

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: 09:30 AM – 10:45 AM. Exam Location: at the West End Building (WEB), Room 105 (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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

2. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

3. 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”?

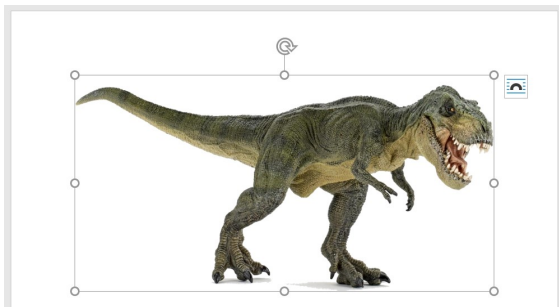


Figure 1: Dino: Before

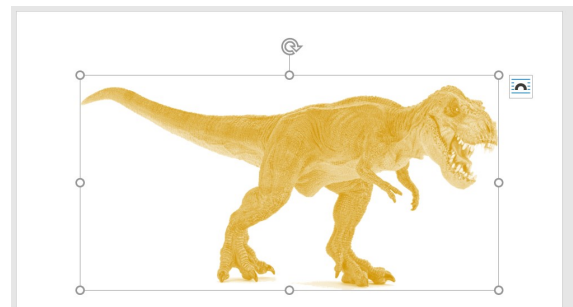


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 3?

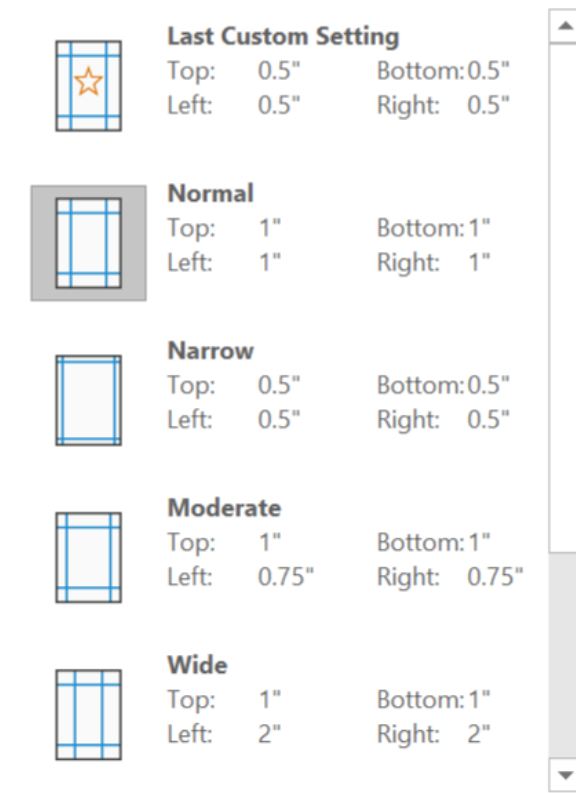


Figure 3: Five Buttons

(Pages: 772 — 774) (7.14 points)

5. Suppose you are working on the SmartArt graphic in Word in Figure 4, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 5, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

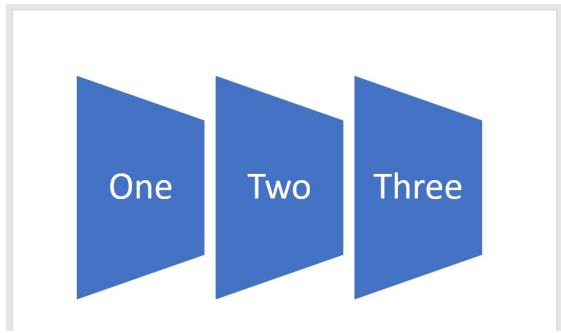


Figure 4: SmartArt: Before

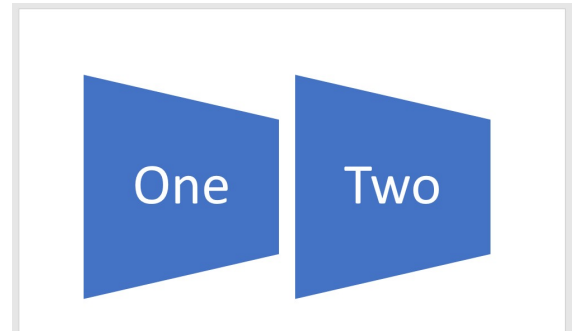


Figure 5: SmartArt: After

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 6?

the colroful flower

Figure 6: 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)

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:

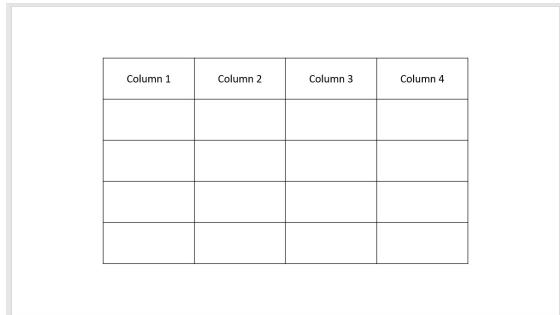
Brooklyn College is an integral part of the artistic energy of New York.

