

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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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. 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: 438 – 441) (7.14 points)

2. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

3. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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)

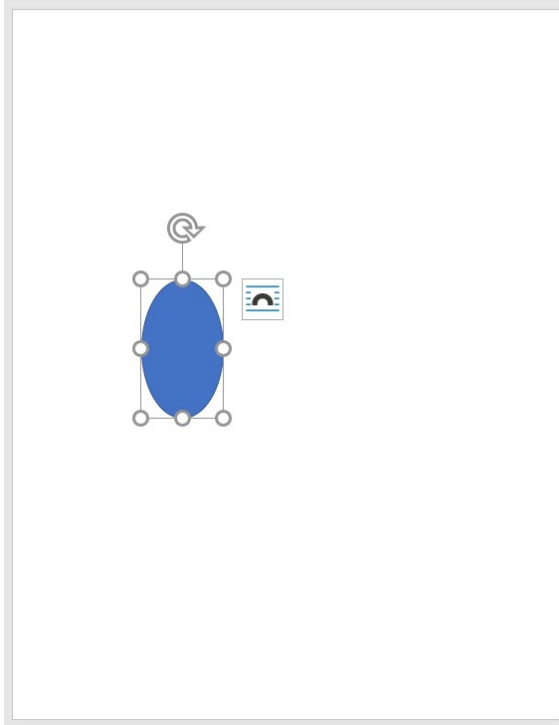


Figure 1: Added Oval Shape

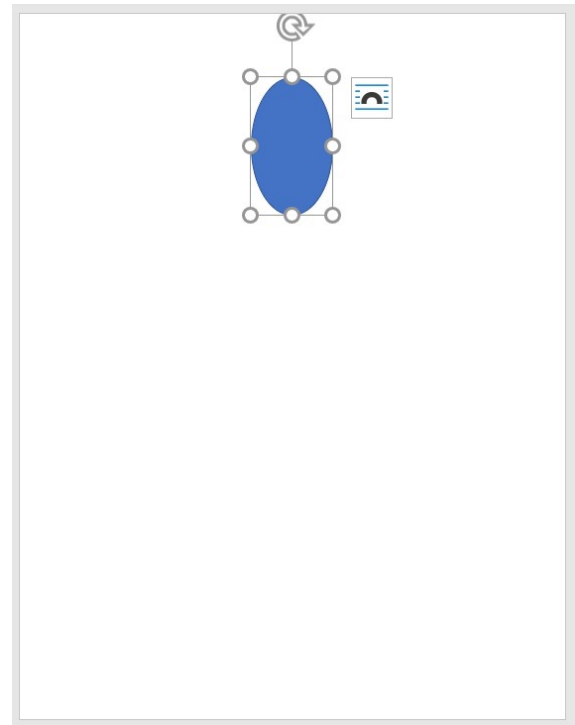


Figure 2: Moved Oval

4. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)
5. Mention **two** ways to change the zoom of a Word document to 100%.
(Pages: 370) (7.14 points)
6. 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)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

7. 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)

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 5, “Three Shapes” to the shape in Figure 6, “Three Shapes: Changed”?



Figure 5: Three Shapes

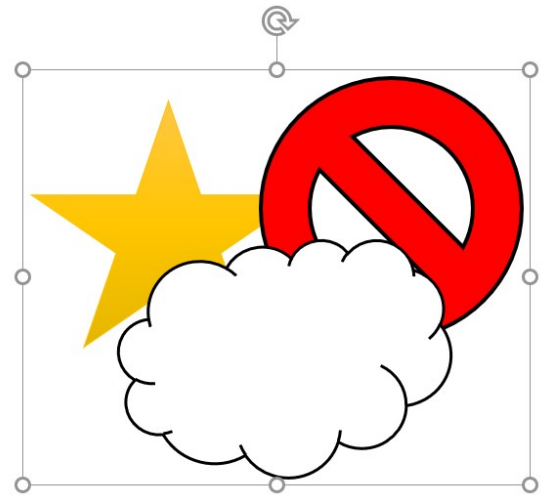
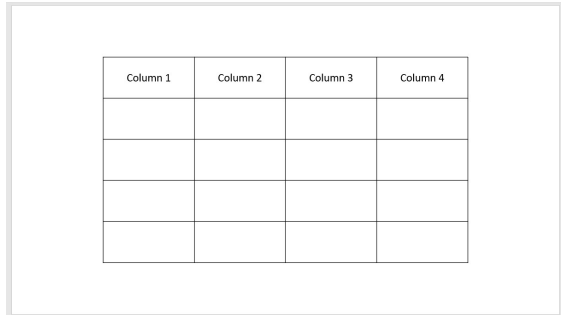


