

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 West End Building (WEB), at room 106.
- **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. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

2. Explain where you should click to:

(a) Save the Word document for the 1st time (mention just **one** way.)

(b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

3. 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)

4. 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)

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

(Pages: 380 – 382) (7.14 points)

6. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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Figure 1: Watermark: Before

Figure 2: Watermark: After

7. 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)

PowerPoint – Short Answer

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

8. How do you change the shapes on a PowerPoint slide shown in Figure 3, “Three Shapes” to the shape in Figure 4, “Three Shapes: Changed”?



Figure 3: Three Shapes

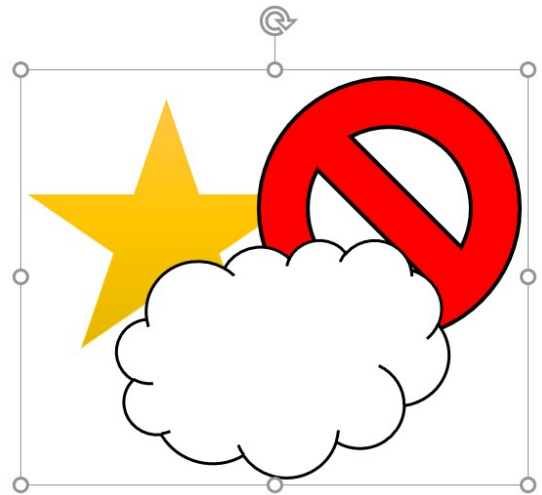


Figure 4: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 5? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. What is the difference between this list:

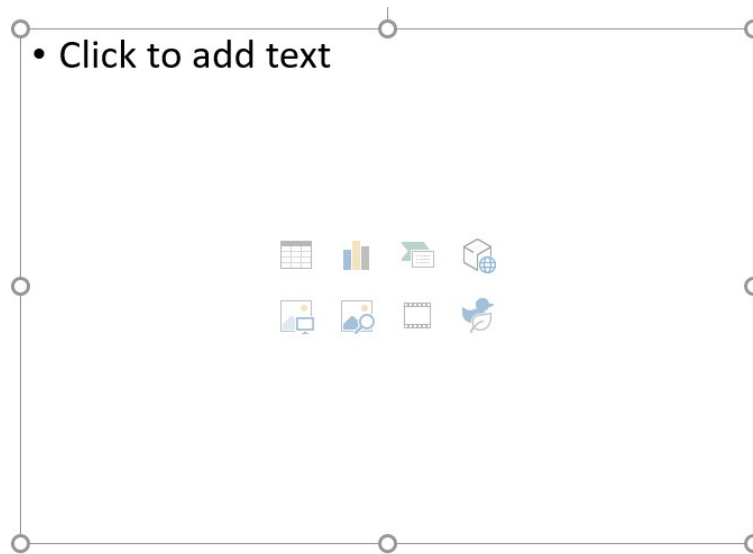


Figure 5: Insert Picture Here

- Apple
- Cherry
- Banana
- 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.

(Pages: 443 – 446) (7.14 points)

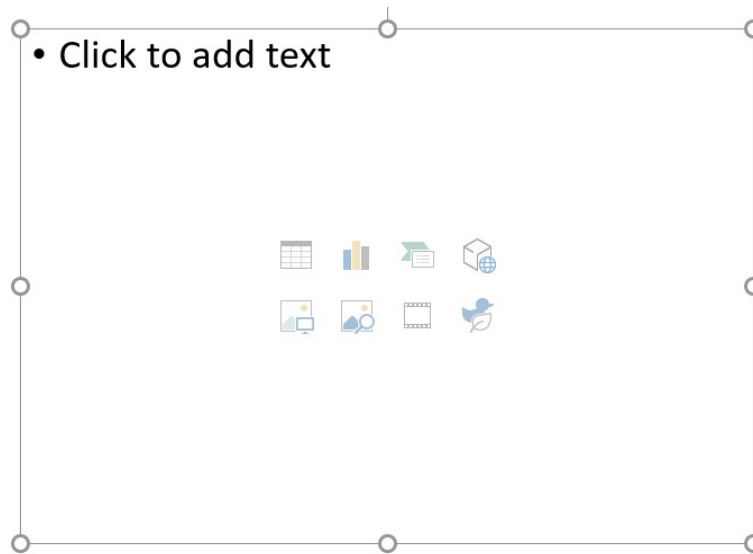


Figure 6: Insert Table Here

11. 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.

(Pages: 1055 – 1059) (7.14 points)

12. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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.)

(Pages: 967 – 970) (7.14 points)

13. If you click on any of the options shown in Figure 8, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

Just a Title

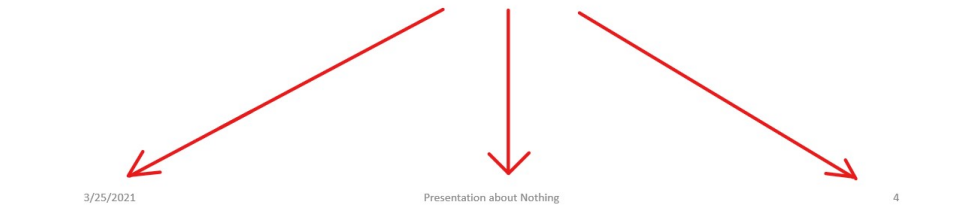


Figure 7: What is This

14. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)
(Pages: 930 – 937) (7.14 points)

