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 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 106.

- **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. Name **two** commands/buttons on the Status Bar.

   (Pages: 369 – 370) (7.14 points)

2. 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)

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.
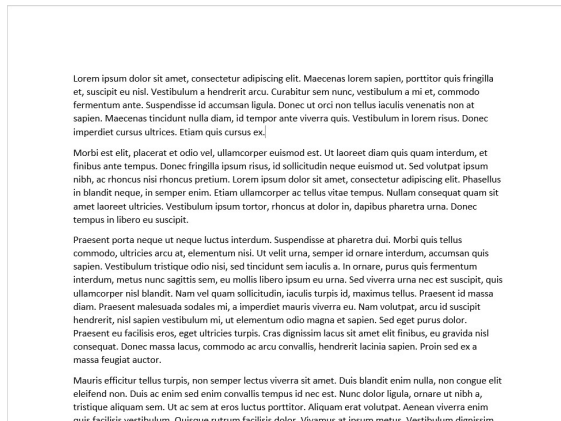
   (Pages: 369, 372 – 378) (7.14 points)

Figure 1: My Text Layout: Before

Figure 2: My Text Layout: After

4. 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?

   (Pages: 465 – 469) (7.14 points)

5. 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)

6. Explain **one** way to open the Word Application on a Windows 10 computer.

   (Pages: 365 – 366) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 3? Your answer must use the box shown in that Figure.
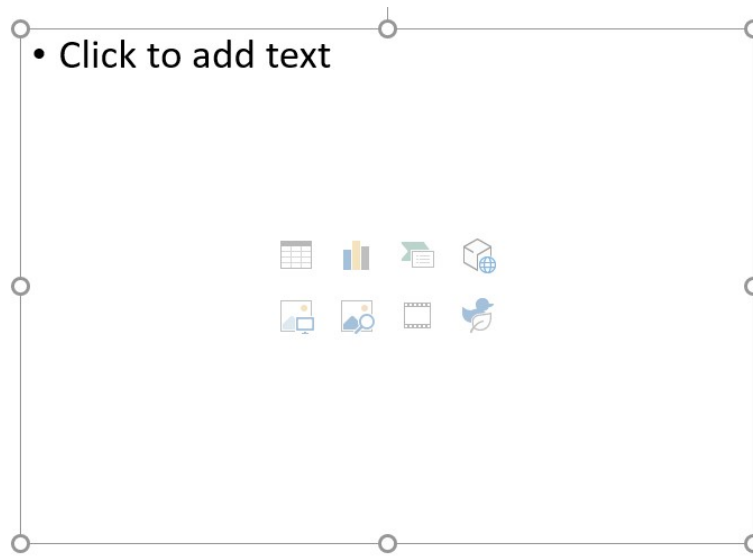
Figure 3: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