Figure 6: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

9. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

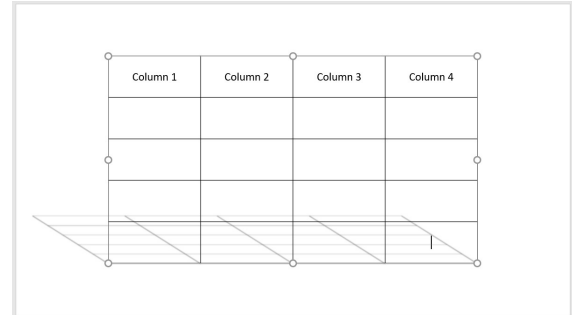
(Pages: 549 – 551) (7.14 points)



A screenshot of a table editor showing a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4'. The table is displayed within a light gray border.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before



A screenshot of the same table editor showing the table after a 3D effect has been applied. The table is now rendered with a 3D perspective, showing a shaded bottom and side faces. The columns are still labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4'.

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

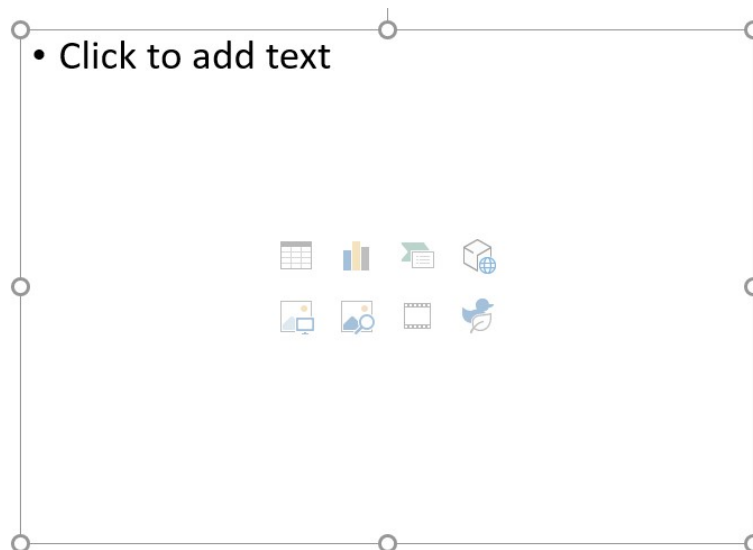


Figure 9: Insert Picture Here


10. 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.

(Pages: 921 – 924) (7.14 points)

11. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

12. (a) What is the name of the PowerPoint object appearing in the Figure 10?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 10: Object/Box

(Pages: 880 – 883) (7.14 points)

13. The bulleted list in Figure 11, “My List” was converted into the object displayed in Figure 12, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 12, “My New List”?)

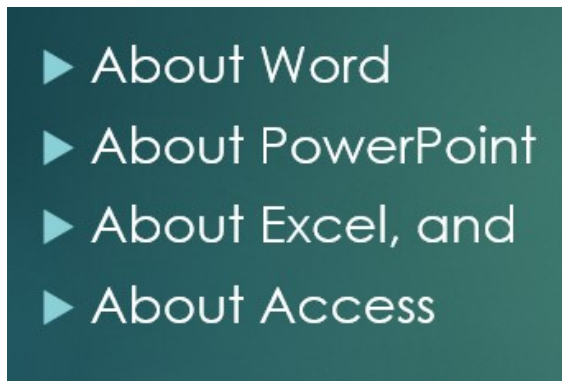


Figure 11: My List

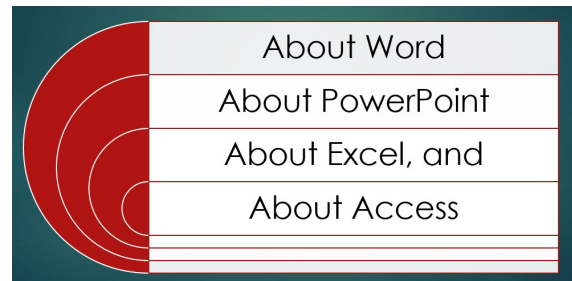


Figure 12: My New List

(Pages: 930 – 937) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)

