

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. Where should you click to change the text layout in picture 1, “My Text Layout: Before” to the one in the picture 2, “My Text Layout: After” inside a Word document?

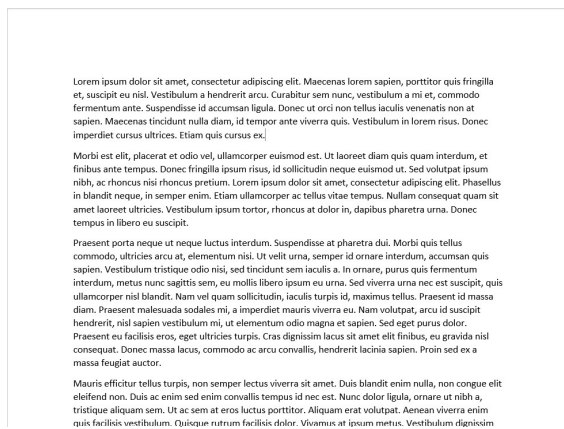


Figure 1: My Text Layout: Before

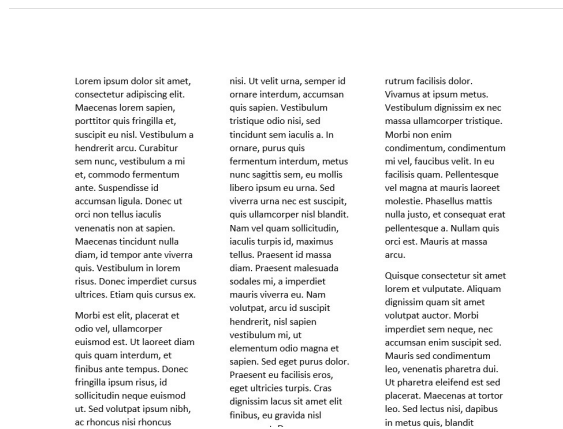


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

The differences between figure 1 and figure 2 is the number of columns. Figure one has no columns and in figure 2 the text is divided into 3 columns. In order to change it you go layout and click on columns and select three columns.

2. What does the button displayed in the Figure 3 do?



Figure 3: Multiple Pages

(Pages: 370) (7.14 points)

The multiple pages allows multiple pages to be displayed on word instead of a single page.

3. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

One way to save the recently-made changes is to click control s to automatically save your changes, or to click on file and save to save the changes.

4. 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)

A.) To save a document for the first time click on file and save as as you can save it on your desktop or PC.

B.) To open a document you open the word document app click on file and open and find the file you are looking for and double click on it to open it.

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

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (7.14 points)

You can click on the font options in the home sections to change the format of the text.

6. 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)

The header is on top of the page. To insert a header on your word document you can click on the insert tab and header and footer option. You would click on the header and then you can type information into your header.

7. Where should you click to change the table in Figure 4, “Table: Before” to the one in Figure 5, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

(Pages: 494 – 498) (7.14 points)

You can highlight the second row (with the word info and info on it) and right click on the table and then a bunch of options will come up. You can click on insert and then insert below option to get figure 4 to look like figure 5.

PowerPoint – Short Answer

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

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

(Pages: 1155 – 1156) (7.14 points)

The first slide is called the title slide because it has a place holder for the title and sub title.

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

(Pages: 524 – 529) (7.14 points)

You can highlight the text that you would like to create a hyperlink with, then the insert tab then the hyperlink option then click okay to create a hyperlink with that text.

10. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

You can add any chart type that is displayed in figure 6.

11. The bulleted list in Figure 7, “My List” was converted into the object displayed in Figure 8, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 8, “My New List”?)

(Pages: 930 – 937) (7.14 points)

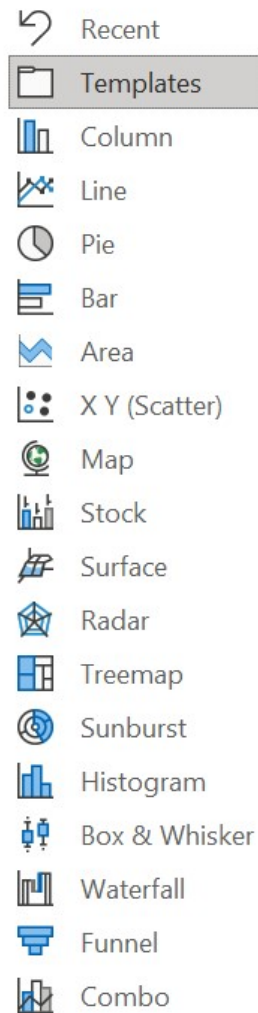


Figure 6: Long Menu

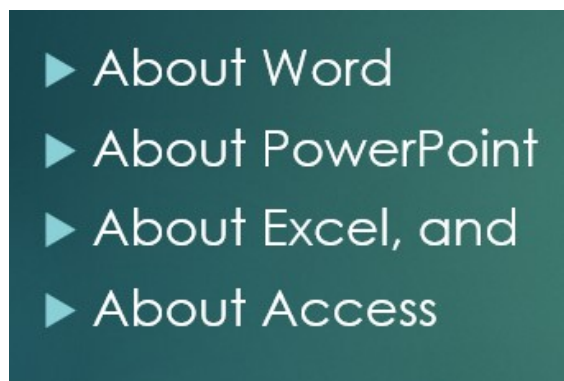


Figure 7: My List

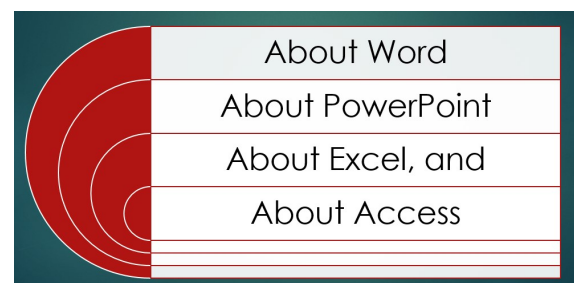


Figure 8: My New List

You can click on the layout tab to change the slide from figure 7 to figure 8.

