

## Instructions

- During the exam, you are **ALLOWED** to use the textbook, the Cheat Sheet on the next page, any notes, 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 432.
- **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 **Course Documents** → “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.

1. 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)

2. Which button in Word should you click to change the text:

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (7.14 points)

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

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

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

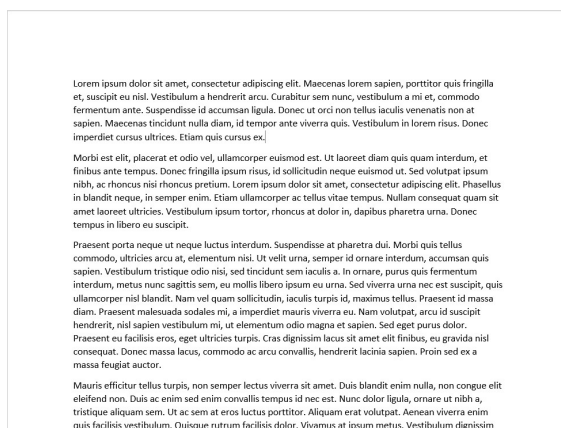


Figure 3: My Text Layout: Before

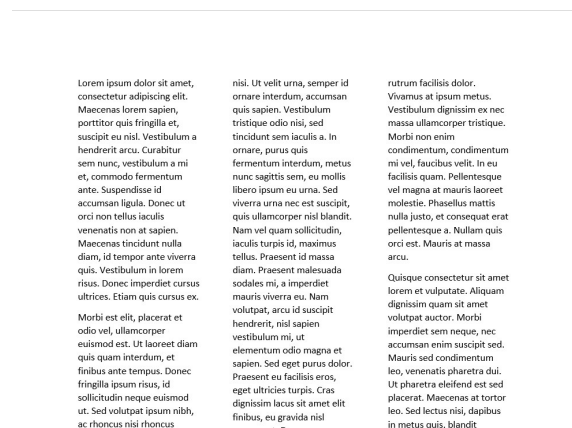


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

5. 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)

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

(Pages: 365 – 366) (7.14 points)

7. Suppose you are working on the SmartArt graphic in Word in Figure 5, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 6, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

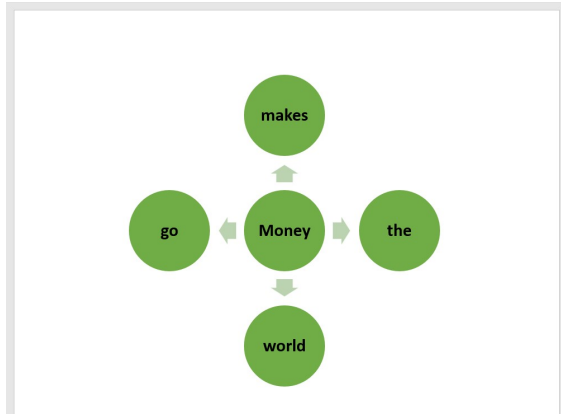


Figure 5: SmartArt: Before

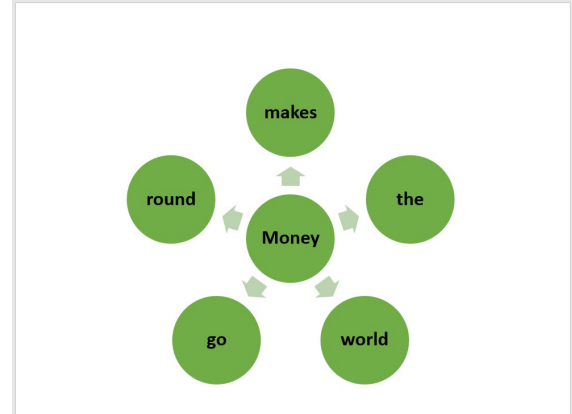



Figure 6: SmartArt: After

## PowerPoint – Short Answer

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

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint:** Look at the screenshots given on the textbook pages listed below.

A screenshot of a PowerPoint slide. It features a light blue background with a white rectangular box in the center. Inside the box, the text 'Click to add title' is displayed in a dark blue, sans-serif font.

