

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 West End Building (WEB), at room 105.
- **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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

The girl eat this.

Figure 2: 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)

3. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (7.14 points)

4. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

5. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (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. 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 3, “My Slides”. Where should you click to change the Slides tab to the one in Figure 4, “My Slides: Changed”?



Figure 3: My Slides



Figure 4: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?

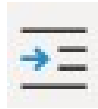


Figure 5: Button with Arrow

(Pages: 443 – 446) (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. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

12. 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)

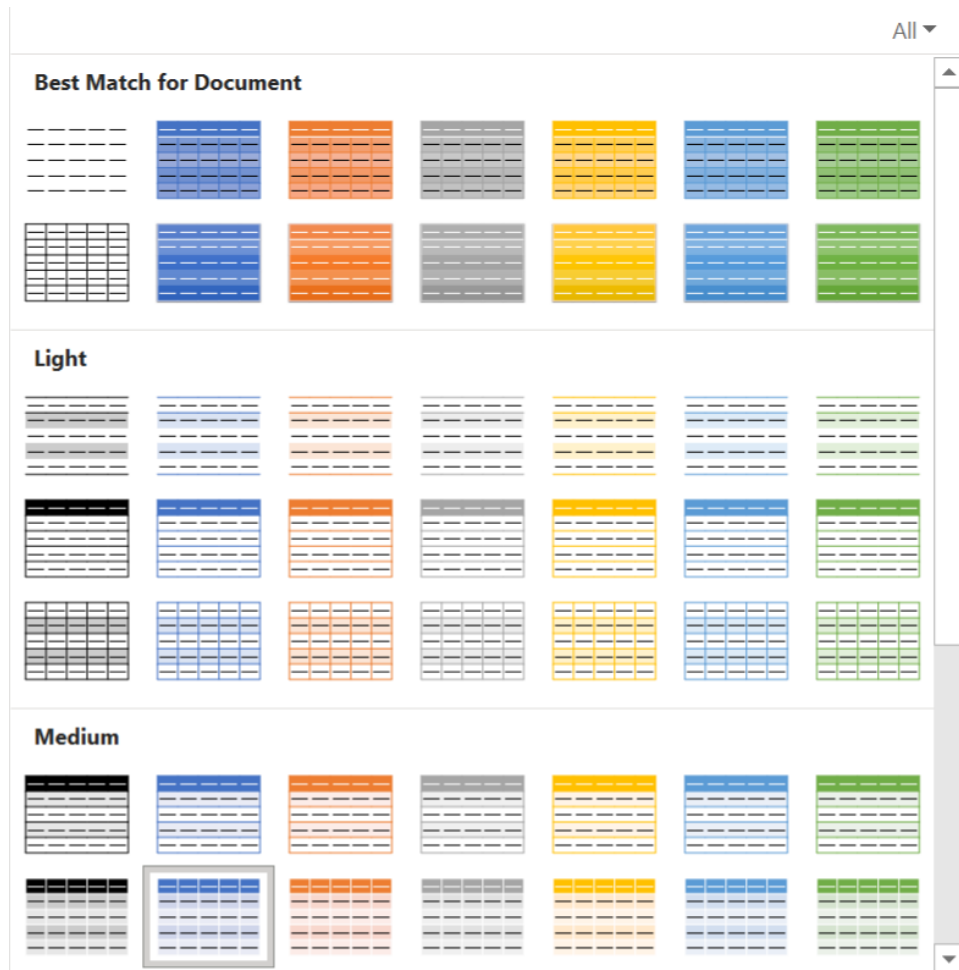


Figure 6: Many options

13. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

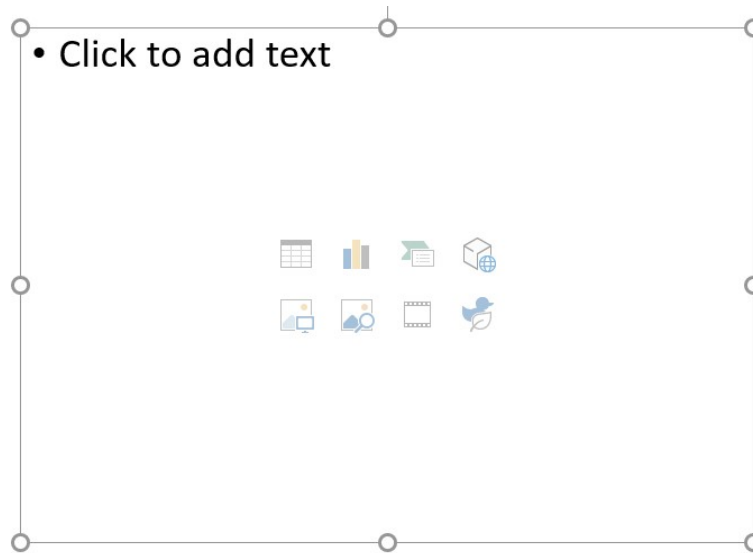


Figure 7: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

14. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (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. What are the Rulers in Word used for? Describe **one** use.

(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. (a) What is the name of the PowerPoint object appearing in the Figure 8?
(b) Where do you need to click to delete/remove this object?

(2.5 points)

Click to add title

Figure 8: Object/Box

18. Where do you need to click to change the chart in Figure 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

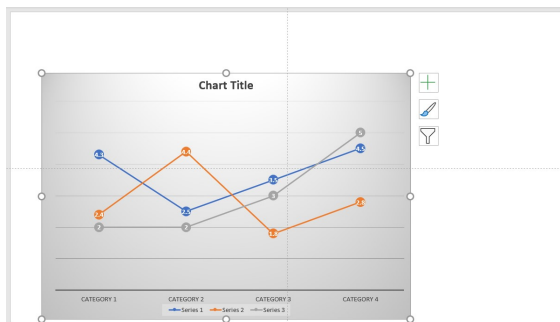


Figure 9: Chart: Before

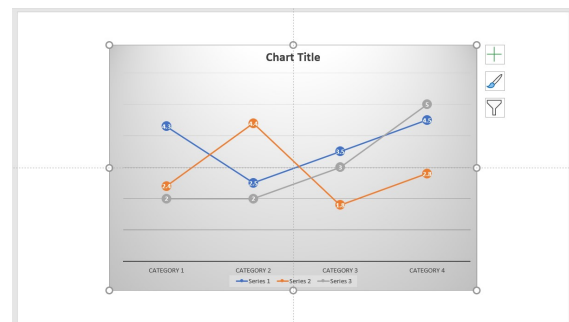


Figure 10: Chart: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

