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.

<u>Sections & Points in the Midterm</u>:

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

   (Pages: 365 – 366) (7.14 points)

2. 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)

3. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

   ## The girl eat this.

   Figure 1: Phrase in Word

   (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say "I can simply delete it and re-type it.")

   (Pages: 419 – 423) (7.14 points)

4. Where should you click to change the text layout in picture 2, "My Text Layout: Before" to the one in the picture 3, "My Text Layout: After" inside a Word document?
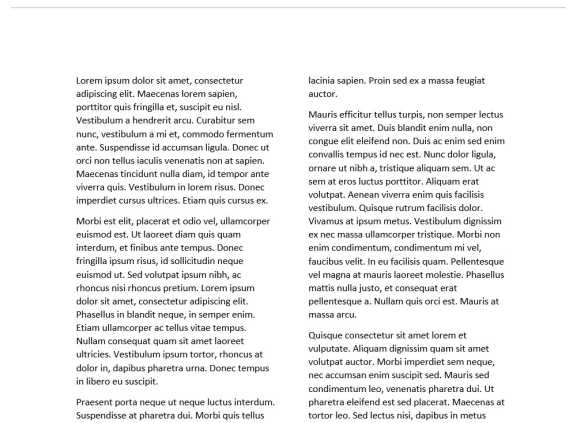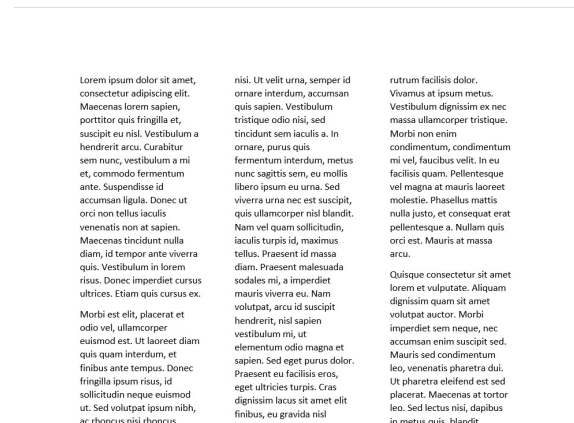

Figure 2: My Text Layout: Before

Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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: 1078 – 1079) (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:

   (a) My name is Jane.
   (b) I love cats.
   (c) I also love pizza.

   (Pages: 441 – 442) (7.14 points)

7. 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)

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 enter a hyperlink into an existing text?

   (Pages: 524 – 529) (7.14 points)

9. (a) What is the object displayed in Figure 4?

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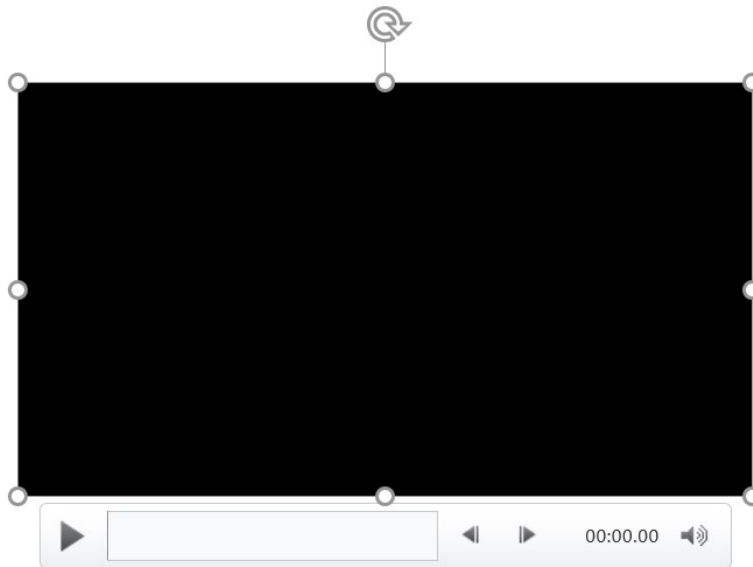

Figure 4: Object with Buttons

(Pages: 980 – 987) (7.14 points)

10. 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.

    (Pages: 770) (7.14 points)

11. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

    (Pages: 1155 – 1156) (7.14 points)

12. Which button do you need to click to add the text pointed by the red arrows in Figure 5? (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

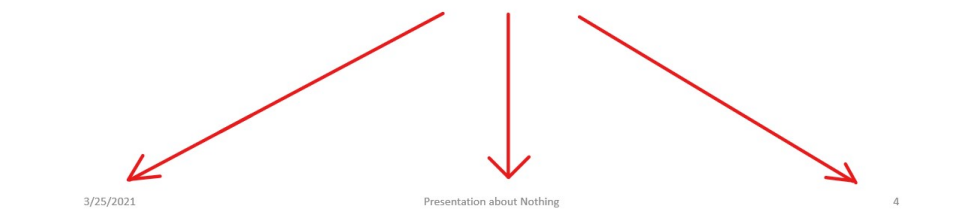3/25/2021   Presentation about Nothing   4