(Pages: 404 – 405) (7.14 points)

PowerPoint – Short Answer

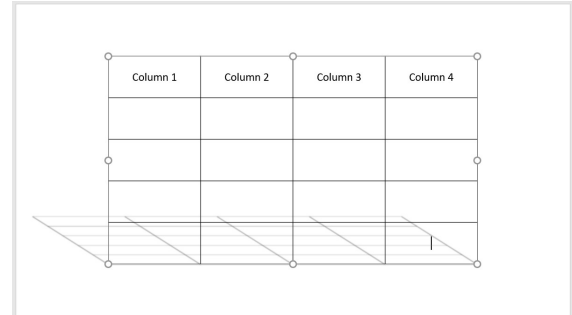
Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

8. 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.

A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table is centered on the slide.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before

A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows, similar to Figure 7. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table is centered on the slide. The table is surrounded by a selection box with handles at the corners and midpoints of the sides, indicating it is selected.

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

(Pages: 549 – 551) (7.14 points)

9. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

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

(Pages: 904 – 907) (7.14 points)

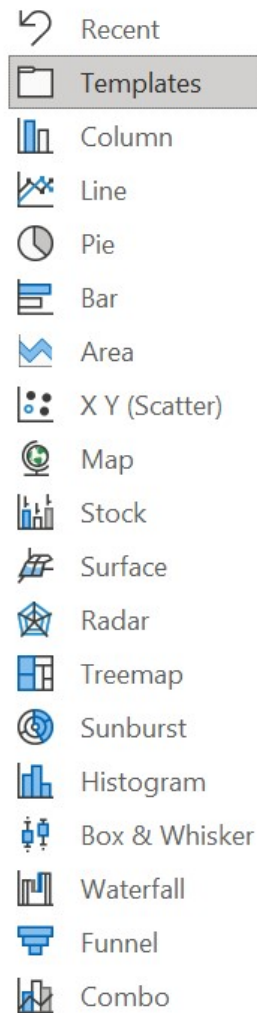


Figure 9: Long Menu

11. 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.

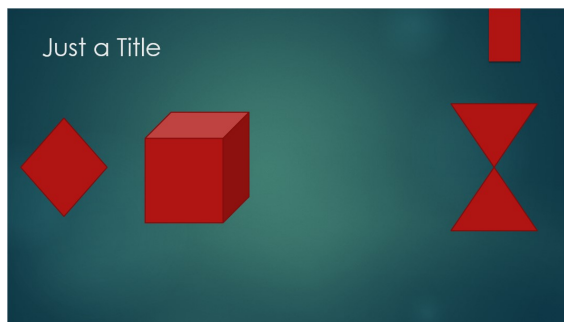


Figure 10: My Shapes

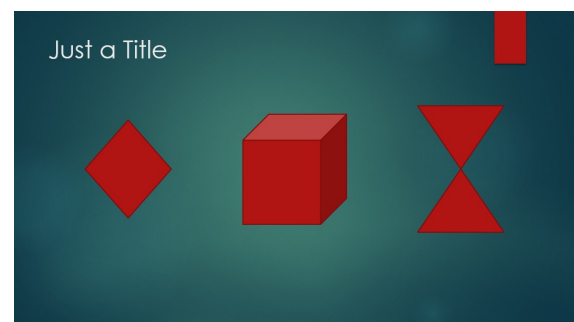


Figure 11: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

13. What is the difference between this list:

- Apple

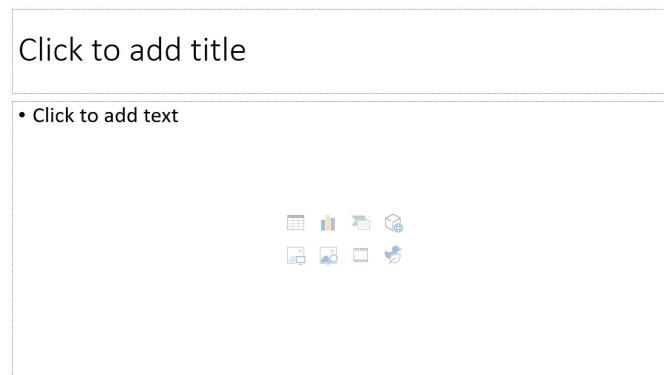


Figure 12: My Slide

- 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)

