

## 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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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  $\infty$  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. 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)

2. 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)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.  
(Pages: 368 – 370) (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: 404 – 405) (7.14 points)

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

(Pages: 494 – 498) (7.14 points)

6. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

7. If a paragraph has 6 points of space below it, and the paragraph underneath has additional 12 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (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. If you click on any one of the squares in the picture in Figure 4, what will change in the PowerPoint presentation? Explain in general.

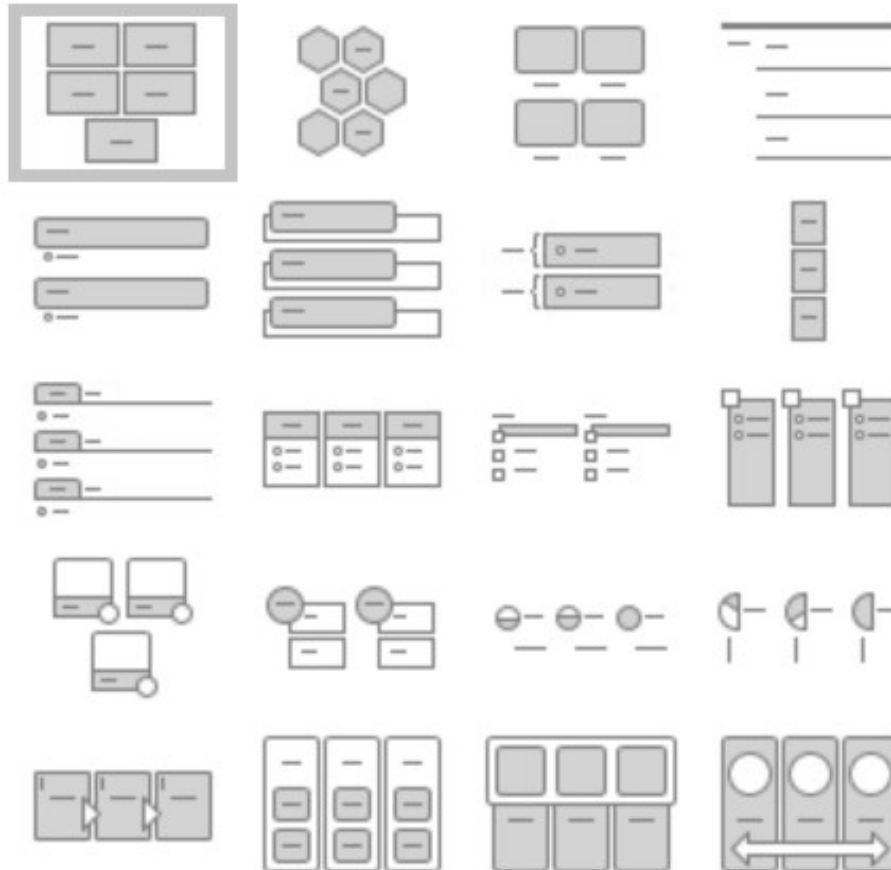


Figure 4: Many Options

(Pages: 930 – 934) (7.14 points)

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint:** Look at the screenshots given on the textbook pages listed below.

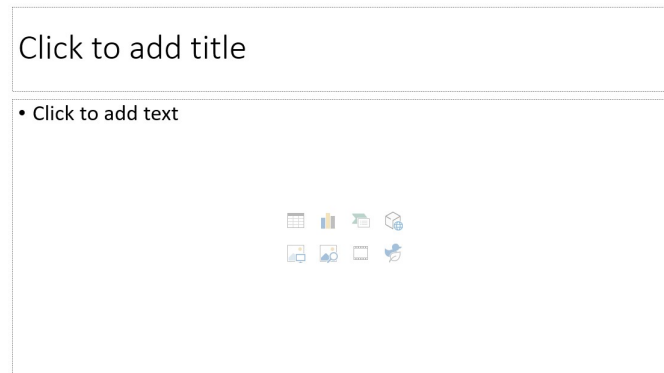


Figure 5: My Slide

(Pages: 900 – 903) (7.14 points)

10. The bulleted list in Figure 6, “My List” was converted into the object displayed in Figure 7, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 7, “My New List”?)



Figure 6: My List

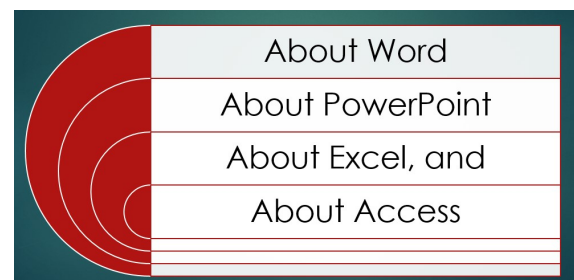



Figure 7: My New List

(Pages: 930 – 937) (7.14 points)

11. (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?



Click to add title

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Figure 8: Object/Box

(Pages: 880 – 883) (7.14 points)

12. 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)

13. 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?

