

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. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

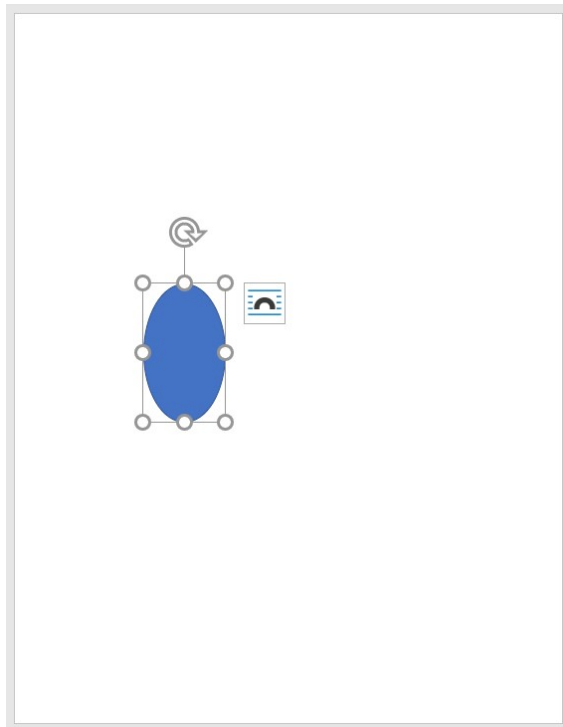


Figure 1: Added Oval Shape

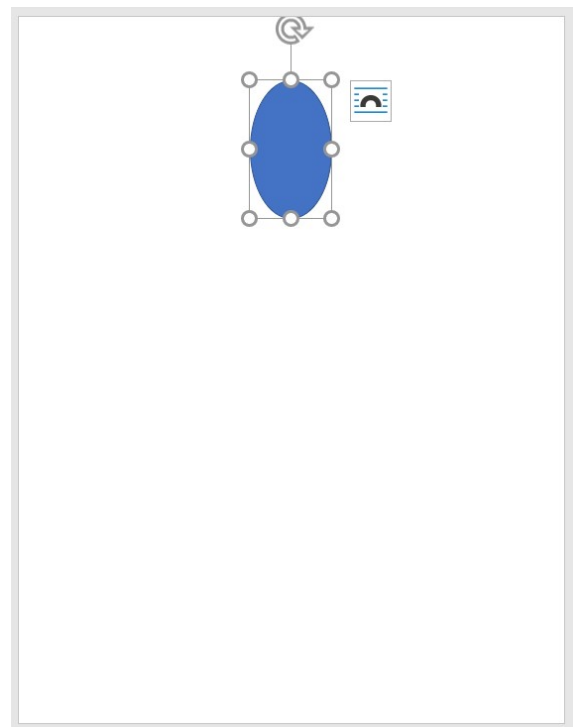


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

2. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

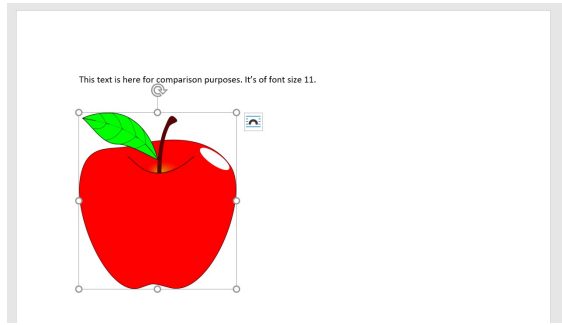


Figure 3: Apple: Before

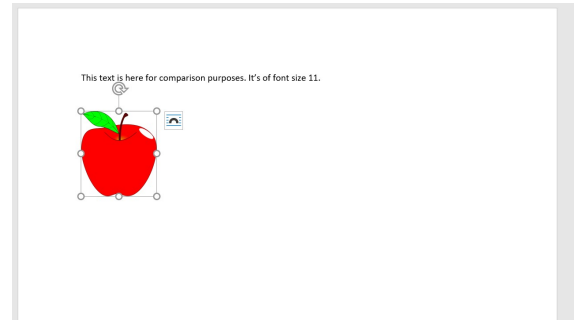


Figure 4: Apple: After

3. 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)

4. 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)

5. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “Dino: After”?