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

(Pages: 921 – 924) (7.14 points)

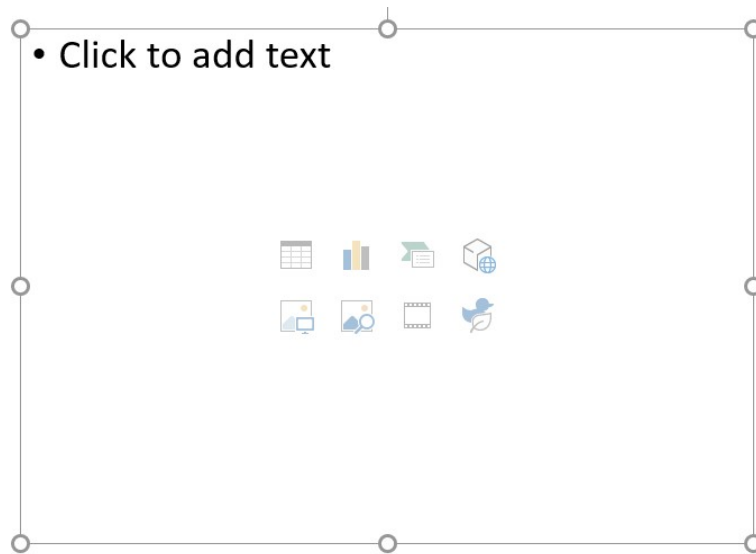


Figure 13: Insert Picture Here

Extra Credit

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

Word

15. 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.)

(2.5 points)

16. Where should you click to change the watermark in the picture 14, “Watermark: Before” to the watermark in the picture 15, “Watermark: After”?

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Figure 14: Watermark: Before

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Figure 15: Watermark: After

(2.5 points)

PowerPoint

17. (a) What is the object displayed in Figure 16?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

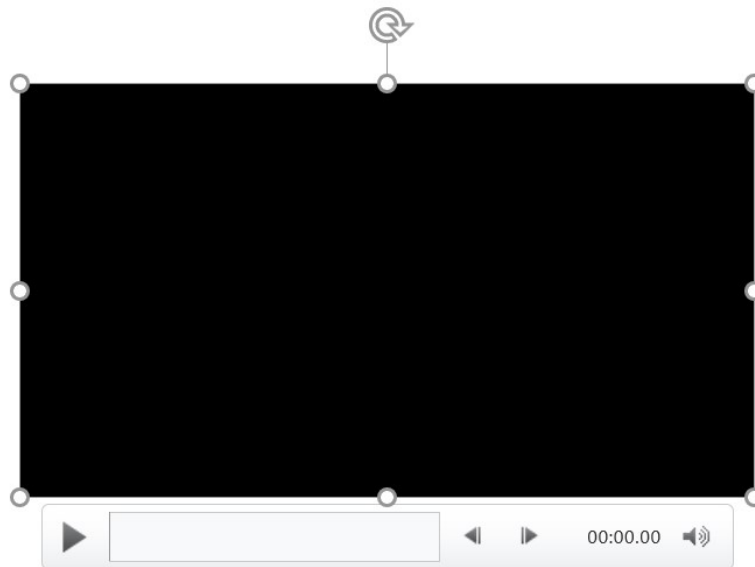


Figure 16: Object with Buttons

(2.5 points)

18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 17? Your answer must use the box shown in that Figure.

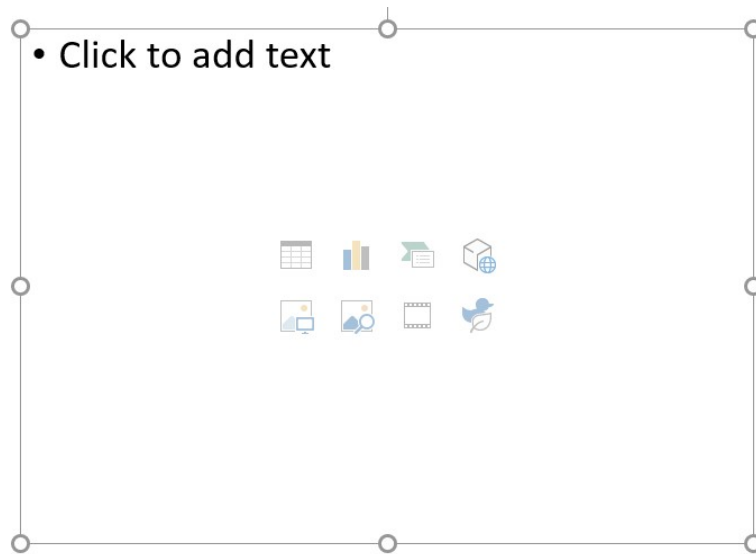


Figure 17: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

