

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

(Pages: 380 – 382) (7.14 points)

The difference between .doc is default Microsoft Word file from Microsoft Word 2003 and older while .docx (Word Document) is a default Microsoft Word file works with Microsoft Word 2007 and later. .Docx contains improved features from the older .doc.

2. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (7.14 points)

To delete a row Delete a row click a row and then click the Layout tab (this is the tab next to the Table Design tab on the ribbon). This should give you the option to modify the table as you please.

You can also right-click in the table and this will give you the option to insert or remove rows/columns.

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

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Figure 3: Watermark: Before

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Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

To make the watermark from diagonal to horizontal 1. Click the Design tab Watermark button .

1. Click one of the options displayed at the top portion of the menu then press layout of watermark. Or On the Design tab, select Watermark. On the same menu there are layout options you can use to create a custom text watermark.

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: 404 – 405) (7.14 points)

To align the text you can press or move your cursor to the sentence and press the alignment button.

5. What is the purpose of the buttons displayed in Figure 5?

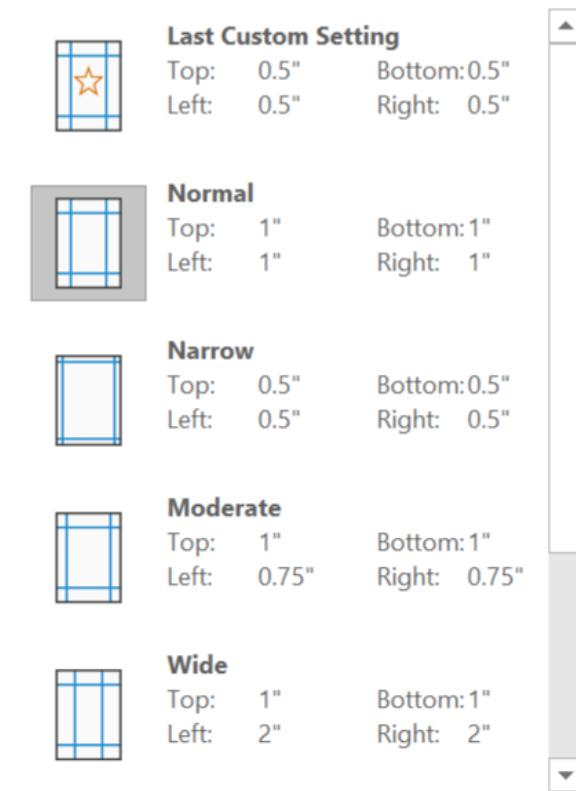


Figure 5: Five Buttons

(Pages: 772 — 774) (7.14 points)

The purpose of the figures displayed is to show the margins. By selecting narrow margins the text will move closer to the edge while the wide margins will move the margins away from the edge of the paper.

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 6?

the colroful flower

Figure 6: 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)

(a) The word “ colroful” is misspelled, so Word warns you by drawing a red wavy underline under that word.

(b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the Editor (also called Spelling and Grammar) button to view the detected grammar

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

(Pages: 412 – 416) (7.14 points)

There is 22 space points. This is because Space below first paragraph = 7 points
Space above second paragraph = 15 points which is equal to 22.

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 insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

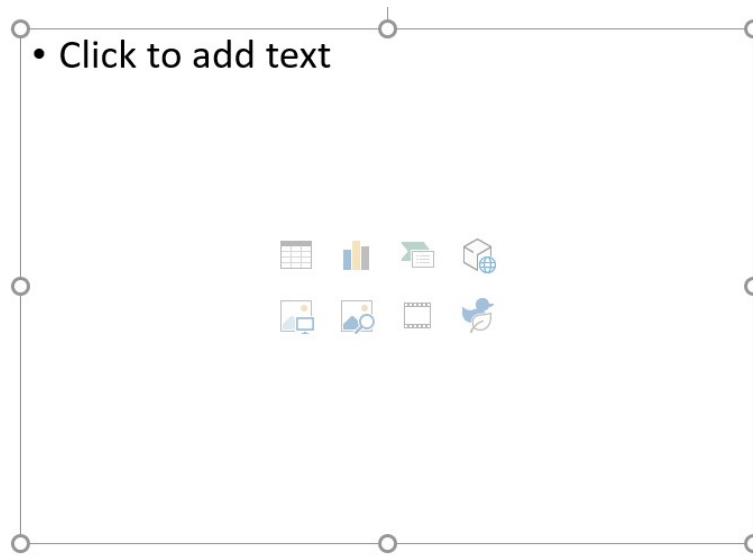


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

One way to insert a table is Through the “ Insert Table” option. Click the Insert tab Table button “ Insert Table...” the in the middle of the placeholder select the number of rows and columns in the new table:. To customize tThe grid of rows and columns in the using the Insert tab Table menu allows you to click on the button corresponding to the number of rows and columns you wish to select to have in the table:

9. (a) What is the name of the PowerPoint object appearing in the Figure 8?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

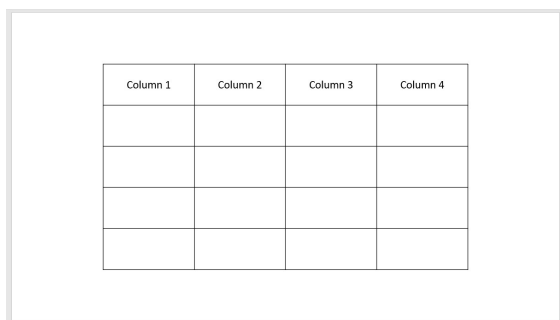
a) the name of that object is a text box. It allows you to title the slide. However textboxes are also used to type out information on a slide.

b) You can press the edges of the textbox and press backspace.

Click to add title

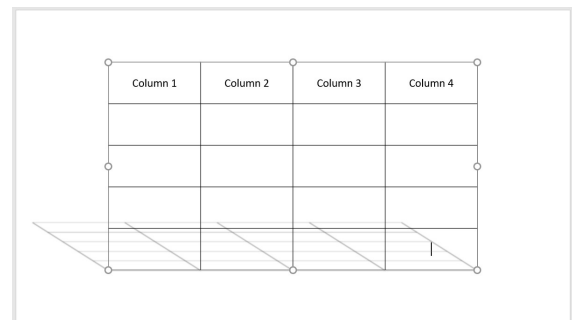
Figure 8: Object/Box

10. 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.



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

(Pages: 549 – 551) (7.14 points)

To get this design you should click on the design tab. After press the shadow option and that will show multiple different types of shadows. To get that same specific shadow press perspective shadow.

11. You are 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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 11: My Slides



Figure 12: My Slides: Changed

To move this slide click on the slide you want to move in the thumbnail view. After drag the slide to the position you want it to be. Or Click on Slide 2 in the Slides tab/area Drag it below the Slide 3 When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order.

12. 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.

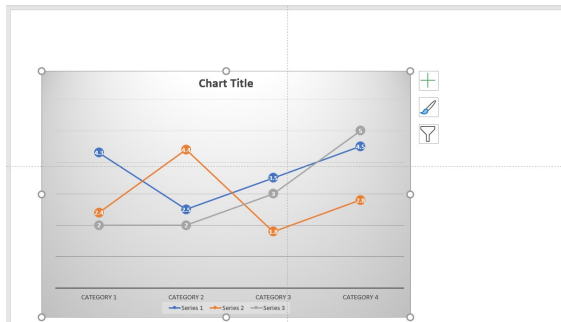


Figure 13: Chart: Before

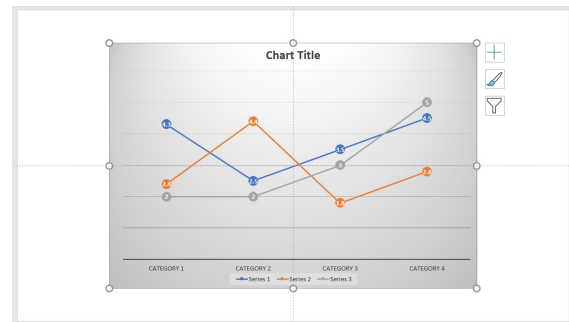


Figure 14: Chart: After

(Pages: 1126 – 1133) (7.14 points)

Select the chart click on the Chart Tools: Format tab Click on the Align button click on “Align Center” Click on the Align button again click on “Align Middle” .

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

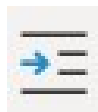


Figure 15: Button with Arrow

(Pages: 443 – 446) (7.14 points)

When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point, 3rd level point, etc.

14. If you click on any one of the squares in the picture in Figure 16, what will change in the PowerPoint presentation? Explain in general.