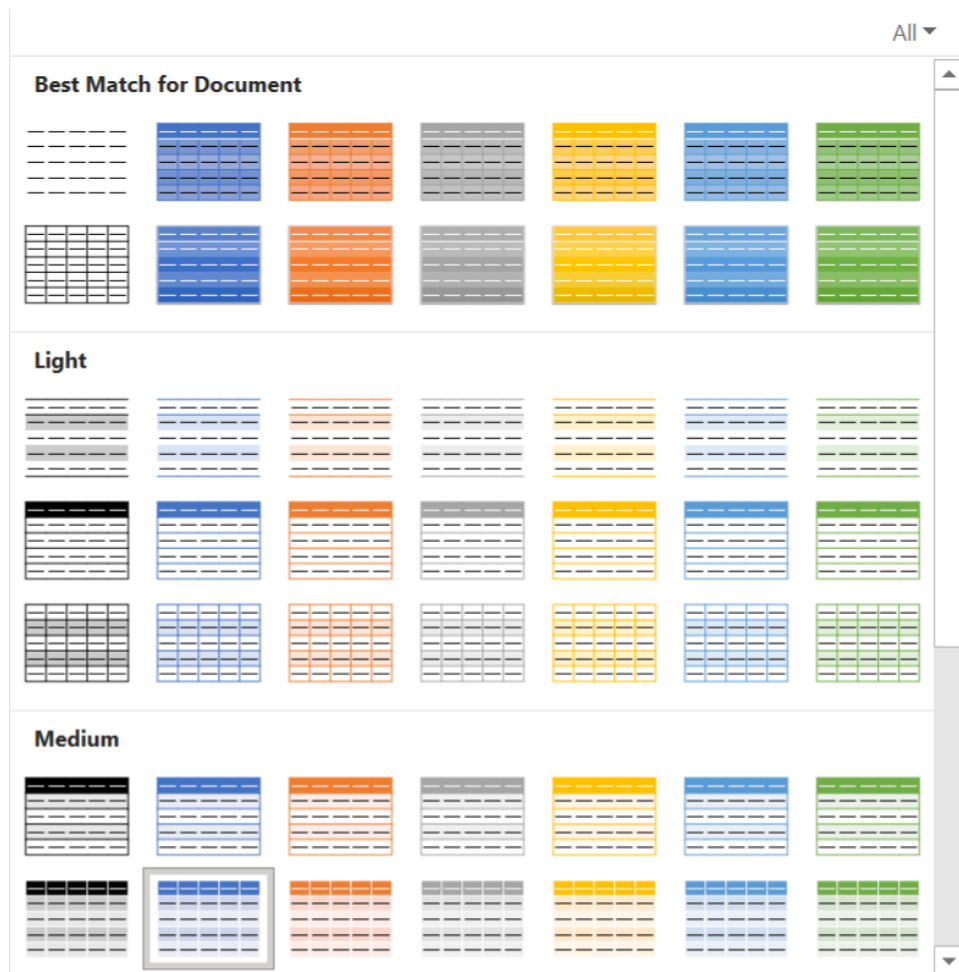


Figure 8: Many options

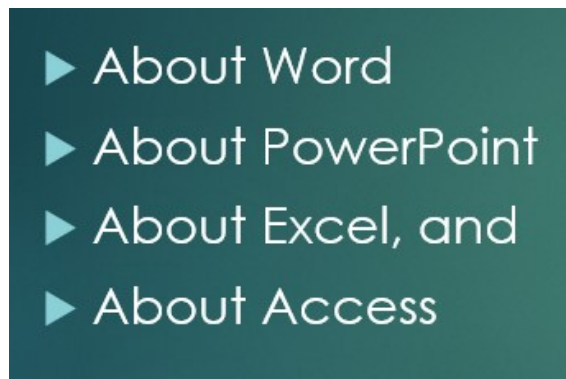


Figure 9: My List

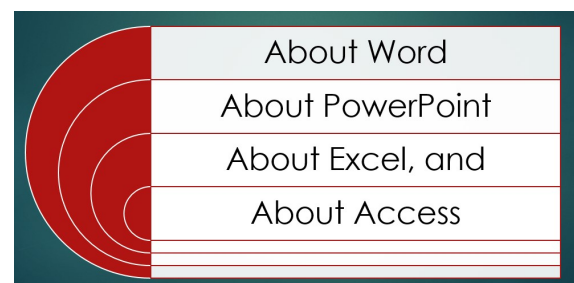


Figure 10: My New List

Extra Credit

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

Word

15. 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	Info

Figure 12: Table: After

(2.5 points)

16. What does the button displayed in the Figure 13 do?



Figure 13: Multiple Pages

(2.5 points)

PowerPoint

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

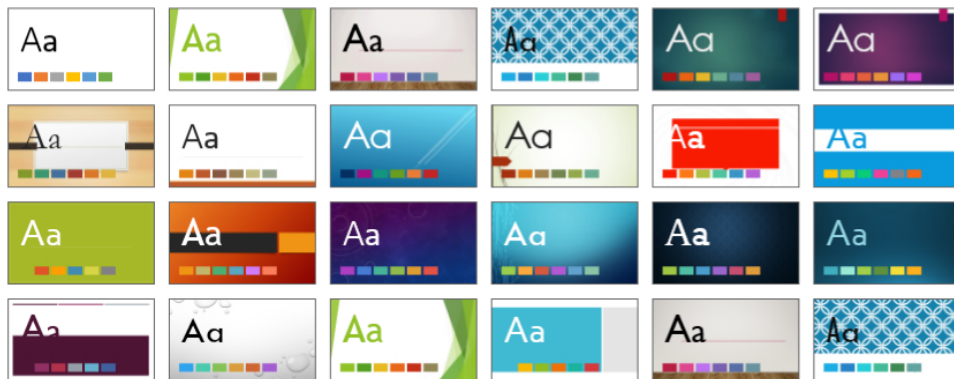


Figure 14: Many Options

(2.5 points)

18. How do you duplicate a slide? Mention **one** way.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

