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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, "Apple: Before" to the picture shown in Figure 2, "Apple: After".
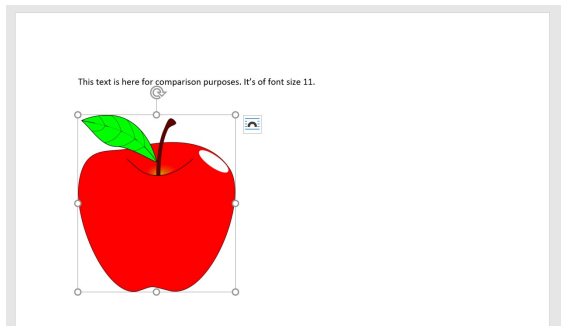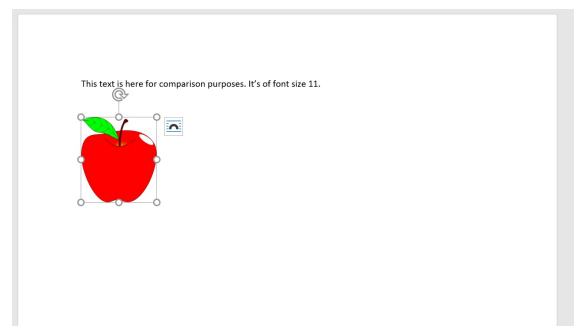

Figure 1: Apple: Before

Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

2. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

(Pages: 494 – 498) (7.14 points)

3. 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.)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

(Pages: 372 – 378, 544) (7.14 points)

4. 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: 1078 – 1079) (7.14 points)

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

   (Pages: 369) (7.14 points)

6. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

   (Pages: 63 – 64) (7.14 points)

7. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?
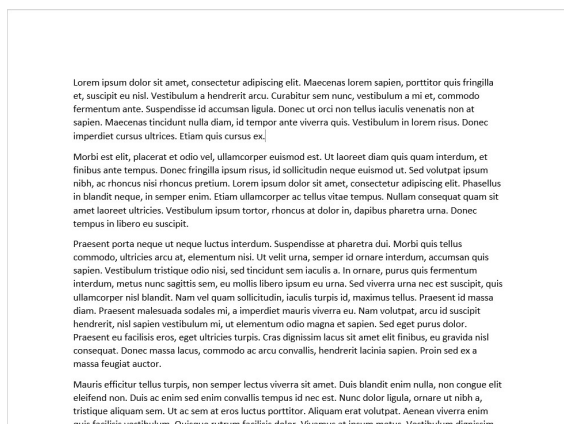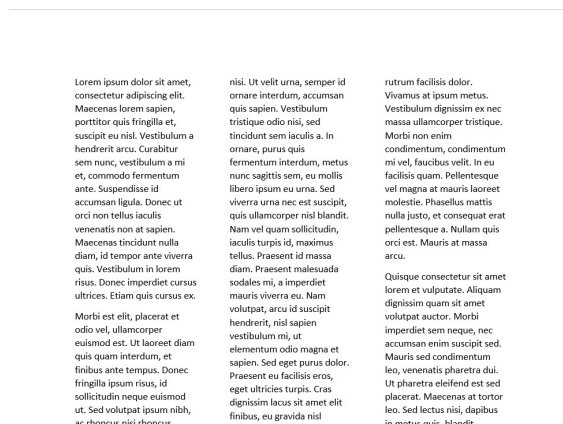

Figure 5: My Text Layout: Before

Figure 6: My Text Layout: After

   (Pages: 465 – 469) (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 move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
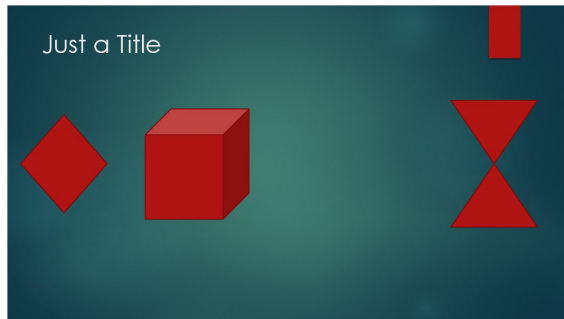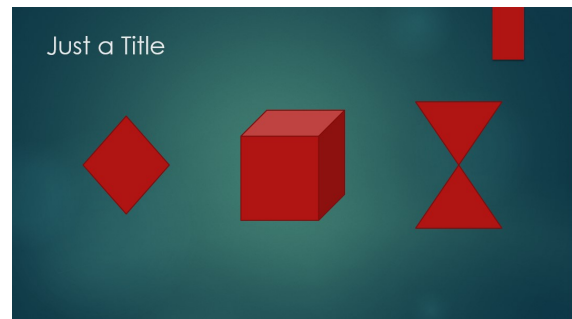

Figure 7: My Shapes

Figure 8: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. 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)

10. How do you change the shapes on a PowerPoint slide shown in Figure 10, "Three Shapes" to the shape in Figure 11, "Three Shapes: Changed"?