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Figure 7: My Slide

(Pages: 900 – 903) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

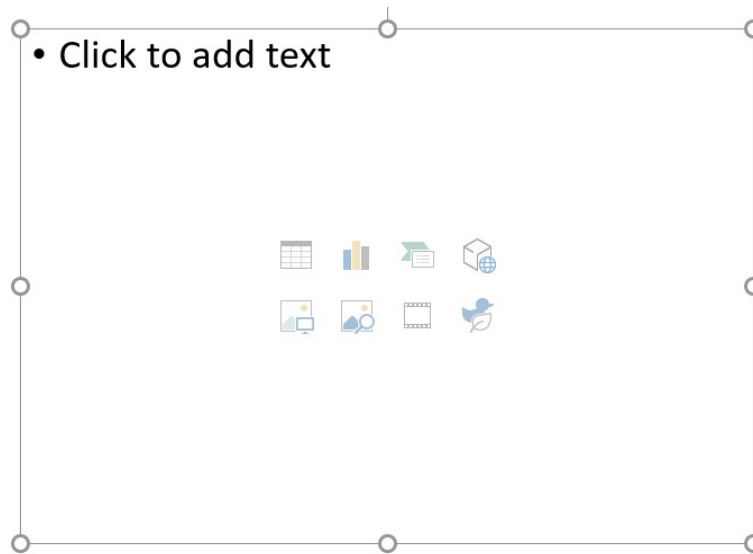


Figure 8: Insert Picture Here

(Pages: 1116 – 1123) (7.14 points)

11. 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)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

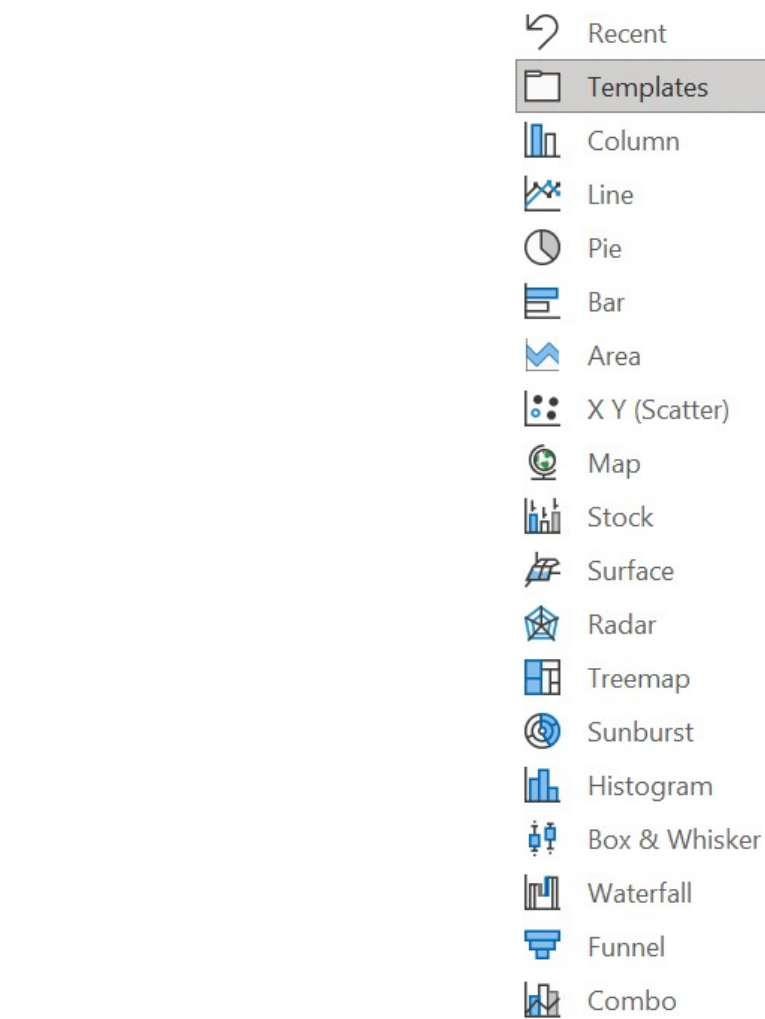


Figure 9: Long Menu



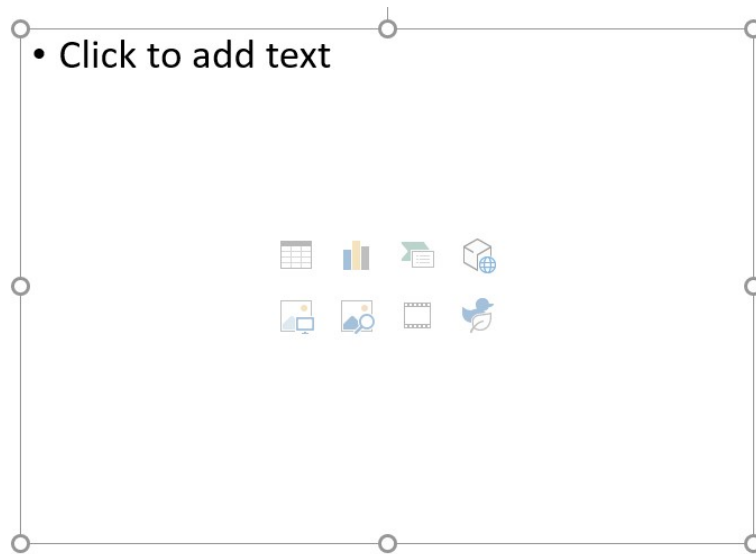


Figure 10: Insert Table Here

13. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

14. (a) What is the name of the PowerPoint object appearing in the Figure 12?  
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

