### Instructions

Updated: 08/23/2023, 00:46

- 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: 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**  $\rightarrow$  "**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  $\infty$  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. Name three commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

2. 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"?

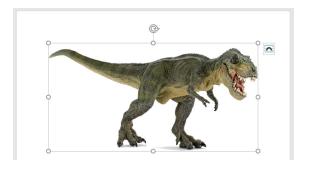


Figure 1: Dino: Before

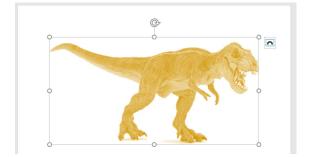


Figure 2: Dino: After

(Pages: 514 - 516) (7.14 points)

3. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 - 382) (7.14 points)

4. 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)

5. 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?

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Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 4: My Text Layout: After

- 6. Explain where you should click to:
  - (a) Save the Word document for the 1st time (mention just **one** way.)
  - (b) Open an existing Word document on your Windows 10 computer (mention just one way.)

(Pages: 372 - 378, 544) (7.14 points)

7. Suppose you are working on the SmartArt graphic in Word in Figure 5, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 6, "SmartArt: After"?

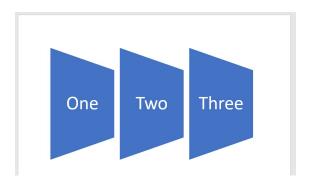


Figure 5: SmartArt: Before

One Two

Figure 6: SmartArt: After

 $(Pages:\,930-937)\ (7.14\ points)$ 

## PowerPoint - Short Answer

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

8. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?



Figure 7: Button with Arrow

(Pages: 443 - 446) (7.14 points)

9. 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 8, "My Slides". Where should you click to change the Slides tab to the one in Figure 9, "My Slides: Changed"?

(Pages: 907 - 908) (7.14 points)

10. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "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 8: My Slides



Figure 9: My Slides: Changed

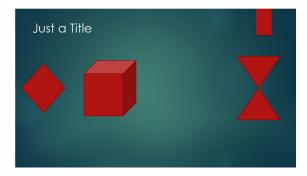


Figure 10: My Shapes

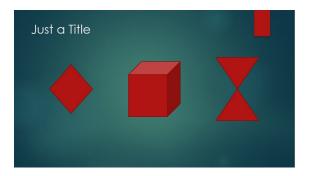


Figure 11: My Shapes: Moved

- 11. 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.

12. If you click on any one of the squares in the picture in Figure 12, what will change in the PowerPoint presentation? Explain in general.

$$(Pages: 962 - 964) (7.14 points)$$

13. How can you enter a hyperlink into an existing text?

$$(Pages: 524 - 529) (7.14 points)$$

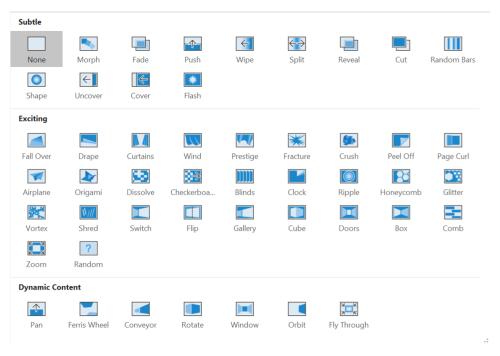
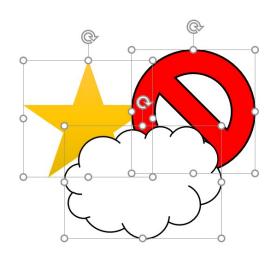


Figure 12: Many Options

14. How do you change the shapes on a PowerPoint slide shown in Figure 13, "Three Shapes" to the shape in Figure 14, "Three Shapes: Changed"?

(Pages: 945 - 949) (7.14 points)



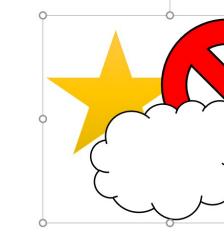


Figure 13: Three Shapes

Figure 14: Three Shapes: Changed

### Extra Credit

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

### Word

15. What does the button displayed in the Figure 15 do?



Figure 15: Multiple Pages

(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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 16? Your answer must use the box shown in that Figure.

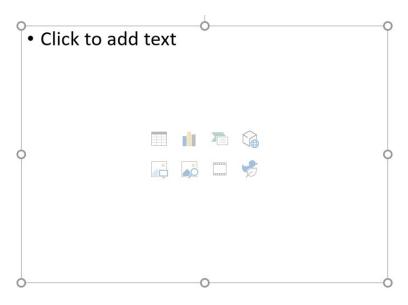


Figure 16: Insert Table Here

(2.5 points)

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

(2.5 points)



Column 1 Column 2 Column 3 Column 4

Figure 17: Table: Before

Figure 18: Table: After

– End of Midterm Exam –

Congrats for completing the Midterm exam!