9. If you were to click on an option from the menu in the Figure 4, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)
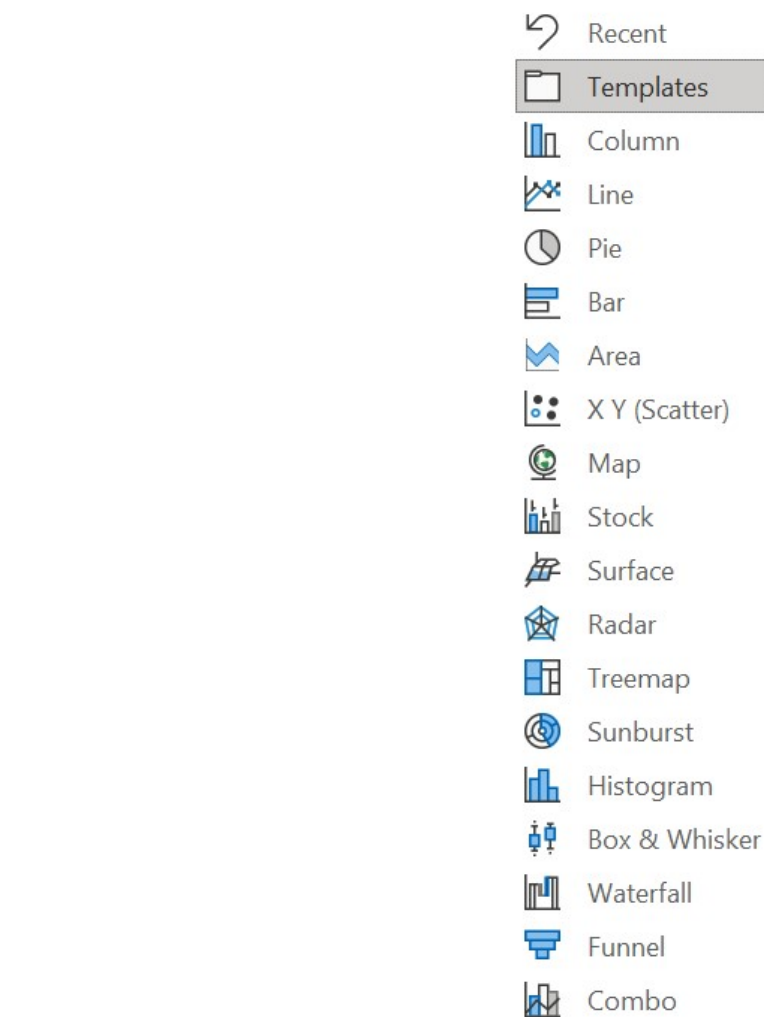
Figure 4: Long Menu

10. 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)

11. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
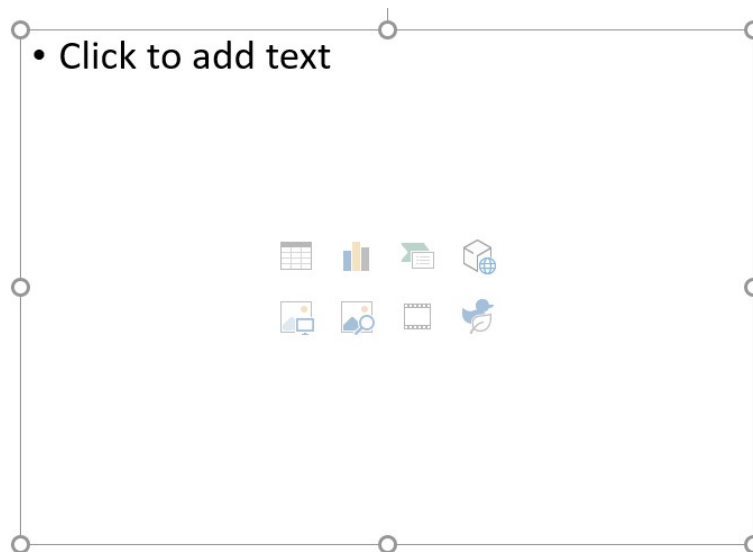