Figure 5: What is This

(Pages: 967 – 970) (7.14 points)

13. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 6? Your answer must use the box shown in that Figure.
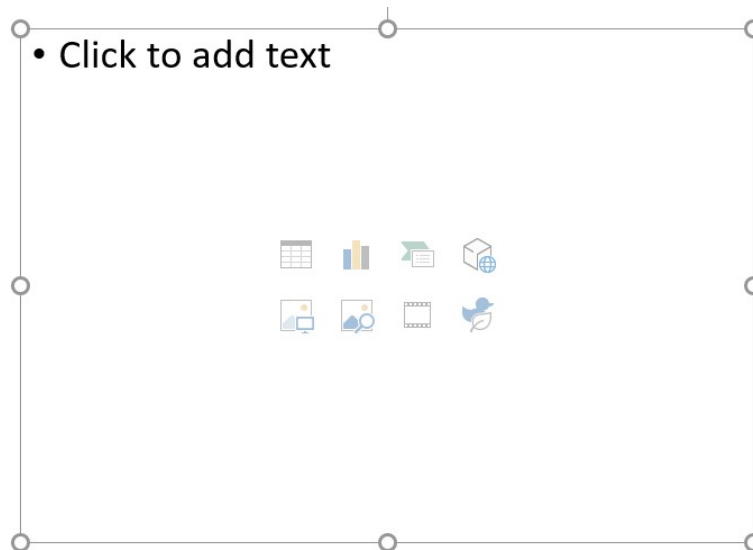

Figure 6: Insert Table Here

(Pages: 1055 – 1059) (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.
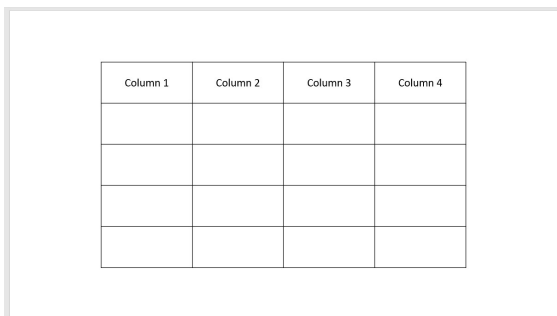
Word

15. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs?

    (2.5 points)

16. What are the Rulers in Word used for? Describe **one** use.
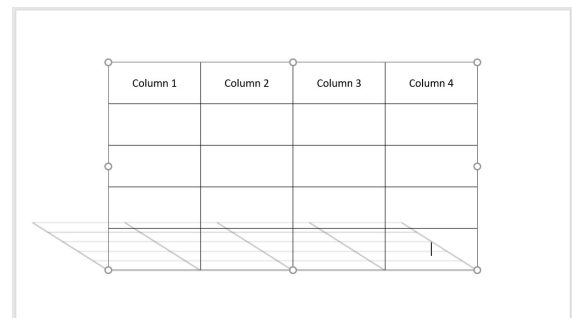
    (2.5 points)

PowerPoint

17. Where do you need to click to change the table in Figure 7, "Table: Before" to the table in Figure 8, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

Figure 7: Table: Before

Figure 8: Table: After

(2.5 points)

18. How do you change the shapes on a PowerPoint slide shown in Figure 9, "Three Shapes" to the shape in Figure 10, "Three Shapes: Changed"?
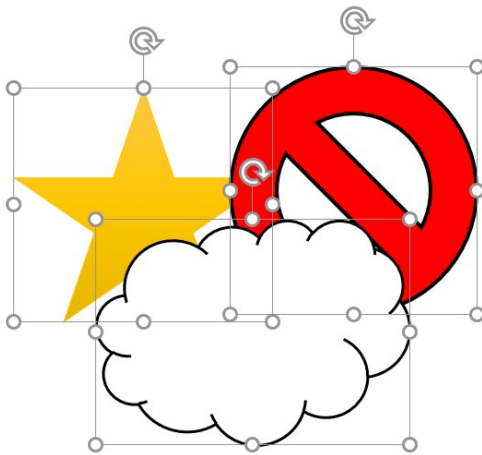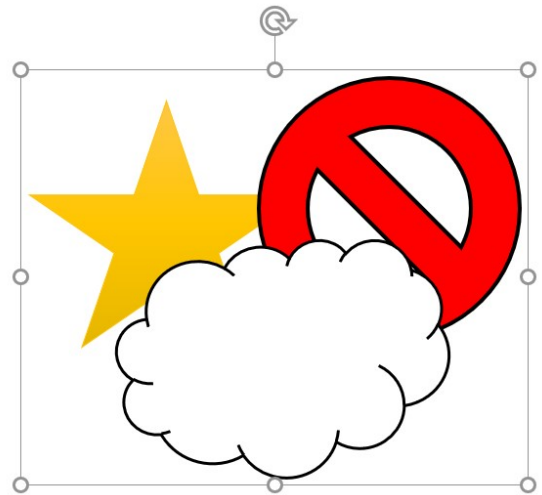

Figure 9: Three Shapes

Figure 10: Three Shapes: Changed

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!