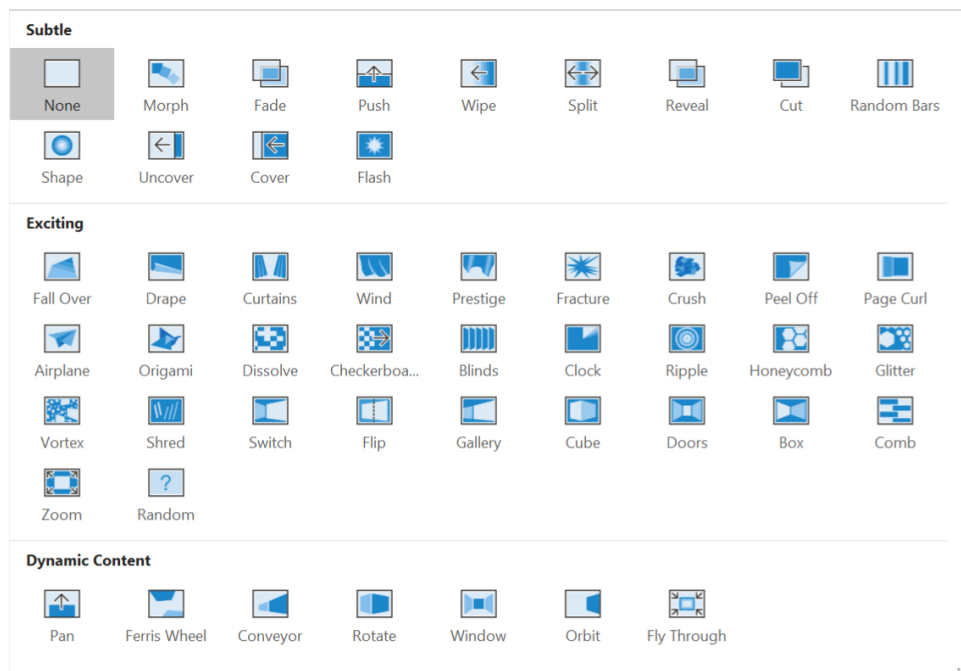


Figure 11: Many Options

Click to add title

Figure 12: Object/Box



## 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 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.

(2.5 points)

16. You inserted an oval shape into your Word document shown in Figure 13, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 14, “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)

