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: 11:00 AM – 12:15 PM. 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. 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"?

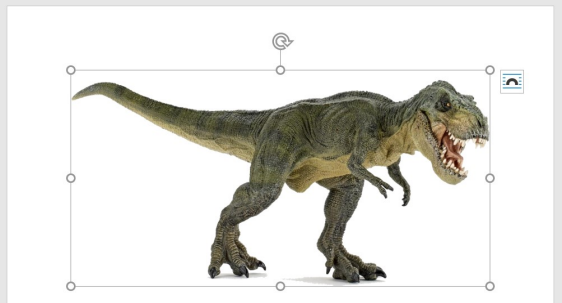


Figure 1: Dino: Before

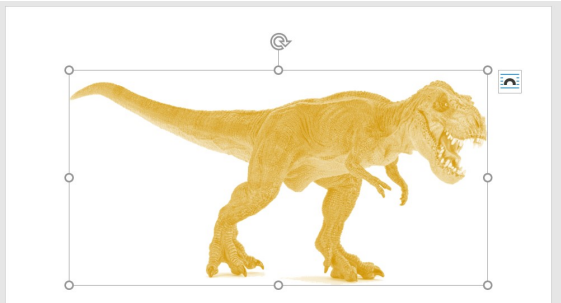


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

You should select the picture. And then you should click "picture format" on the top ribbon. Finally, you should select "Color" button to change the color of the picture.

2. Where should you click to change the watermark in the picture 3, "Watermark: Before" to the watermark in the picture 4, "Watermark: After"?

(Pages: 556 – 560) (7.14 points)

First, you need to click the "Design" button on the top ribbon. And then click " watermark" button on the right side, select draft 2 in the Disclaimers section.

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

(Pages: 380 – 382) (7.14 points)

Figure 3: Watermark: Before

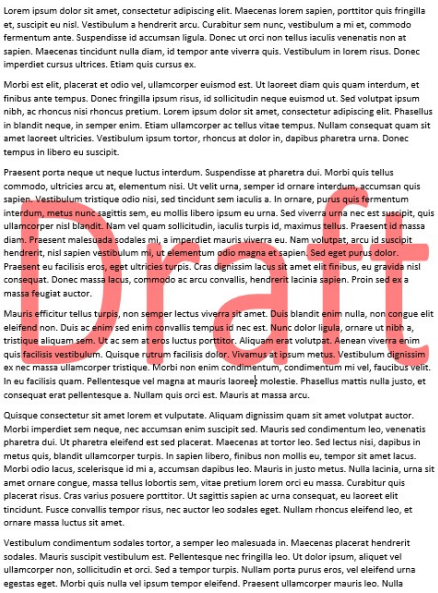


Figure 4: Watermark: After

One difference between a .docx Word file and a .doc Word file is that .docx Word file is the newer version and it has more features than .doc Word file.

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.

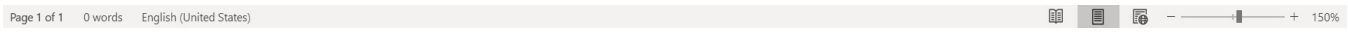


Figure 5: Window Area

(b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

(a) The name of the part displayed in the image in Figure 5 is Status Bar.
(b) We can use one tool that is inside the status bar to zoom in and zoom out our document.

5. 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)

We can use the "first line indent" tab on the ruler to change the location of the sentence.

