

## 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  $\infty$  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.

- 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)
- 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?

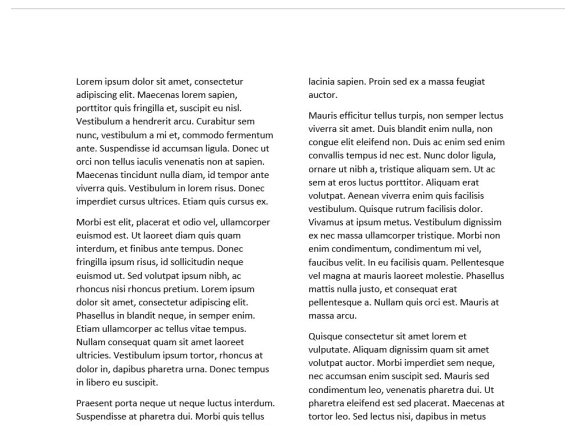


Figure 1: My Text Layout: Before

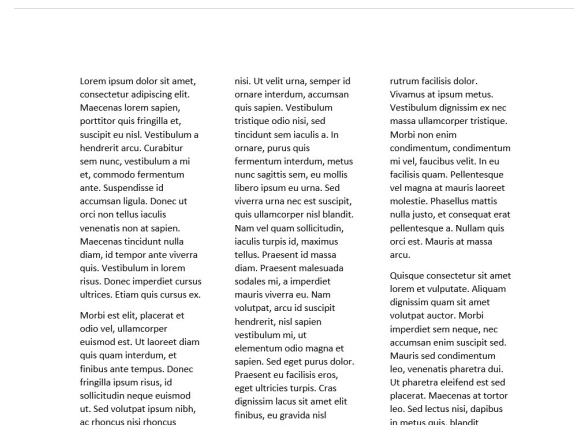


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

3. 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.”

(Pages: 384 – 387) (7.14 points)

4. Suppose you are working on the SmartArt graphic in Word in Figure 3, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 4, “SmartArt: After”?

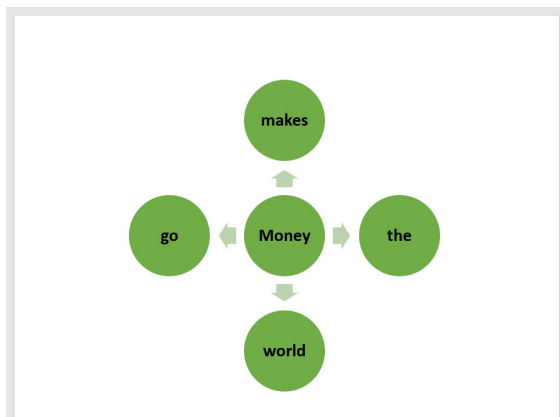


Figure 3: SmartArt: Before

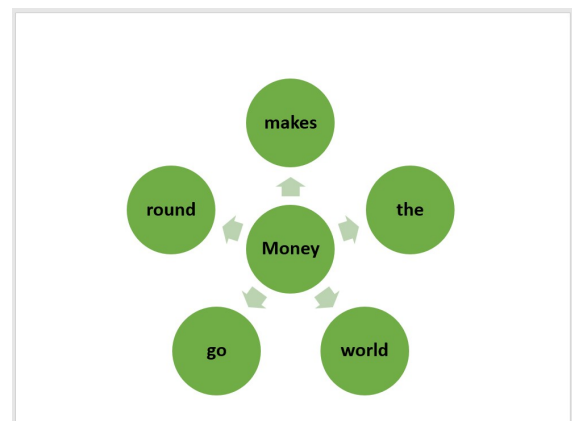


Figure 4: SmartArt: After

(Pages: 930 – 937) (7.14 points)

5. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “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.”]