### PowerPoint

17. What is the difference between this list:

- Apple
- Cherry
- Banana

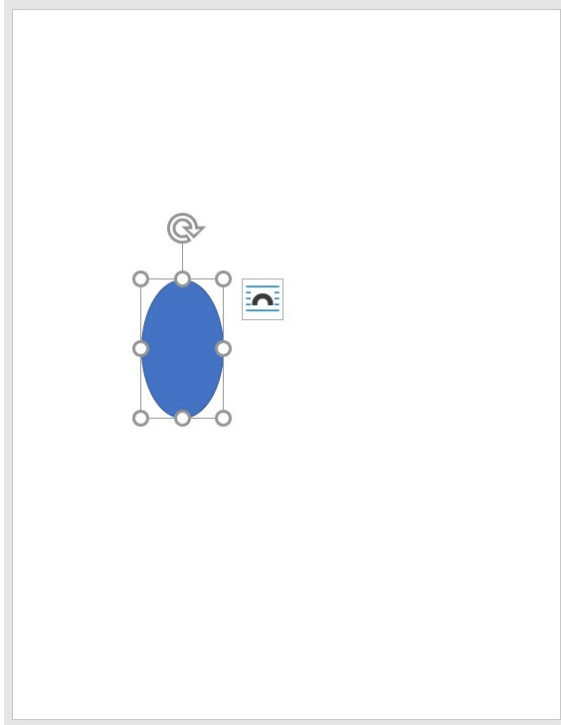


Figure 13: Added Oval Shape

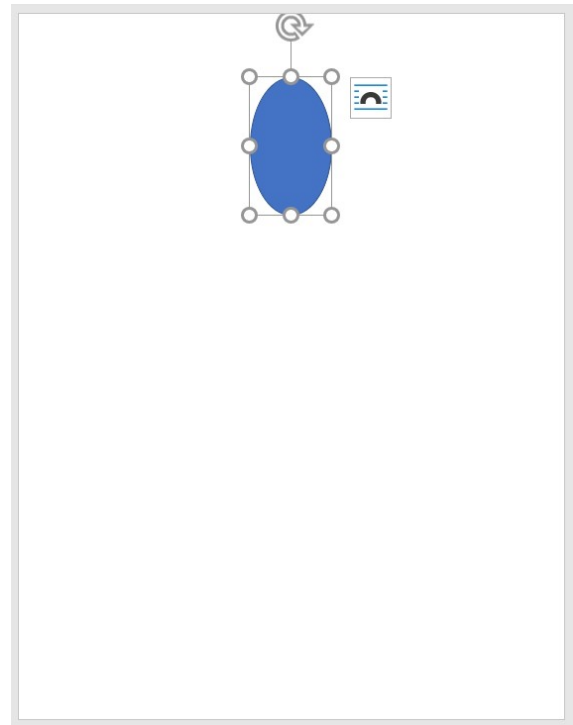


Figure 14: Moved Oval

- 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.

(2.5 points)

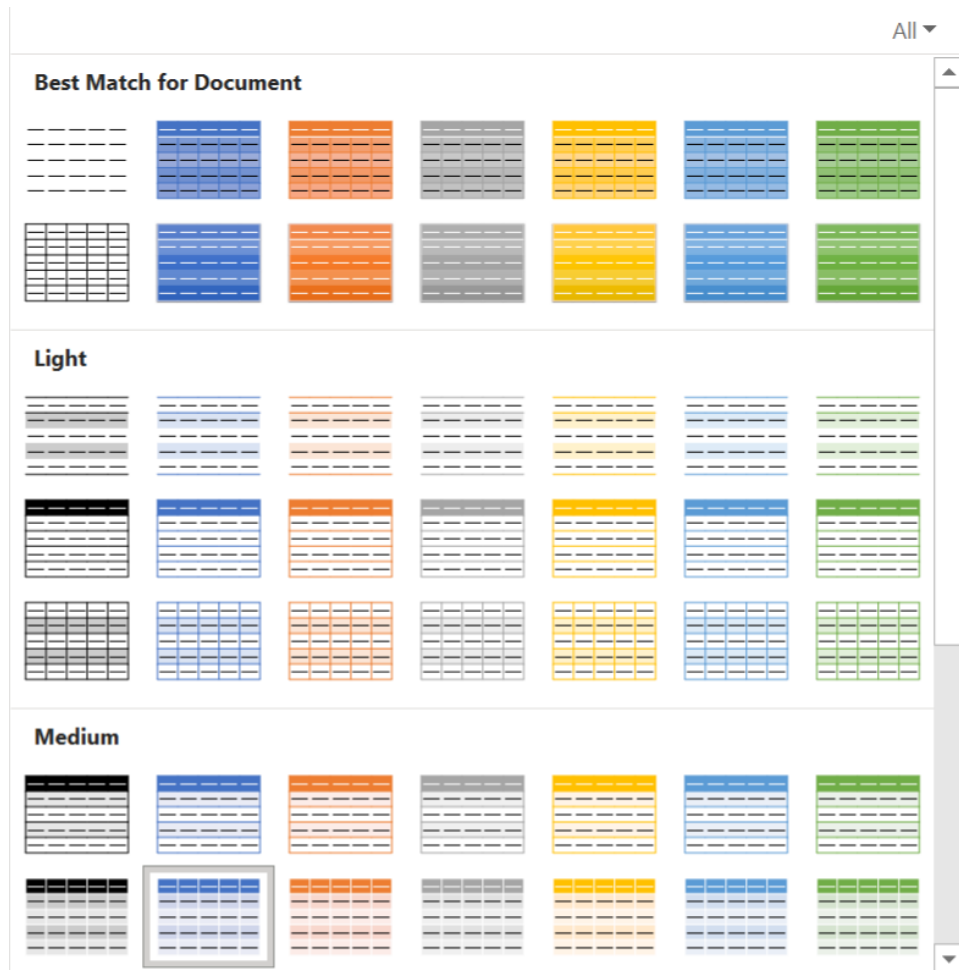


Figure 15: Many options

18. If you click on any of the options shown in Figure 15, what object will change on the PowerPoint slide, and how?  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