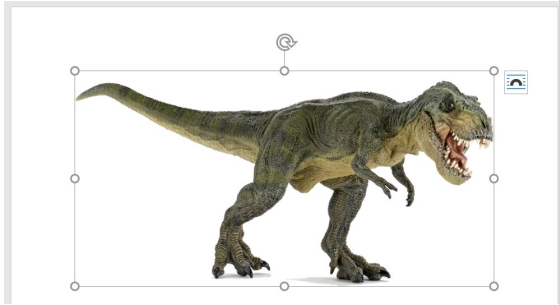


Figure 5: Dino: Before

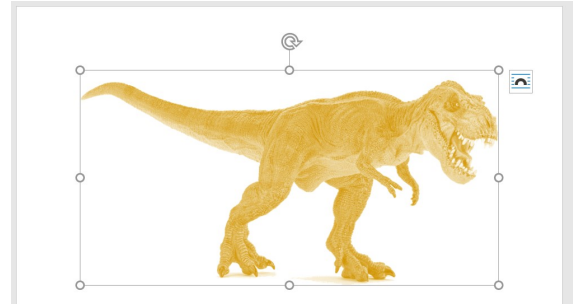


Figure 6: Dino: After

(Pages: 514 – 516) (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)

7. Where should you click to change the table in Figure 7, “Table: Before” to the one in Figure 8, “Table: After”?

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 7: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 8: Table: After

PowerPoint – Short Answer

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

8. 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.)

(Pages: 967 – 970) (7.14 points)

9. 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.

(Pages: 1055 – 1059) (7.14 points)

Just a Title

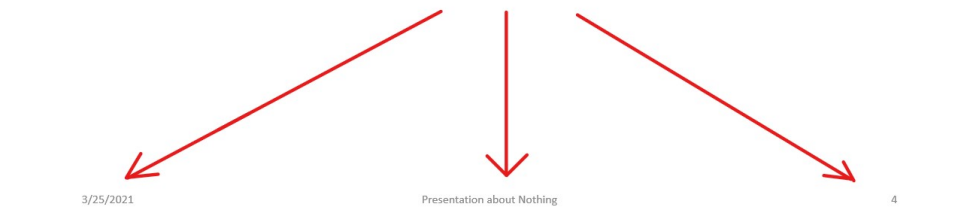


Figure 9: What is This

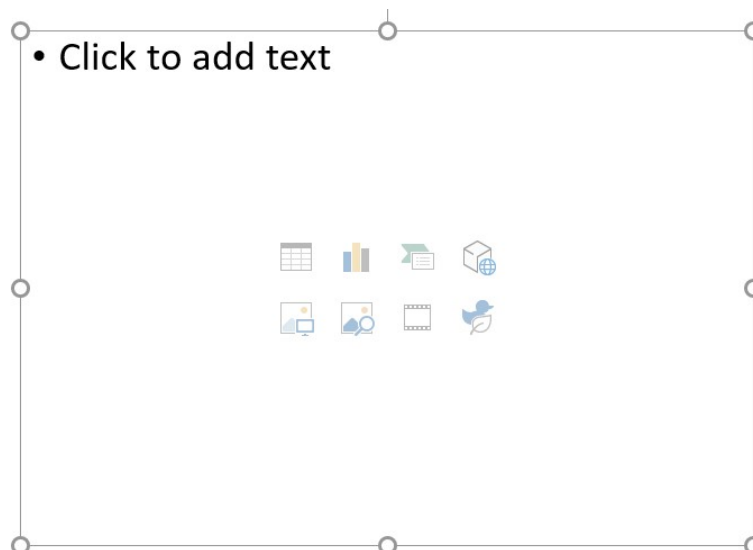


Figure 10: Insert Table Here

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

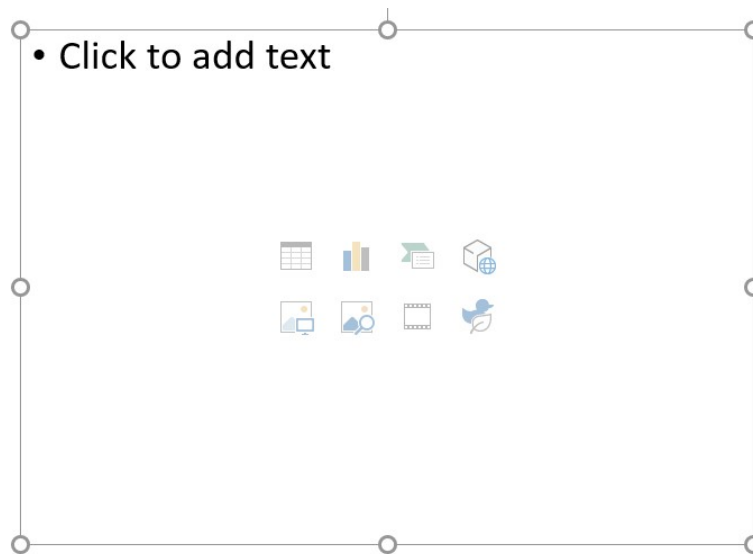


Figure 11: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

11. If you click on any one of the squares in the picture in Figure 12, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)

