure 3: Five Buttons

3. Name three commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

4. 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)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

The girl eat this.

Figure 4: 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)

6. What is the purpose of the following partially-shown dialog box in Figure 5?

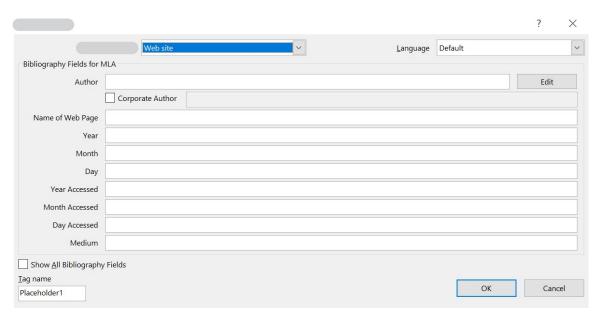


Figure 5: Dialog Box

(Pages: 569 - 570) (7.14 points)

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.



Figure 6: 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)

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PowerPoint - Short Answer

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

8. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

Just a Title



Figure 7: What is This

(Pages: 967 - 970) (7.14 points)

- 9. What is the difference between this list:
 - Apple
 - Cherry
 - Banana
 - Strawberry

and this list:

• Fruit

- Apple
- Cherry
- Veggies
 - Banana
 - Strawberry

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.

(Pages: 443 - 446) (7.14 points)

- 10. (a) What is the object displayed in Figure 8?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

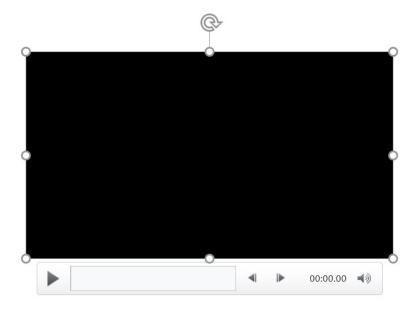


Figure 8: Object with Buttons

(Pages: 980 - 987) (7.14 points)

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

(Pages: 1155 - 1156) (7.14 points)

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

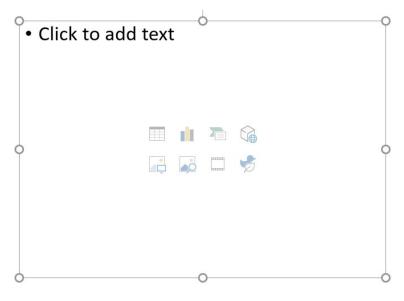


Figure 9: Insert Picture Here

(Pages: 921 - 924) (7.14 points)

13. 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

14. 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)

Extra Credit

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

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 13, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 14, "SmartArt: After"?

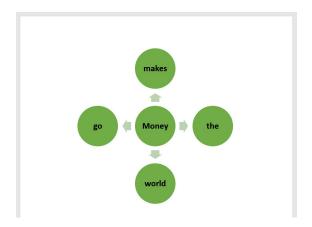


Figure 13: SmartArt: Before

round the Money go world

Figure 14: SmartArt: After

(2.5 points)

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

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint**: Look at the screenshots given on the textbook pages listed below.



Figure 15: My Slide

(2.5 points)

18. Where do you need to click to change the chart in Figure 16, "Chart: Before" to the chart in Figure 17, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

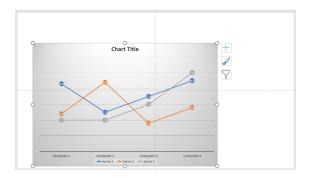


Figure 16: Chart: Before

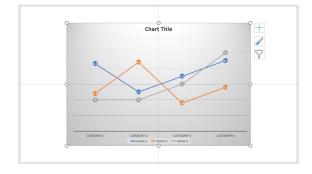


Figure 17: Chart: After

(2.5 points)

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- End of Midterm Exam -

Congrats for completing the Midterm exam!

