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 it by attaching it on Blackboard at Exams → Midterm.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- 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** \rightarrow "**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. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

2. 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)

3. Name three commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

4. 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?

(Pages: 465 - 469) (7.14 points)

Lorem ipsum dobr sit amet, consectetur adipiscing elit. Maecenas forem sapien, portitor quis fringilla et, succipit en risi. Vestibulum a mie deri at ruc. Curabitur sem nancy, vestibulum a mie c, commodo fermentum ames, suspendise i da accumsan ligula. Donee ut ori non telba siacilis veneratis non at sapien. Marcenas triodum rulla daim; id tempor ante viverra quis. Vestibulum in lorem risus. Donee imprediet cussus utiries. Ettiam quis cussos ex...

Morbi est ellt, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ispum risus, ja foollichudin neque euismod ut. Sed volutpat ispum risus, in inb, a crihoncus risin ribnoncus pretium. Lorem ipsum dobri st amet, consecteur adjuiscing ellt. Phasellum in blandt neque, in semper erim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam si marte laoreet utritries. Vestebluum psups motorch, pronous delor in, dapibus planetra unas. Donec tempus in libero eu suscipit.

Present port na eque un reque luctus interdum. Suspendisse at pharetra dui. Morbì quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum trisique odo insi, sed cincidunt semi sculis a. in ornare, purus quis fermentum interdum, metus mure sagititis sem, eu mollisi libero ipsume uruna. Sed vierre um na nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudni, iaculis turpis id, maximus tellus. Presenti di massi diam. Presente milesauda sodales mi, a imperdiet mauris vivera eu. Nam voltopta, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Presente rida fisicisis cros, ged utiliricis crup; lict sadi ginishi macus sit amet elfinibus, cu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feuitata surca. massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non conque elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus portitior. Aliquam erat volutpat. Aenean viverra enim quis farilisis vestilbulm. Quisque nutrim farilisis dolor. Vivamus at josum ments. Vestibalum digniskim

Figure 1: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitior quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex. Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus

libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisl blandit. Nam vel quam sollicitudin, iaculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisl sapien hendrerit, nisl sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisl

nisi. Ut velit urna, semper id

rutrum facilisis dolor. rutrum facilisis dolor.
Vivamus at ipsum metus.
Vestibulum dignissim ex nec
massa ullamcorper tristique.
Morbi non enim
condimentum, condimentum
mi vel, faucibus velit. In eu
facilisis quam. Pellentesque
vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat era pellentesque a. Nullam quis orci est. Mauris at massa

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi

Figure 2: My Text Layout: After

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

Lorem josum dolor sit amet, consectetur adipiscing ellt. Maecenas Iorem aspien, portitior quis fringilla et, suscipit au nisi. Vestibulum ä hendierit arcu. Curabitur sem nunc, vestibulum a mi et, commodo femementum ante. Suspendiase il accuransa liquis. Dione uto ori on toe latus lacisul semenati non at saplen. Maecenas tincidunt nulla dam., id tempor ante viverra quis. Vestibulum in Iorem risus. Donec imperdiet cursus utivites. Ettem quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsumrisus, i di sollicitudin neque euismod ut. Sed volutgat ipsum nih, a crihoncu ain froncus pretium. Loren ipsum dolor sit amet, consecteur adjeiscine feit in hacer in biandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor io, dapibus pharetra uma. Donec tempus in libero eu suscipit.

amer storrest uttricies. Vestibulum lipsum tortor, rhoncus at dolor in, dispibus pharetra turna. Dome temposi in libero eu suscipit.

Prassent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum risi. Ut velit uras, lamgue jornate interdum, accumsan qui sapien. Vestibulum tristique doli noi, sa di tricidant sam esualiza, al norane, posse qui se famentum interdum, metus nunc sagititis sem, eu mollis libero jisumpeu uras, Sed viverra tura sep e asquacipit, quisis ultanocepre ni blandit. Nan vel quan solititudin, laculu trupa is, giavaima sella, Prassent famela diam. Prasent malesuada sodales mi, a imperdiet maugis viverra eu. Nan volupta; zucu id suscipit handrent, risi saligne vestibulum mi, ut elementium doni manya et sapiene del dest purus dolor. Prasente eu facilisis eros, que tutricies turpis. Cas dignistim lacus sit amet ella finibus, su gravida nisi consequat. Done massa lacus, commodo a carru convolisi, hendrent lacinia sipien. Proin sed ex a massa feugiat auctor.

consequat. Done compass lacus, common do a circu convasili, hendrerit lacini a sipien. Proin sed ex a massa facujat auctor.

Mausis efficient valida turpis, non-server fectus vivera siz amet. Dain blandit enim nulla, non congue elit eleifand non. Du's ac enim sed enim convallis tempus id necreat. Nunc dolor ligula, ornare ut nibh a, tristique eliquida situati en mi tra siz even at erra lactur portitor. Aliquiam rare volutgat. Annean vivera enim qual facilisti verbibulum. Obliquo er currum techisa dolor. Vivumus as ipum metur. Vestbolum diginaism ex nec eissas ullamocoper tratique Morbi non ehim condimentum, confimentum mi vel, faucibus velit. In eu facilia; quant. Pelentesque ve magna at mausis boneter moleste. Phasitus mattis nulla justo, et consequat erra pellentesque a. Nullam quis ori est. Maurita at massa arcu.

