

## 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  $\infty$  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. 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”?

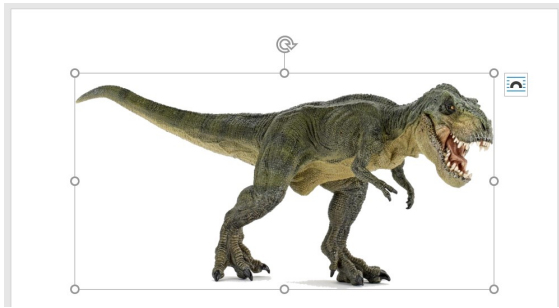


Figure 1: Dino: Before

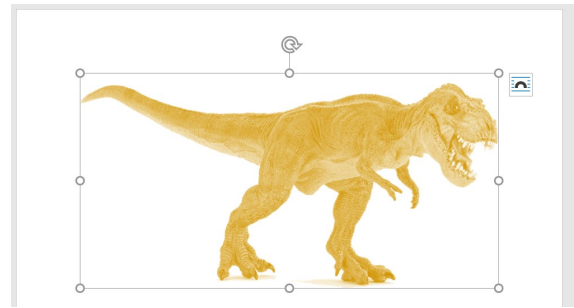


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

2. 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)

3. 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!]

(Pages: 530 – 531) (7.14 points)

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

The girl eat this.

Figure 3: 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)

5. Where should you click to change the watermark in the picture 4, “Watermark: Before” to the watermark in the picture 5, “Watermark: After”?

(Pages: 556 – 560) (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)

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Figure 4: Watermark: Before

Figure 5: Watermark: After

7. 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)

## PowerPoint – Short Answer

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

8. 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)

9. How do you change the shapes on a PowerPoint slide shown in Figure 6, “Three Shapes” to the shape in Figure 7, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)



Figure 6: Three Shapes



Figure 7: Three Shapes: Changed

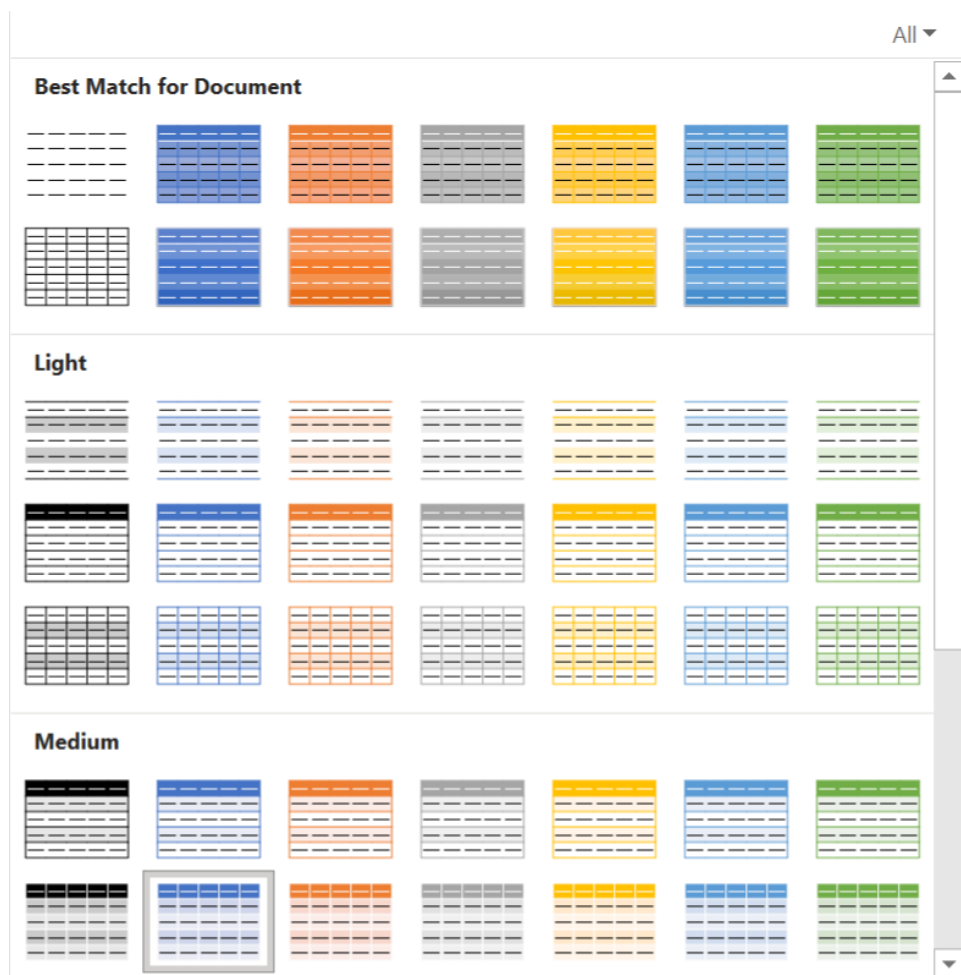


Figure 8: Many options

10. If you click on any of the options shown in Figure 8, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

11. (a) What is the object displayed in Figure 9?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 9: Object with Buttons

(Pages: 980 – 987) (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)

13. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

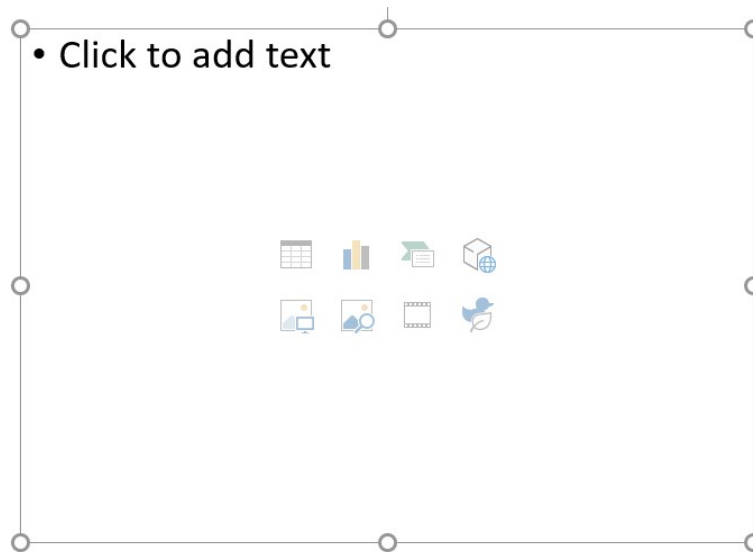


Figure 10: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

14. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

(Pages: 443 – 446) (7.14 points)





Figure 11: Button with Arrow

## Extra Credit

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

### Word

15. 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.)

(2.5 points)

16. What is the purpose of the following partially-shown dialog box in Figure 12?

The dialog box is titled "Bibliography Fields for MLA". It features a dropdown menu for "Web site" and a "Language" dropdown set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (with a checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" entered, and "OK" and "Cancel" buttons.

Figure 12: Dialog Box

(2.5 points)

## PowerPoint

17. Where do you need to click to change the chart in Figure 13, “Chart: Before” to the chart in Figure 14, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

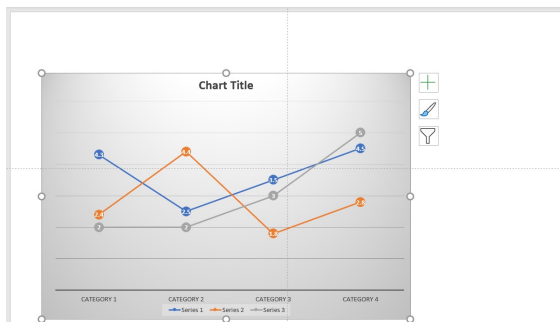


Figure 13: Chart: Before

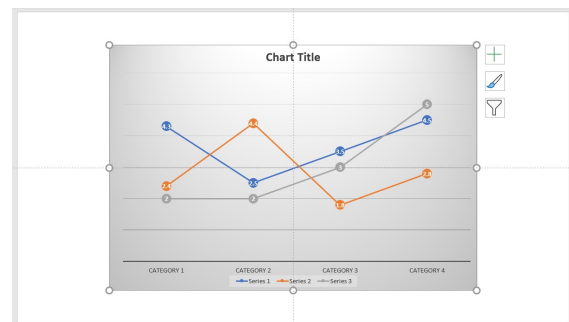


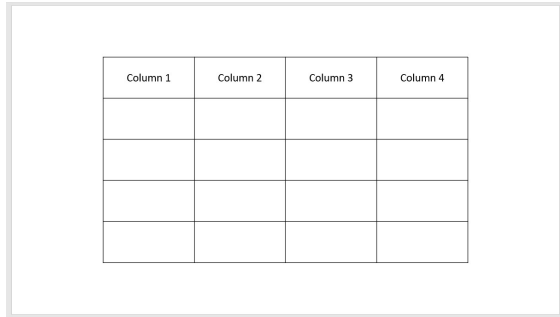
Figure 14: Chart: After

(2.5 points)

18. Where do you need to click to change the table in Figure 15, “Table: Before” to the table in Figure 16, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(2.5 points)

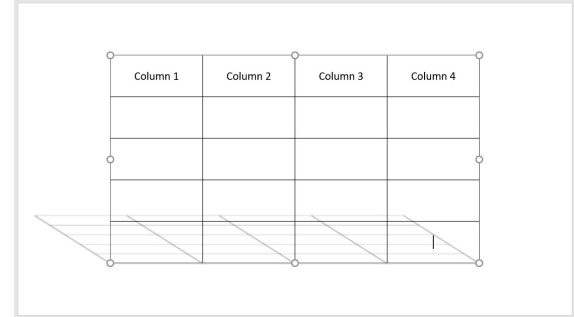
– End of Midterm Exam –



A simple 4x4 table with four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4'.

Column 1	Column 2	Column 3	Column 4

Figure 15: Table: Before



The same 4x4 table as in Figure 15, but with a 3D effect. The bottom row is shaded with horizontal lines, and the bottom-left corner is extended into a 3D perspective, showing the table's depth.

Column 1	Column 2	Column 3	Column 4

Figure 16: Table: After

Congrats for completing the Midterm exam!