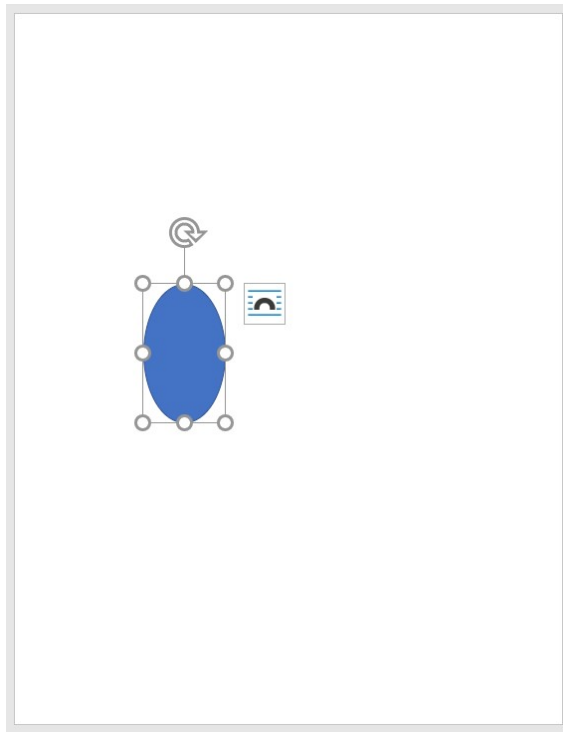


Figure 5: Added Oval Shape

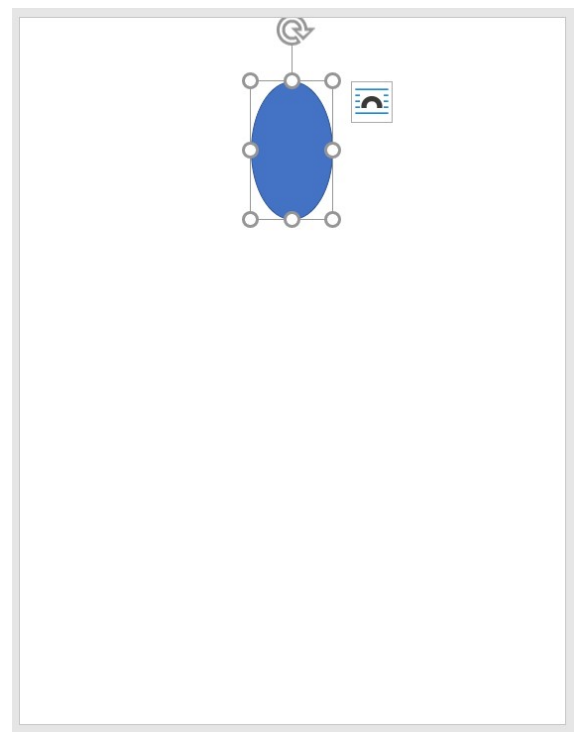


Figure 6: Moved Oval

(Pages: 519 – 521) (7.14 points)

6. 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)

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: 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. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.

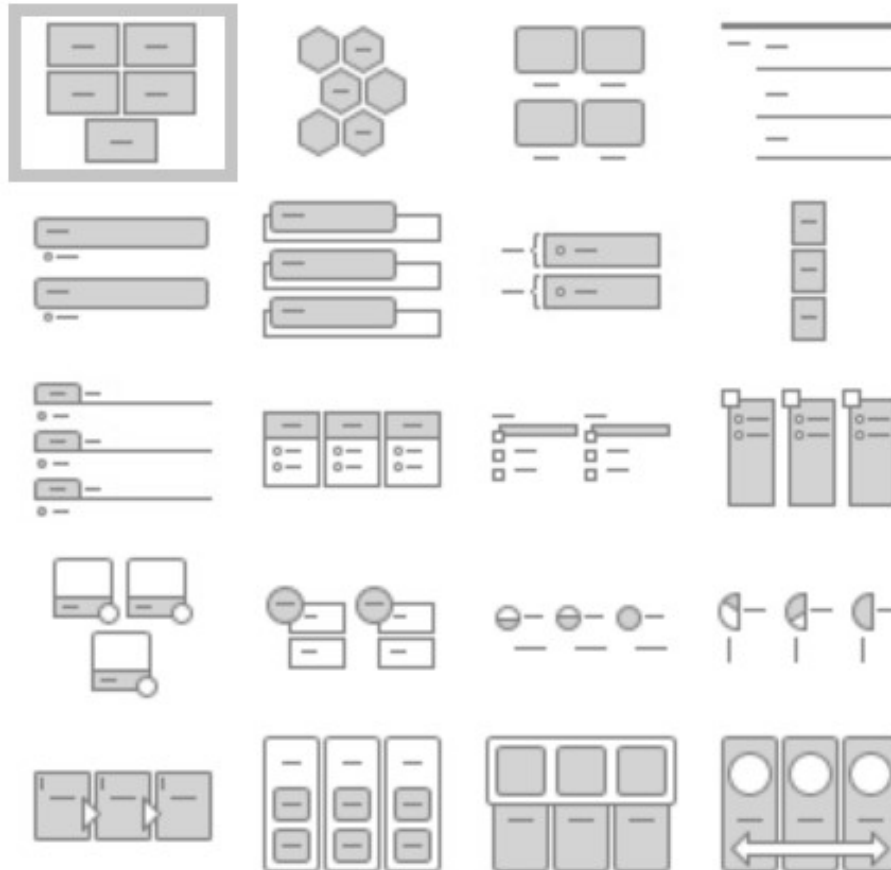


Figure 7: Many Options

(Pages: 930 – 934) (7.14 points)

9. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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.)