Quisque consectetur its amet forem et volgutate. Aliquam digrissim quam sit amet volutgat auctor. Morbi imperdit sem enclu, nec a cumsan enim suscipi sad. Maurit sed condimentum leo, venenatis pharatra dil. Ut pharatra elifer di assi ed placenta. Naecensa at toror leo. Sed lectus nisi, dapibus in metus quis, bianti ullamocher protis, in aspien libero, filosu non notilla es, tempor att amet locus. Morbi ole lacus, scelerique id mia a, accumsan dapibus leo. Maurit in justo metus. Nulla lacinia, um attento metor come, exasta sella boloris sem, vita per petruli morem ori cu entrus. Nulla lacinia, um attento metor come, exasta sella boloris sem, vita per petruli morem ori cu entrus. Nulla lacinia, um attento metor come petruli morem ori cu entrus.

ment on local scales, scientificate of mile, account augusts are consistent in pass in meta. Public scales and a manet ornare congre, massa tellula islobortis sem, vitae pretium forem ordie un massa. Curabitur quis placerat risus. Cras varius posuere portitior. Ut sagittis saplen ac uma consequat, eu lacreet elit ticicidunt. Fusce convalilis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit a met.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitior quis fringill et, suscipit eu nisi. Vestibulum à hendrerit arcu. Curabitur sem nunc, vestibulum a niet, commodo fermentum ans. Suspendisci al caucemas ligula. Done cur cor non tellui sculavi senenatis non at sapien. Maecenas tincidunt nulla d'am, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdite crussa vitices. Estam quis cursus ex.

Morti est elli, piccent et doil oval illumoropre evismol est. Ut laorest diam quis quam interdum, et finibus ante tempus. Donce fringilla igsum risus, il solicitudin eque evismod ut. Set voluptar igsum hibb, act rhoncis sit inhoncis persioni. Doren ipsum dotor it arnet, consecteur adjuscing ella Fi. Pasaellu in biandi neque, in semper esim. Esism ultemosprer ac tellus vitra tempus. Nullam consequat quam sit arnet laorest utdricks. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra uma. Donce tempus in libere se suscipit.

Praesent porta neque ut neque utcus interdum. Suspendiuse at phaertra dui. Motro qui tellus commodo, uttrica are ut a, elementum insi. Ut veit urra, amperi el ornare interdum, accumsan quis saplea. Vastibulum tristique odio nisi, sed tinicidunt sem iaculis a. In ornare, puut quis firmentum interdum, metta enuta agittis sem, en umollis libero (parue urra. Sed vierre; urra nen eet stupicit, qui ullamcorper nisi blandst. Nam vei quam sollicitudin, iaculis turpis id, maximus tellius. Praesent id massa Tresent malestada and colles mi, a imperdiet mauris, victor lop in, productive the constitution of the collection of the

consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu

Consequent erar perientesqua - invlaind quis or cite. Visuari si massi artus.

Quisique consecturu rist amet lorem et vulgutata. Aliquam diginistim quam nit amet volutpat auctor.

Morbi imperdiet sem neque, nec accumsan anim suscipit sed. Mauris sed condimentum leo, venenatis
pharetra dui. Ult pharetra esilefend est sed placeser. Maecenna at torort leo. Sed lectum, sift, dapibus in
metus quis, blandit ullamoroper trupit. In aspien libero, fribinos non molitis eu, tempor sit amet lacus.

Morbi odoi lacus, scelerique (di mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, uma in amet ornare congue, massa tellus loboris sem, vitas peretum lorem ordi eu massa. Curabitur quis il placestr fisus. Cras varius posuere portitior. Ut sagittis sapien ac uma consequat, eu lacreet ellit incidium. Fusor convaliti tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urn egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 3: Watermark: Before

Figure 4: Watermark: After

(Pages: 556 - 560) (7.14 points)

6. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (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: 1078 – 1079) (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. 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 5, "My Slides". Where should you click to change the Slides tab to the one in Figure 6, "My Slides: Changed"?

(Pages: 907 - 908) (7.14 points)

- 10. (a) What is the name of the PowerPoint object appearing in the Figure 7?
 - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 - 903) (7.14 points)



Figure 5: My Slides



Figure 6: My Slides: Changed

Click to add title

Figure 7: Object/Box

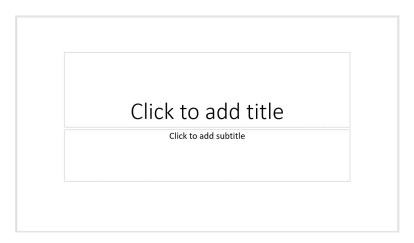


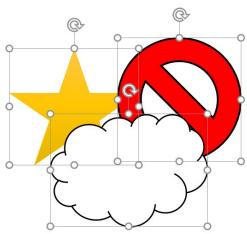
Figure 8: My Slide

12. How do you change the layout of a slide to Title and Content? Mention one way. (Pages: 902 - 903) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

14. 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"?



(Pages: 945 – 949) (7.14 points)

Figure 9: Three Shapes



Figure 10: Three Shapes: Changed

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 19 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

16. Where should you click to change the table in Figure 11, "Table: Before" to the one in Figure 12, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Figure 11: Table: Before

Column 1 Column 2
Info Info
Info

Figure 12: Table: After

(2.5 points)

PowerPoint

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

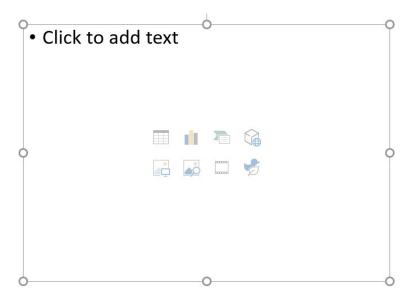


Figure 13: Insert Table Here

(2.5 points)

18. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?

(2.5 points)



Figure 14: Many options

- End of Midterm Exam -

Congrats for completing the Midterm exam!