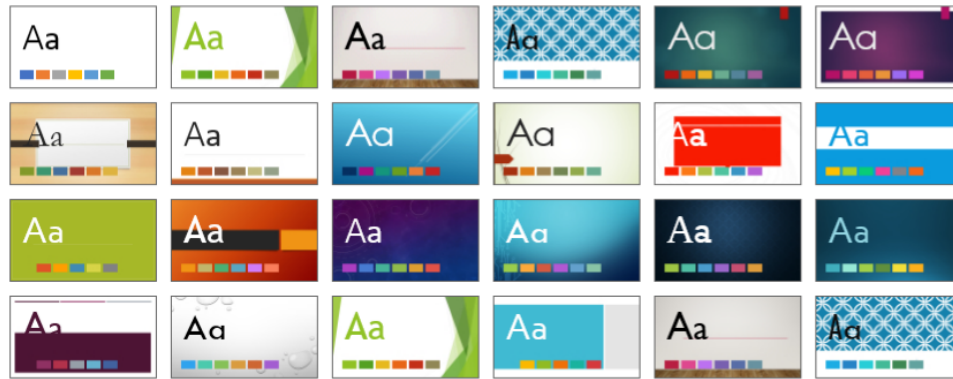


Figure 13: Many Options

Extra Credit

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

Word

15. The following text appears in a Word document:
Yesterday, the President delivered a speech at the [United Nations](#) general assembly.
When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer’s browser. However, you don’t want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]
(2.5 points)
16. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(2.5 points)

PowerPoint

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

(2.5 points)

18. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?

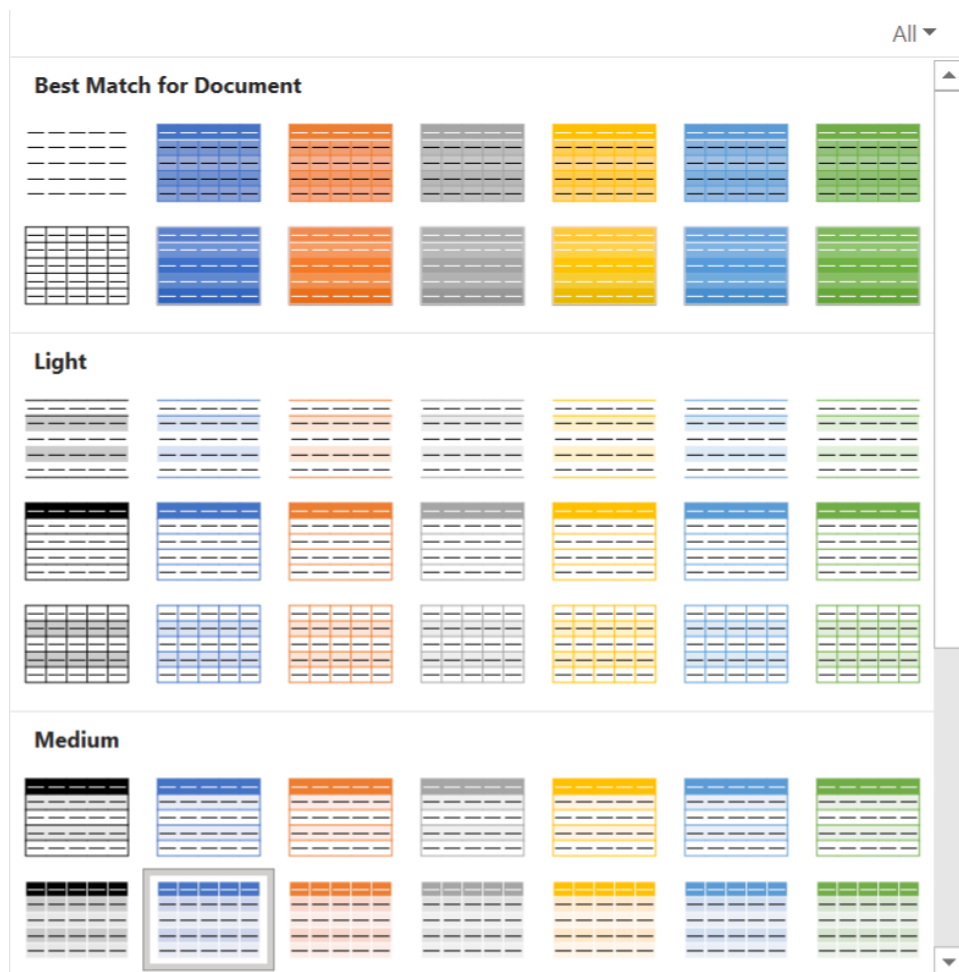


Figure 14: Many options

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