Figure 6: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

12. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?
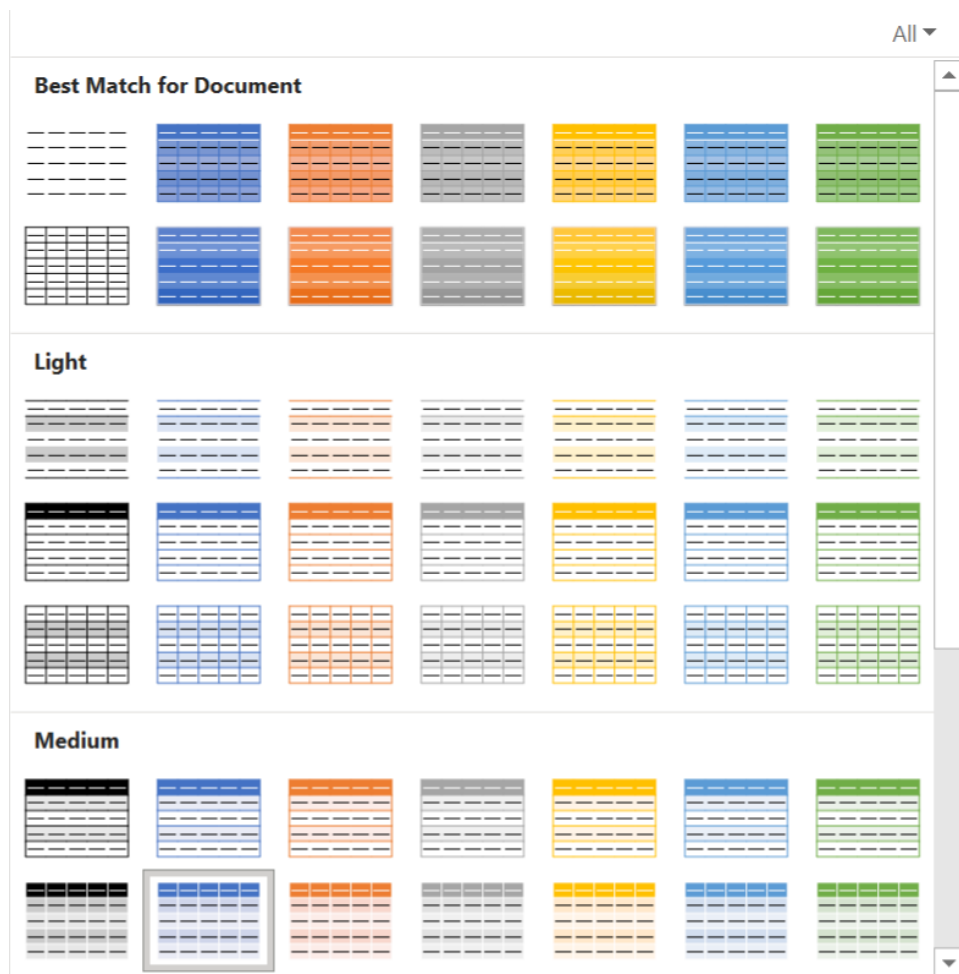

Figure 7: Many options

(Pages: 1074 – 1078) (7.14 points)

13. Where do you need to click to change the chart in Figure 8, "Chart: Before" to the chart in Figure 9, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
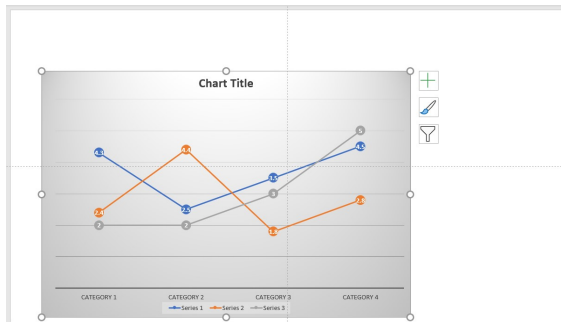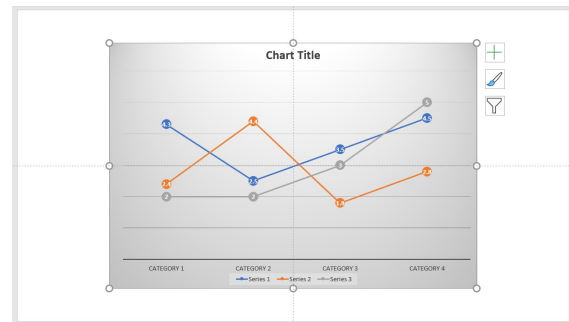

Figure 8: Chart: Before

Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)

14. Where do you need to click to change the table in Figure 10, "Table: Before" to the table in Figure 11, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 10: Table: Before

Figure 11: Table: After

(Pages: 549 – 551) (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. 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. You inserted an oval shape into your Word document shown in Figure 12, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 13, "Moved Oval"? [**Note**: you must use a button on the Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]

    (2.5 points)