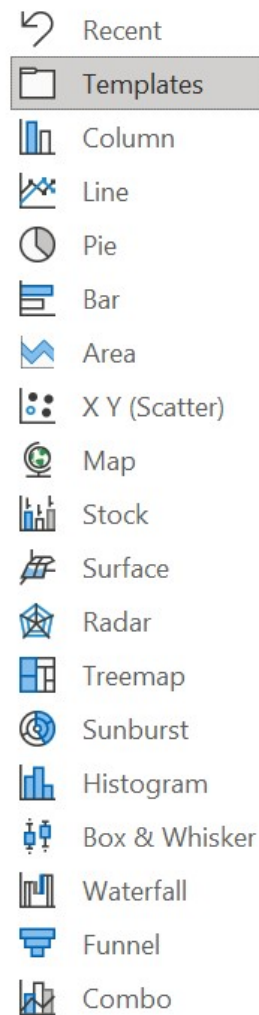


Figure 9: Long Menu

(Pages: 1116 – 1123) (7.14 points)

14. 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”?





Figure 10: Three Shapes

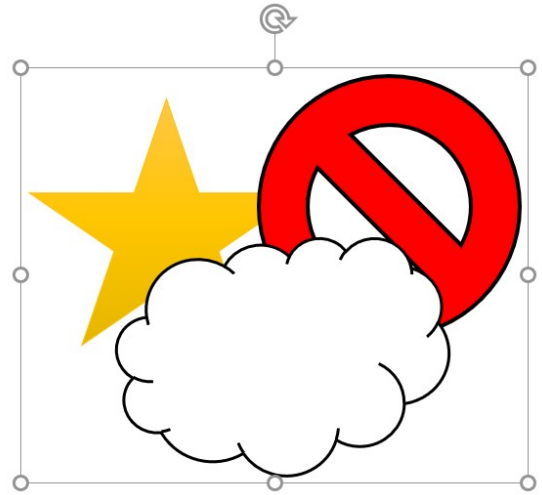


Figure 11: Three Shapes: Changed

(Pages: 945 – 949) (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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(2.5 points)

16. Where should you click to change the watermark in the picture 12, “Watermark: Before” to the watermark in the picture 13, “Watermark: After”?

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Figure 12: Watermark: Before

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Figure 13: Watermark: After

(2.5 points)

## PowerPoint

17. You 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 14, “My Slides”. Where should you click to change the Slides tab to the one in Figure 15, “My Slides: Changed”?



Figure 14: My Slides

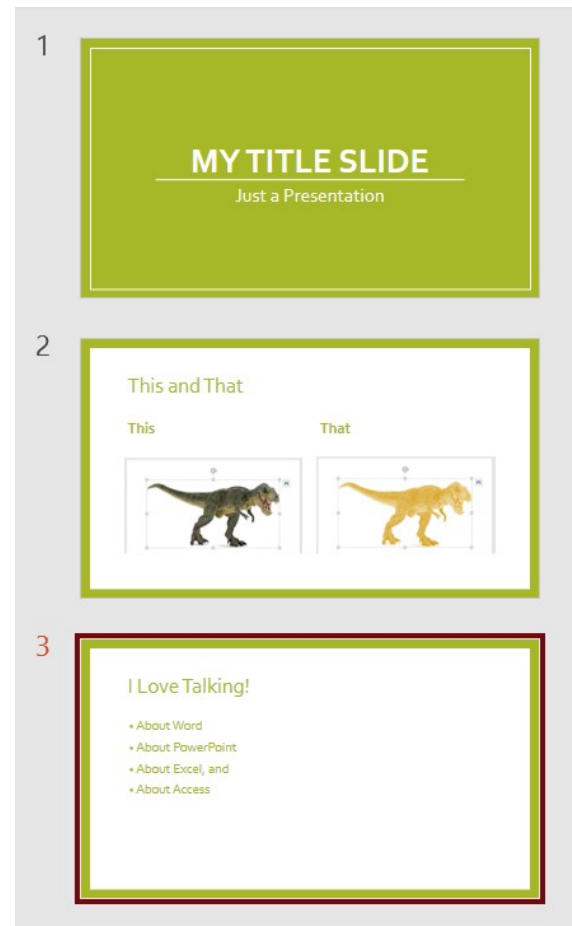
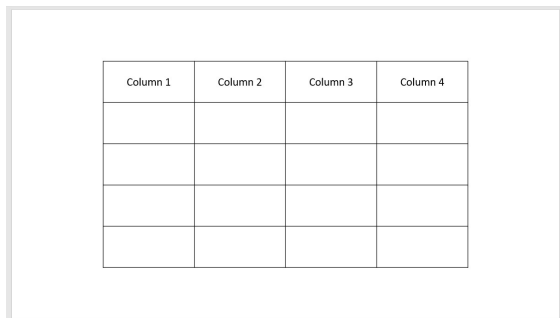


Figure 15: My Slides: Changed

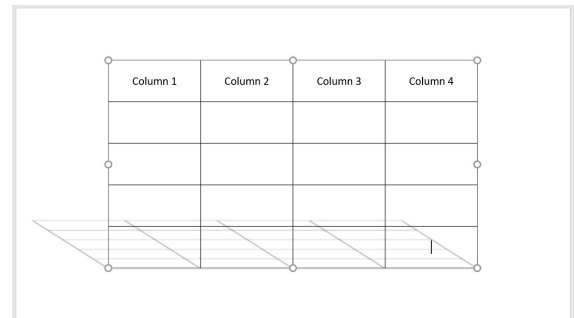
(2.5 points)

18. Where do you need to click to change the table in Figure 16, “Table: Before” to the table in Figure 17, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 16: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 17: Table: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