Just a Title

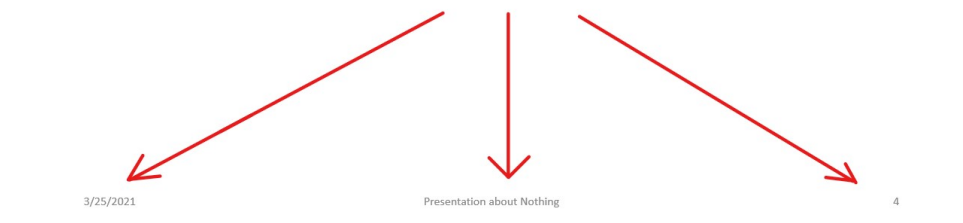


Figure 8: What is This

(Pages: 967 – 970) (7.14 points)

10. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

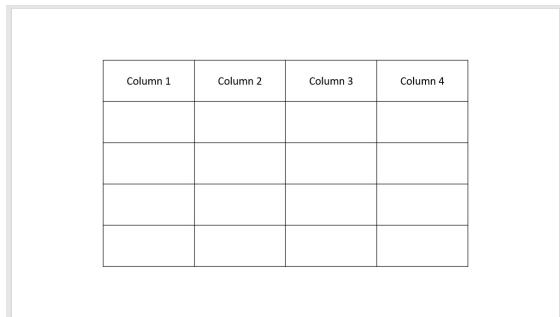
- Fruit
  - Apple
  - Cherry
- Veggies

- 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)

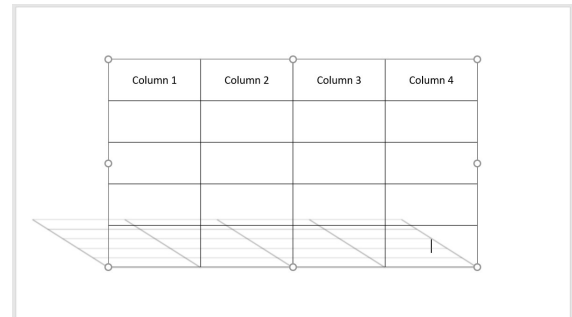
11. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



A screenshot of 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 rest of the table is empty.

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



A screenshot of the same table as in Figure 9, but with a design applied. The table has a light blue background and a grid of darker blue lines. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The rest of the table is empty.

Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

(Pages: 549 – 551) (7.14 points)

12. How do you change the shapes on a PowerPoint slide shown in Figure 11, “Three Shapes” to the shape in Figure 12, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)





Figure 11: Three Shapes

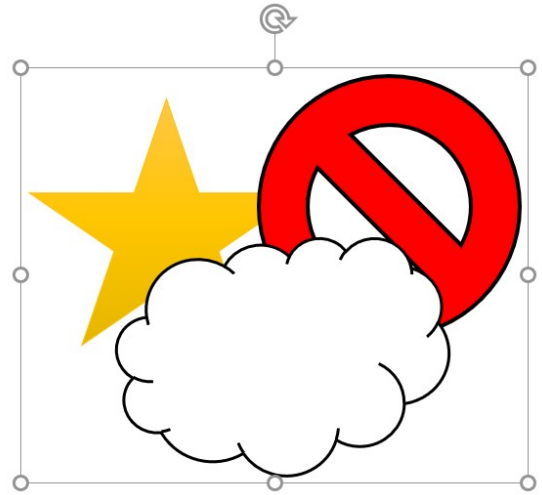


Figure 12: Three Shapes: Changed

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

Click to add title

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Figure 13: Object/Box

(Pages: 880 – 883) (7.14 points)