PowerPoint

17. 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.
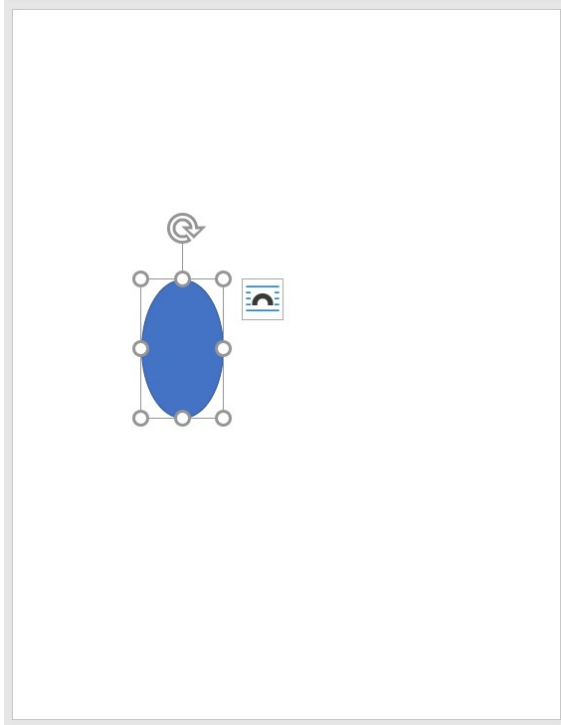
    (2.5 points)
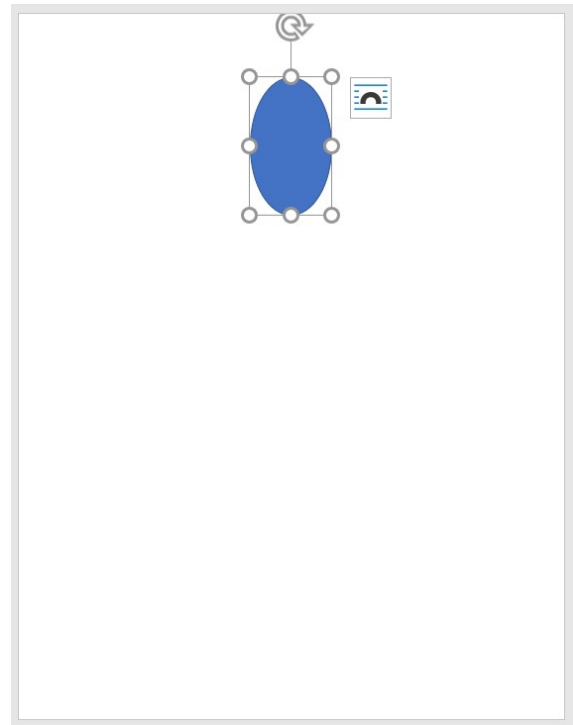
Figure 12: Added Oval Shape

Figure 13: Moved Oval

18. (a) What is the object displayed in Figure 14?

(b) What happens to the object when you click on the triangle button at the bottom-left of the object?
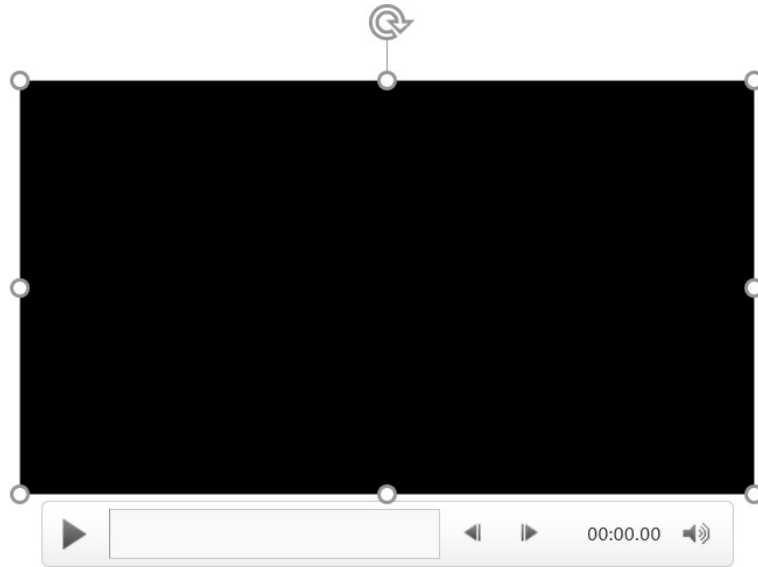
(2.5 points)

– End of Midterm Exam –

Figure 14: Object with Buttons

Congrats for completing the Midterm exam!