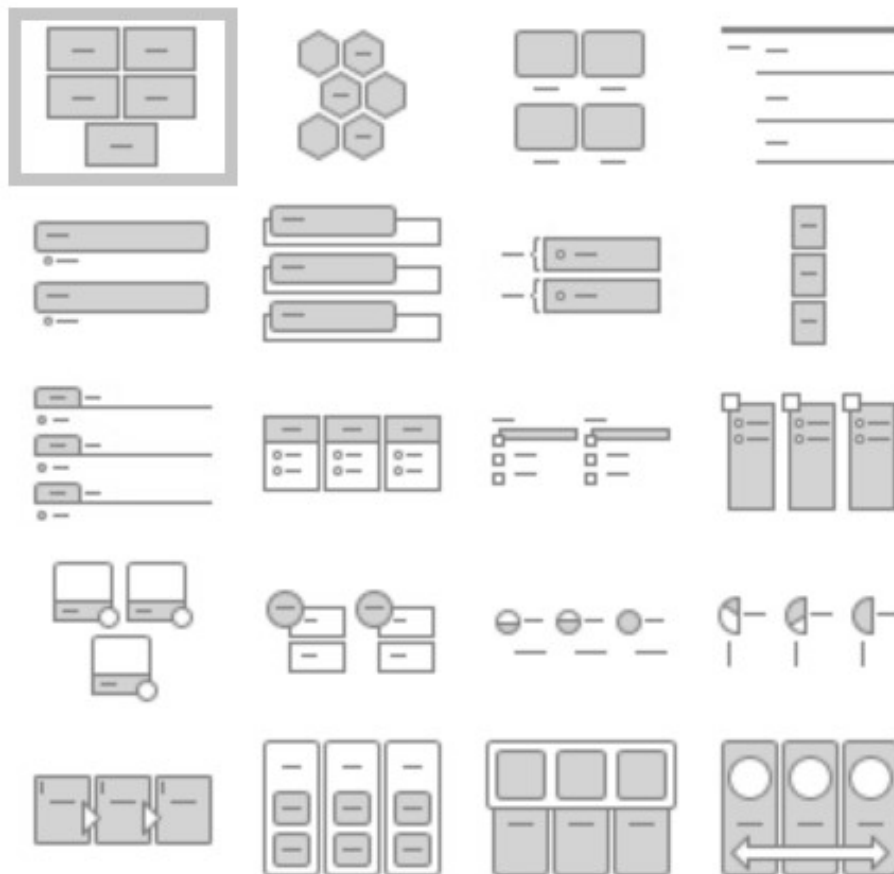


Figure 12: Many Options

12. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

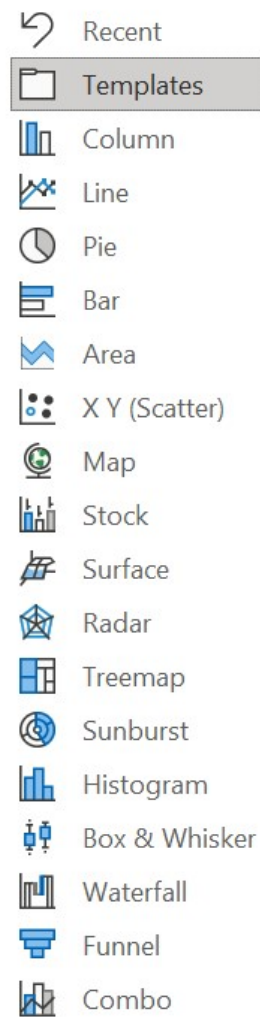
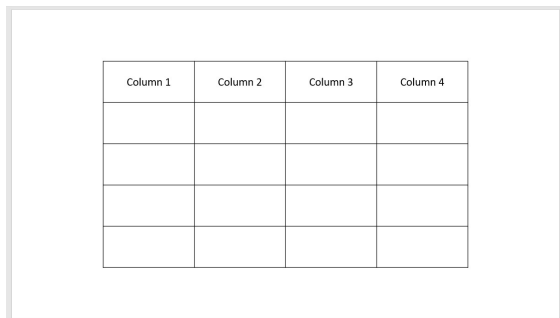


Figure 13: Long Menu

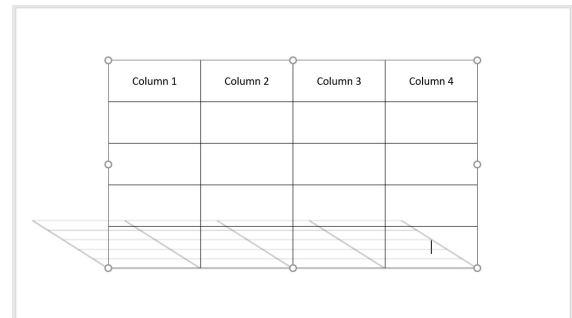
(Pages: 1116 – 1123) (7.14 points)

13. Where do you need to click to change the table in Figure 14, “Table: Before” to the table in Figure 15, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 14: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 15: Table: After

(Pages: 549 – 551) (7.14 points)

14. 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)

Extra Credit

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

Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(2.5 points)

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

Good morning!

to the following text:

Good morning!

(2.5 points)

PowerPoint

17. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.
(2.5 points)

18. How can you enter a hyperlink into an existing text?
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