6. What is the purpose of the following partially-shown dialog box in Figure 6?

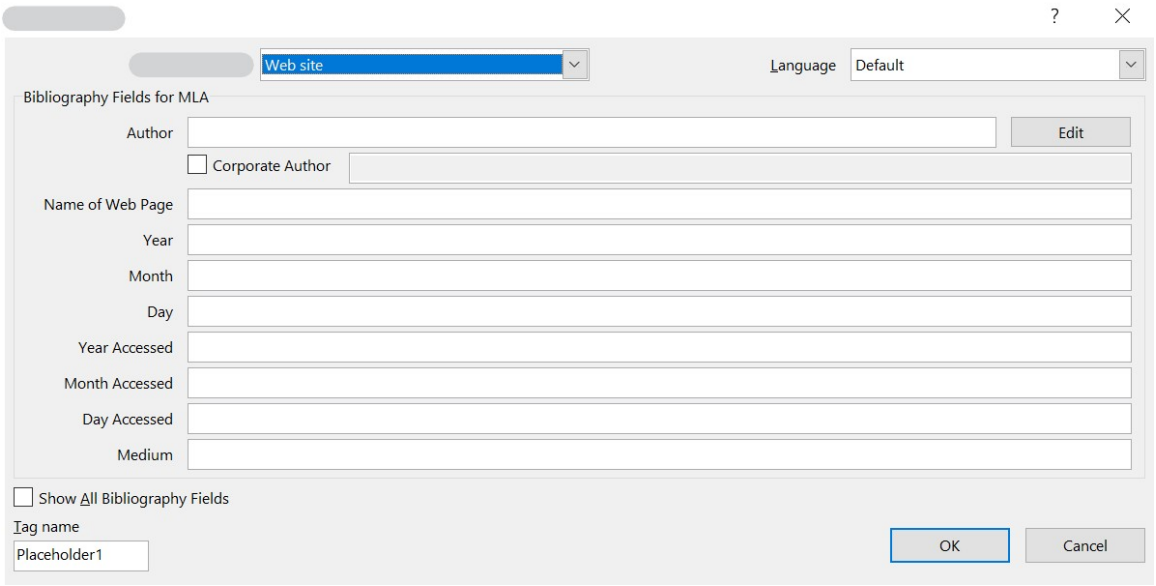


Figure 6: Dialog Box

(Pages: 569 – 570) (7.14 points)

The purpose of the following partially-shown dialog box in Figure 6 is to create a citation which can be saved permanently in Word.

7. Name **three** commands/buttons on the Quick Access Toolbar.

   (Pages: 369) (7.14 points)

The Save, Undo, Redo buttons appear on the Quick Access Toolbar.

PowerPoint – Short Answer

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

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint**: Look at the screenshots given on the textbook pages listed below.

Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

The type of the slide shown in the image in Figure 7 is "Title Only".

9. (a) What is the object displayed in Figure 8?
   (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)

(a) The object displayed in Figure 8 is a video you insert.
(b) The video will play when you click on the triangle button at the bottomleft of the object.

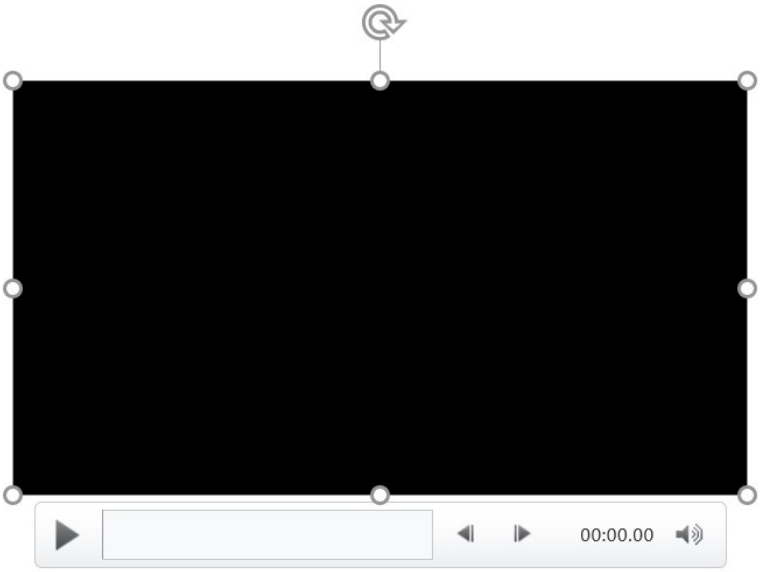


Figure 8: Object with Buttons

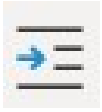


Figure 9: Button with Arrow

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?

    (Pages: 443 – 446) (7.14 points)

    It will increase the list level when you click on the button in the image in Figure 9.

11. 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.

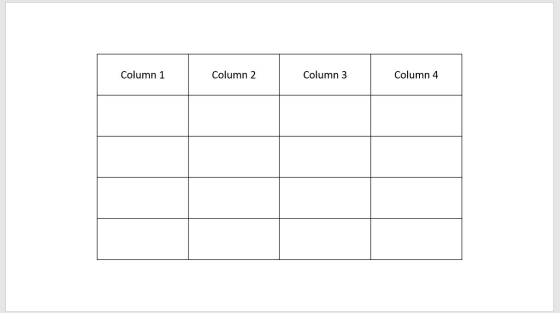


Figure 10: Table: Before

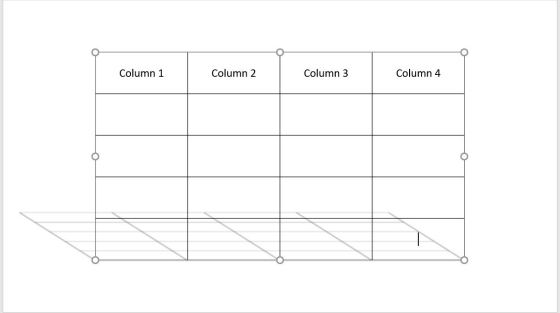


Figure 11: Table: After

(Pages: 549 – 551) (7.14 points)

You should select the table, click "table design" button and then click "effects" to add a shadow for the table. By hovering over "shadow" button, you can see different kinds of shadows.