12. Which button do you need to click to add the text pointed by the red arrows in Figure 9? (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

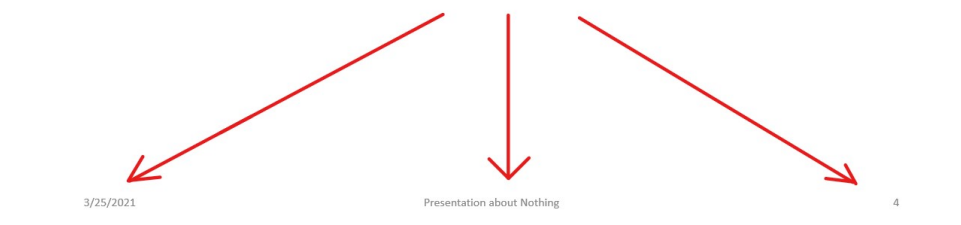


Figure 9: What is This

(Pages: 967 – 970) (7.14 points)

You can click on the insert tab and then the footer or header option. Figure 9 is the footer option since it is displayed in the bottom of the page. Then you type in the date and any information you want in the footer by checking the date, fixed ratio, slide number, and footer box.

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?

(Pages: 443 – 446) (7.14 points)



Figure 10: Button with Arrow

Figure 10 is about increasing list level to the right.

14. If you click on any of the options shown in Figure 11, what object will change on the PowerPoint slide, and how?

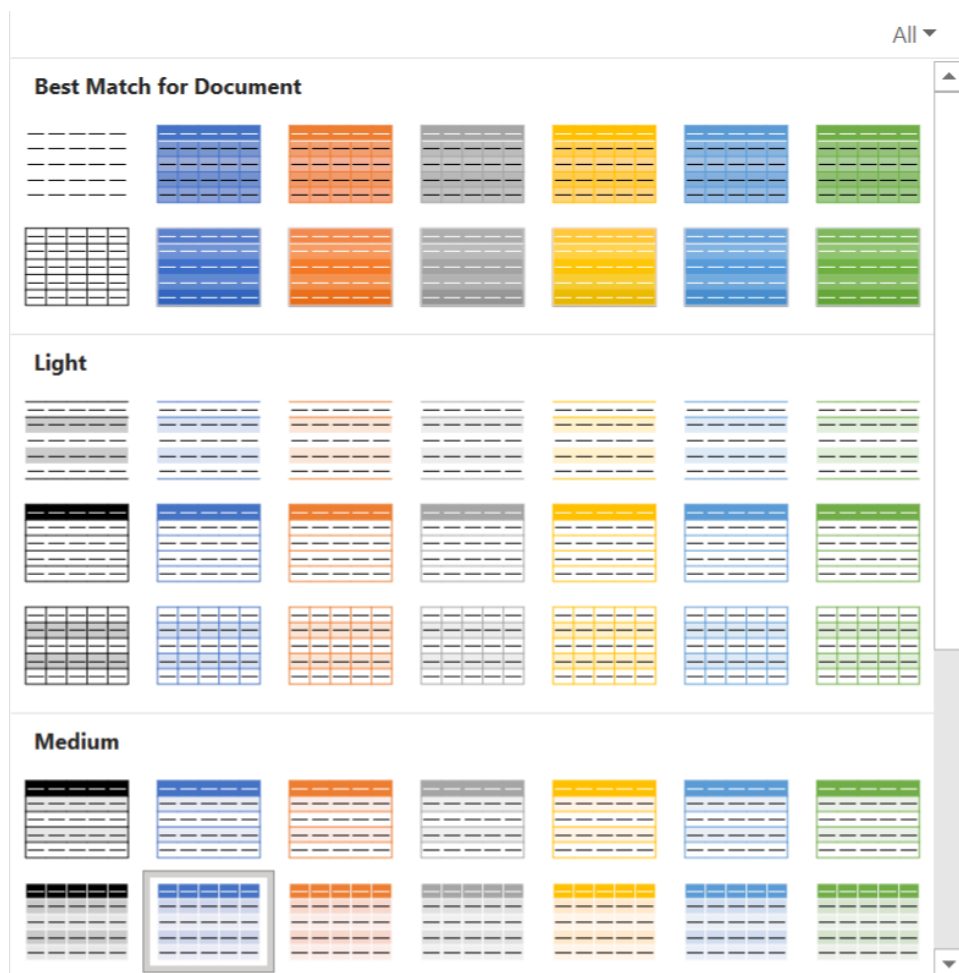


Figure 11: Many options

(Pages: 1074 – 1078) (7.14 points)

The style of your table will change to the option you click on in figure 8.

Extra Credit

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

Word

15. 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)

You highlight the text you will box. Click on the home tab, border, and box, and then click okay to finalize it.

16. If a paragraph has 17 points of space below it, and the paragraph underneath has additional 11 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

There is 28 points of space between the two paragraphs.

PowerPoint

17. How do you change the layout of a slide to Title and Content? Mention **one** way.

(2.5 points)

You can click on the layout tab to change the layout of the slide to your choice.

18. 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 12, “My Slides”. Where should you click to change the Slides tab to the one in Figure 13, “My Slides: Changed”?



Figure 12: My Slides



Figure 13: My Slides: Changed

(2.5 points)

You can click on the second slide in the slide area on the left and move it below slide three and then the slide order will change on the powerpoint.

– End of Midterm Exam –

Congrats for completing the Midterm exam!