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

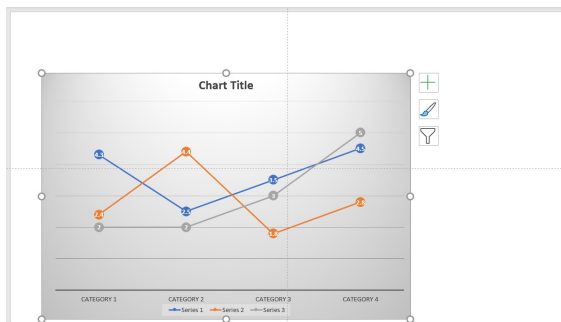


Figure 14: Chart: Before

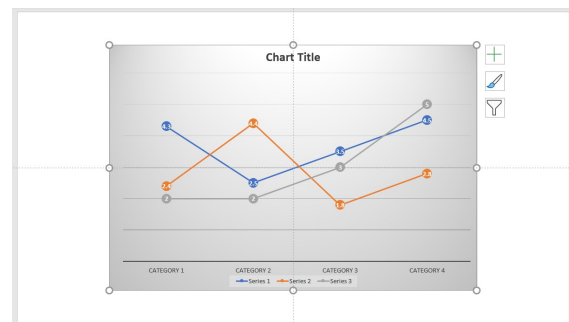


Figure 15: Chart: After

(Pages: 1126 – 1133) (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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 16, “Apple: Before” to the picture shown in Figure 17, “Apple: After”.

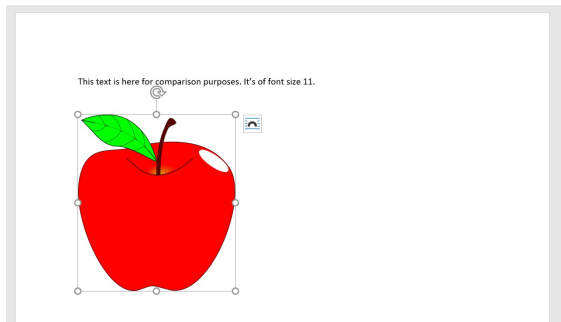


Figure 16: Apple: Before

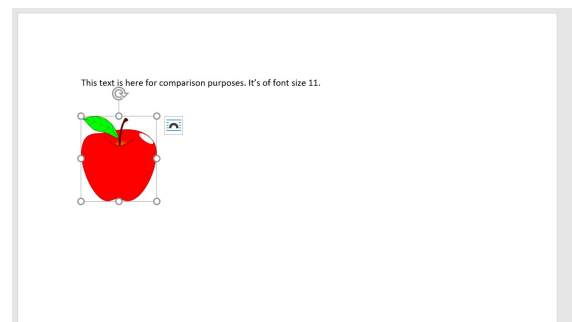


Figure 17: Apple: After

(2.5 points)

16. Where should you click to change the table in Figure 18, “Table: Before” to the one in Figure 19, “Table: After”?

(2.5 points)

### PowerPoint

17. You are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 20, “My

Column 1	Column 2
Info	Info
Info	Info

Figure 18: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 19: Table: After

Slides”. Where should you click to change the Slides tab to the one in Figure 21, “My Slides: Changed”?

(2.5 points)

18. The bulleted list in Figure 22, “My List” was converted into the object displayed in Figure 23, “My New List”. Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 23, “My New List”?)

(2.5 points)

– End of Midterm Exam –



Figure 20: My Slides



Figure 21: My Slides: Changed

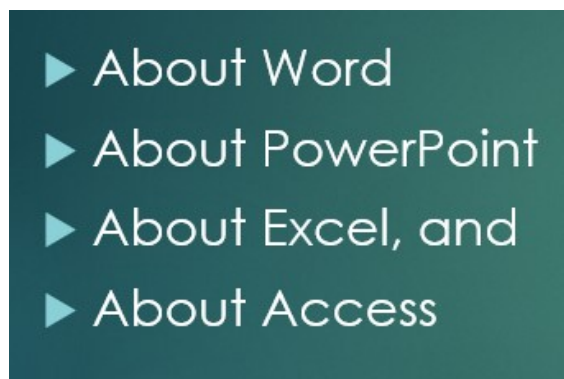


Figure 22: My List

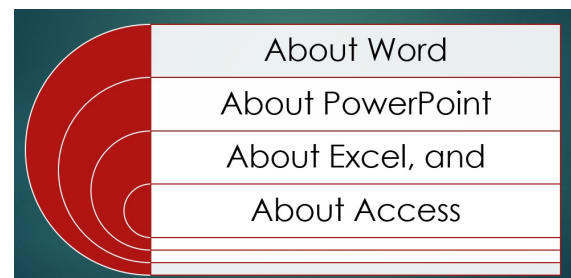


Figure 23: My New List

Congrats for completing the Midterm exam!