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)

    Tabs in PowerPoint that Word does NOT have are "Animation" , "Transition", "Slide Show".

13. (a) What is the name of the PowerPoint object appearing in the Figure 12?
    (b) Where do you need to click to delete/remove this object?

Figure 12: Object/Box

(Pages: 880 – 883) (7.14 points)

(a) The name of the PowerPoint object appearing in the Figure 12 is a text box.
(b) you can select the object and and click "Backspace" button on your keyboar to delete this object.

14. 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.

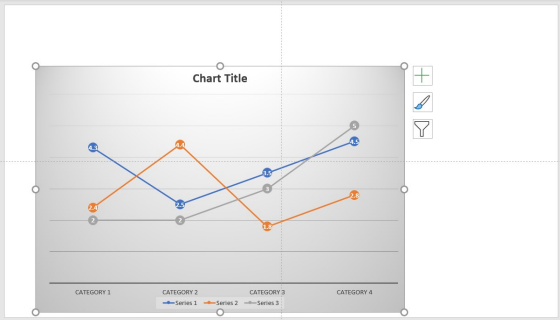


Figure 13: Chart: Before

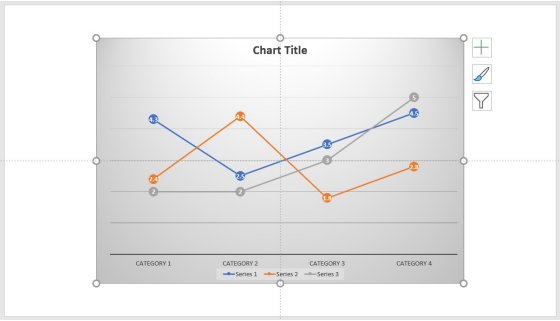


Figure 14: Chart: After

(Pages: 1126 – 1133) (7.14 points)

After selecting the chart, go to the "Format" on the PowerPoint ribbon. In the "Align" group, you'll find options like "Align Center" and "Align Middle". Click on these options to center your chart both horizontally and vertically on the slide.

Extra Credit

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

Word

15. Here is a paragraph in a Word document:

    I walked on the street When I entered the store.

    Explain where a Word user should click to change the paragraph above into the paragraph:

    When I entered the store I walked on the street.

    Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

    (2.5 points)

    You can select "I walked on the street" and then right click, select "cut", After the word "store", use Ctrl + v on the keyboard to paste it.

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

    (2.5 points)

    You can click the "Start" button on the bottom-left corner. In the Start menu, you'll see a list of installed applications and a search bar at the bottom. You can either scroll through the list or simply click inside the search bar. Type "Word" into the search bar. As you type, Windows will begin to display matching results.

PowerPoint

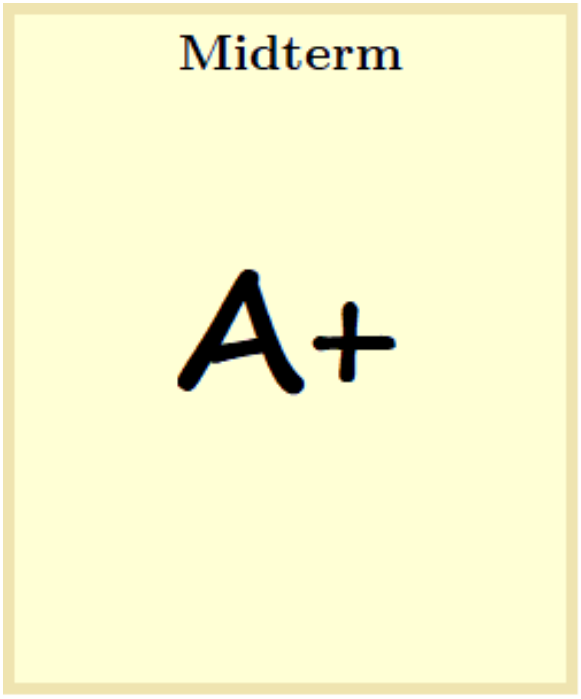
17. How can you enter a hyperlink into an existing text?

    (2.5 points)

You can select the existing text. And you should click "insert" on the top ribbon, then click "link" button for you to insert a hyperlink.

18. How do you change the layout of a slide to Title and Content? Mention **one** way. (2.5 points)

Right click the slide which you want to change. And then hover over "layout" button, click "Title and Content".

– End of Midterm Exam –

Congrats for completing the Midterm exam!