(Pages: 945 – 949) (7.14 points)

Just a Title

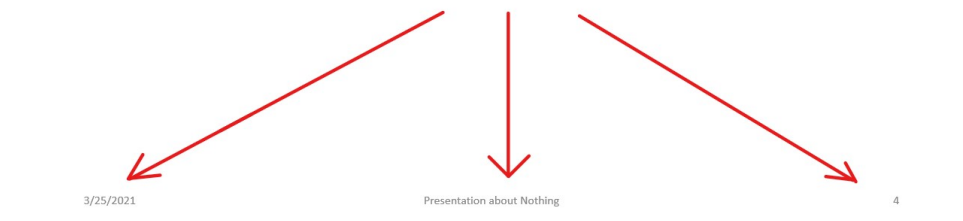3/25/2021   Presentation about Nothing   4
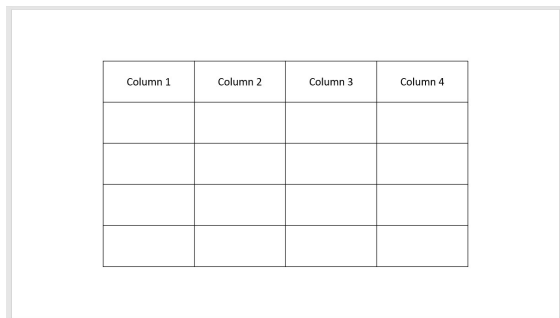
Figure 9: What is This
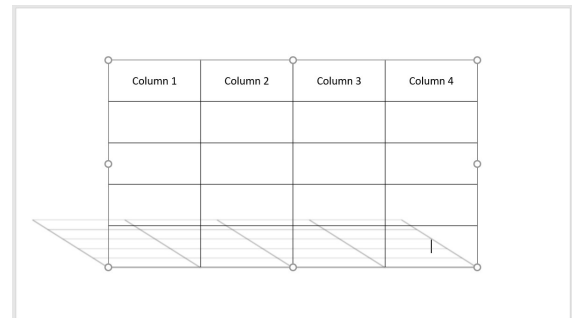

Figure 10: Three Shapes

Figure 11: Three Shapes: Changed

11. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 12: Table: Before

Figure 13: Table: After

(Pages: 549 – 551) (7.14 points)

12. (a) What is the name of the PowerPoint object appearing in the Figure 14?

    (b) Where do you need to click to delete/remove this object?

    (Pages: 880 – 883) (7.14 points)

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 15?

    (Pages: 443 – 446) (7.14 points)

Click to add title

Figure 14: Object/Box

Figure 15: Button with Arrow

14. How do you duplicate a slide? Mention **one** way.
    (Pages: 63 – 64, 900 – 901) (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. Suppose you are working on the SmartArt graphic in Word in Figure 16, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 17, "SmartArt: After"?
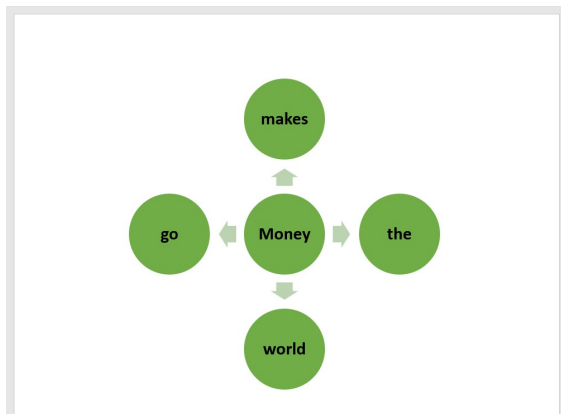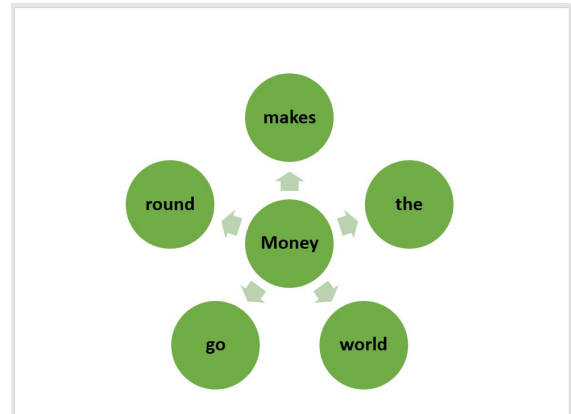

Figure 16: SmartArt: Before

Figure 17: SmartArt: After

(2.5 points)

16. 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)

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)

18. The bulleted list in Figure 18, "My List" was converted into the object displayed in Figure 19, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 19, "My New List"?)
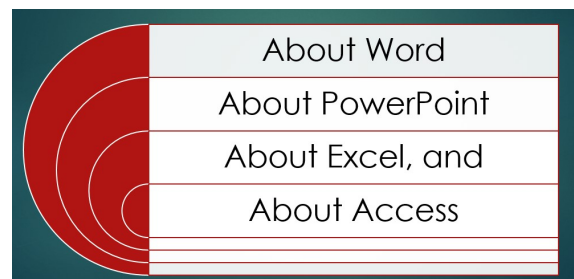

Figure 18: My List

Figure 19: My New List

    (2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!