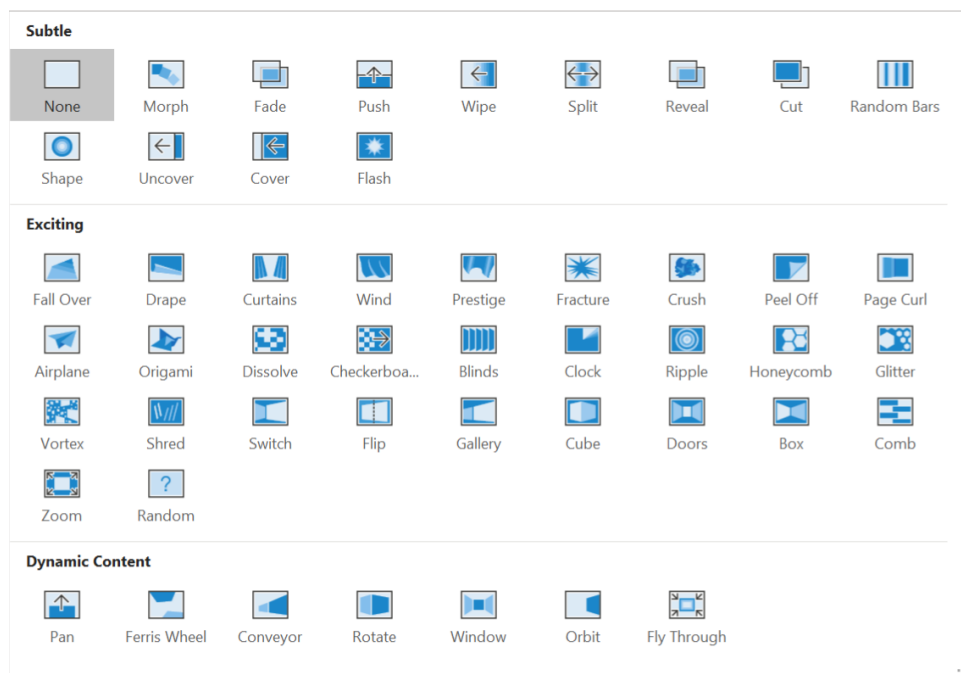


Figure 16: Many Options

(Pages: 962 – 964) (7.14 points)

The image shown above shows different slide transitions. Transitions also change the way a new slide enters or exits the screen. For example, if you press fade, the transition from previous slide to new slide would be a fade.

Extra Credit

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

Word

15. 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.

(2.5 points)

Next to the bullet point tab there is a lettering option. That is one thing you can press to get the letters.

16. You inserted an oval shape into your Word document shown in Figure 17, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 18, “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.”]

(2.5 points)

Select the shape Click the Drawing Tools (Shape) Format
Click the Position button Click “ Position in Top Center with Square Wrapping.”

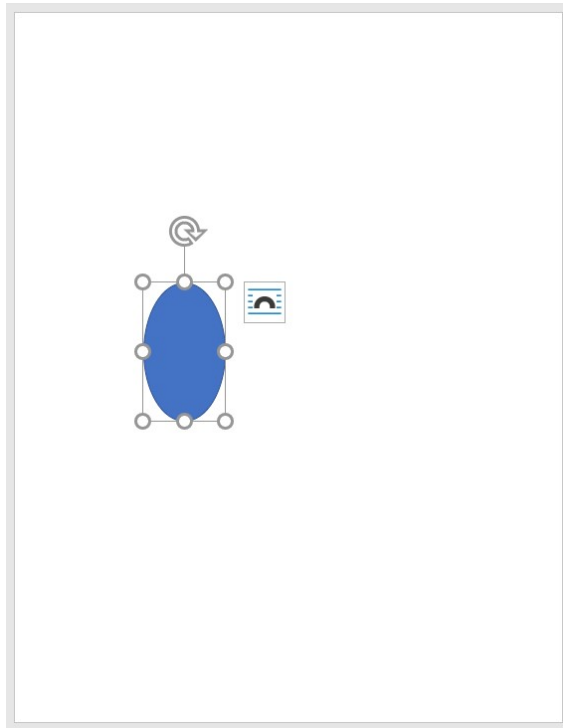


Figure 17: Added Oval Shape

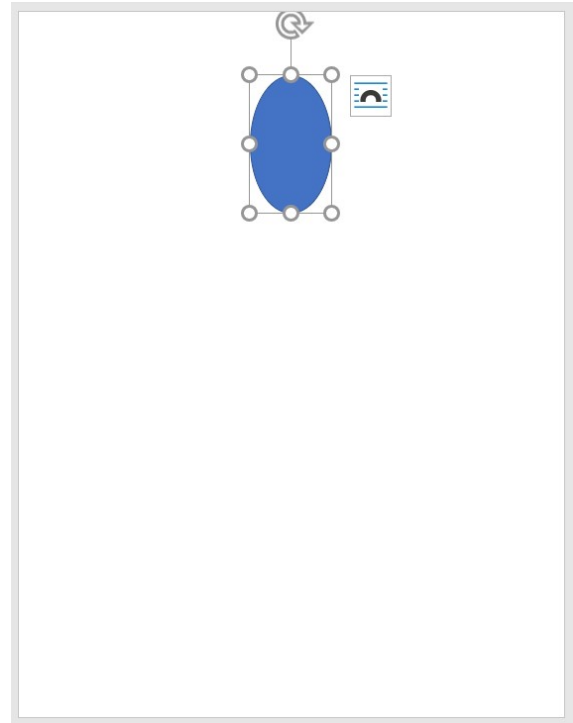


Figure 18: Moved Oval

PowerPoint

17. If you click on any of the options shown in Figure 19, what object will change on the PowerPoint slide, and how?

(2.5 points)

The color and theme of the table you created will change according to what you press.

18. How can you insert a picture inside the object shown in Figure 20? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(2.5 points)

By pressing the button on the 2nd row, 1st column that will allow you to search within the files on your desktop.

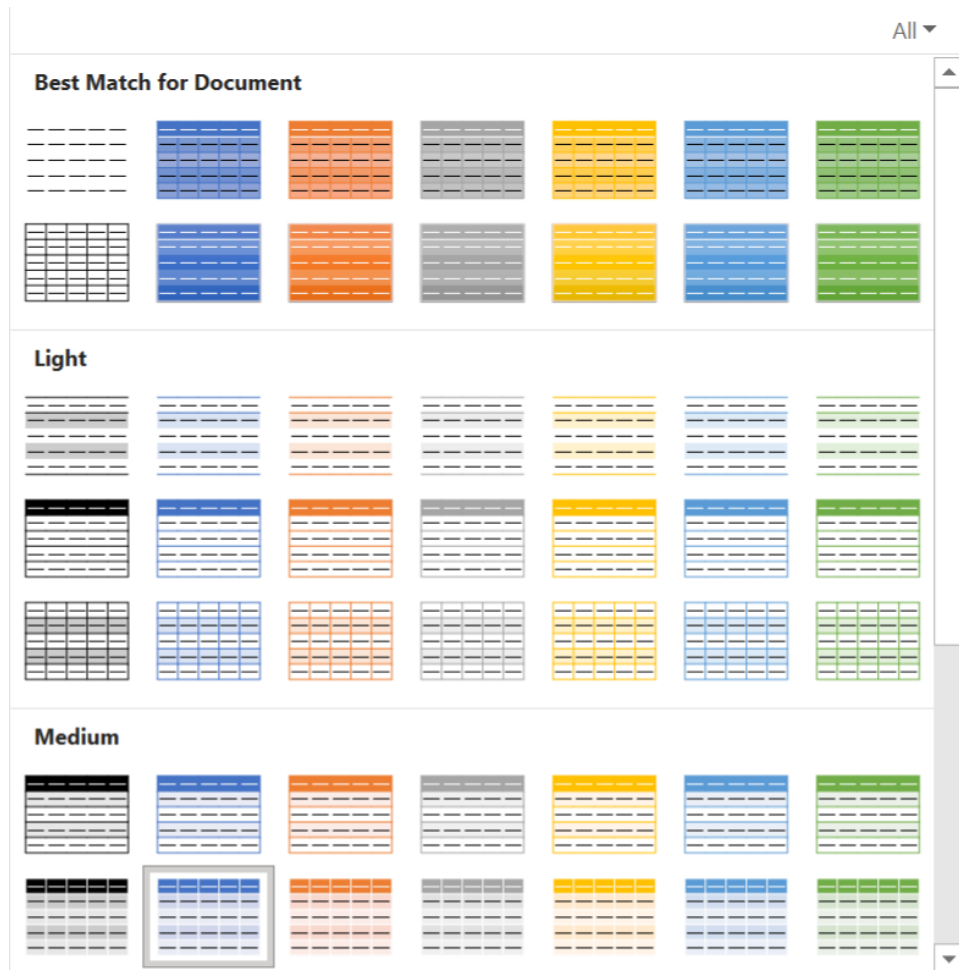


Figure 19: Many options

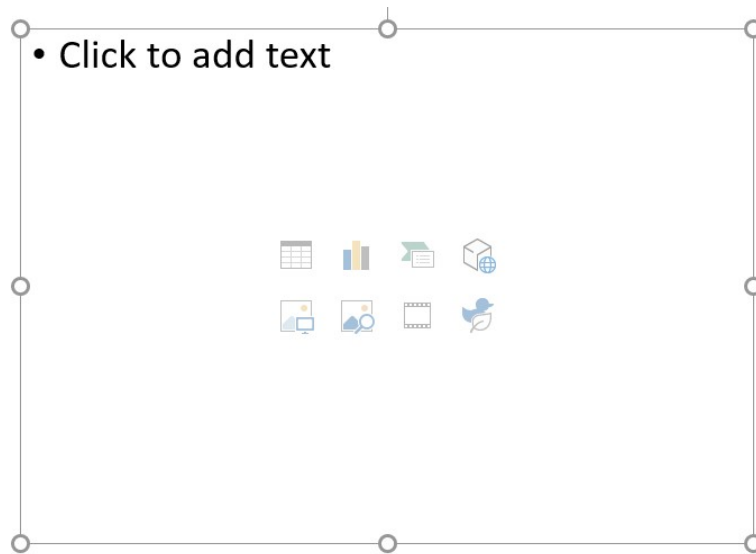


Figure 20: Insert Picture Here

– End of Midterm Exam –

Congrats for completing the Midterm exam!

