

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** → “**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 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: 438 – 441) (7.14 points)

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

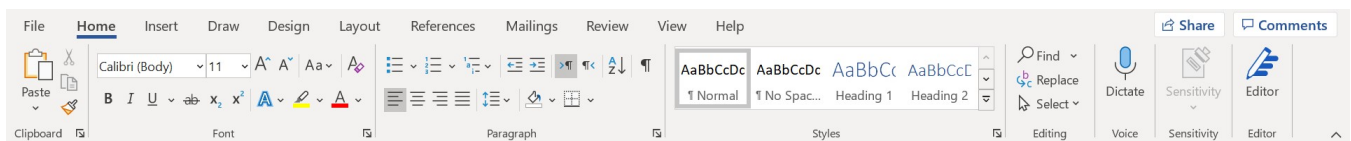


Figure 1: Window Area

- (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)

3. 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)

4. What is change has been made to the picture in Figure 2, “Dino: Before”, so that it became the picture in Figure 3, “Dino: After”?

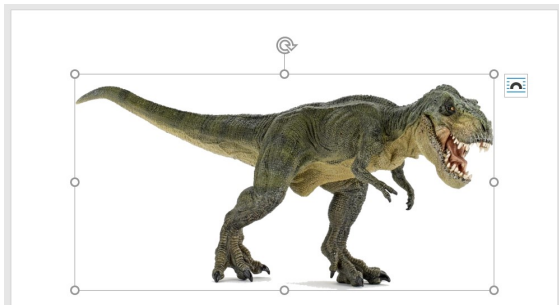


Figure 2: Dino: Before

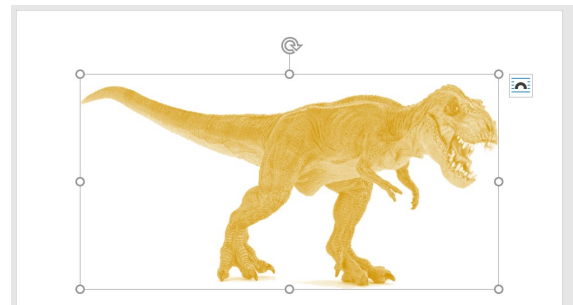


Figure 3: Dino: After

(Pages: 514 – 516) (7.14 points)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?
(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)

the colroful flower

Figure 4: Phrase in Word

6. 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)

7. Where should you click to change the table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?
(Pages: 494 – 498) (7.14 points)

| Column 1 | Column 2 |
|----------|----------|
| Info | Info |
| Info | Info |

Figure 5: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info | Info |
| | |
| Info | Info |

Figure 6: Table: After

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 7, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)

9. Where do you need to click to change the table in Figure 8, “Table: Before” to the table in Figure 9, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

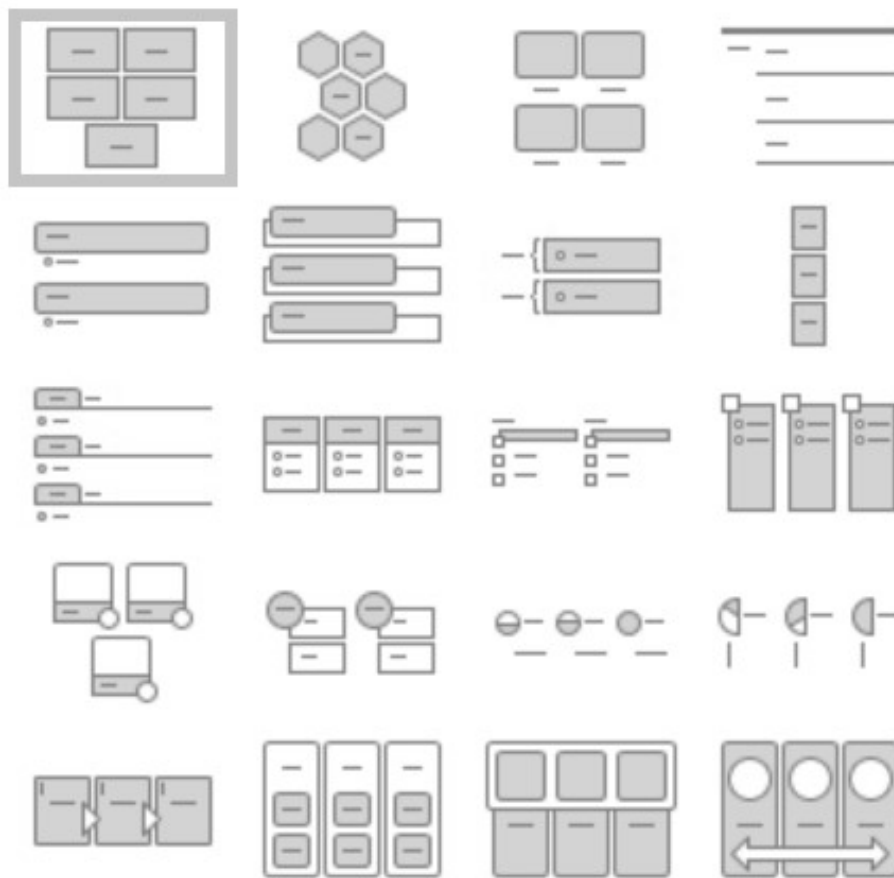


Figure 7: Many Options

| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Figure 8: Table: Before

Diagram illustrating a 4x4 grid structure. The grid is composed of 16 squares. The columns are labeled: Column 1, Column 2, Column 3, and Column 4. The bottom row of squares is shaded with diagonal lines. A small vertical line segment is drawn in the bottom-right square of the grid.

Figure 9: Table: After

10. 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.

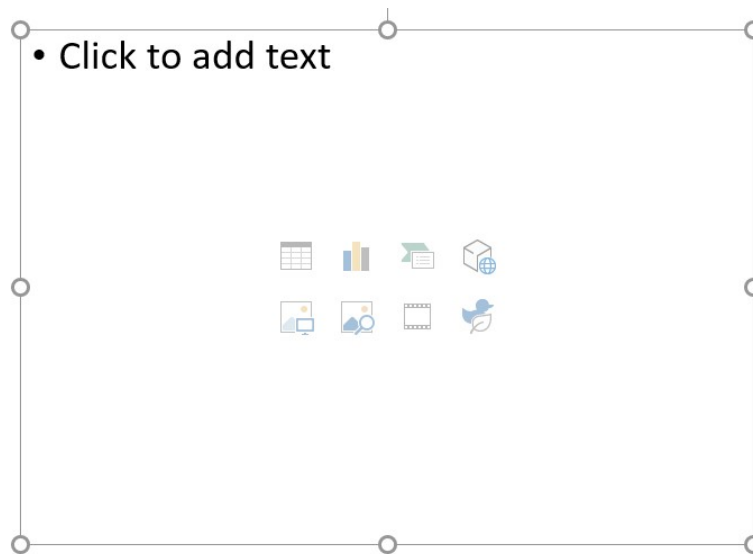


Figure 10: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

11. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

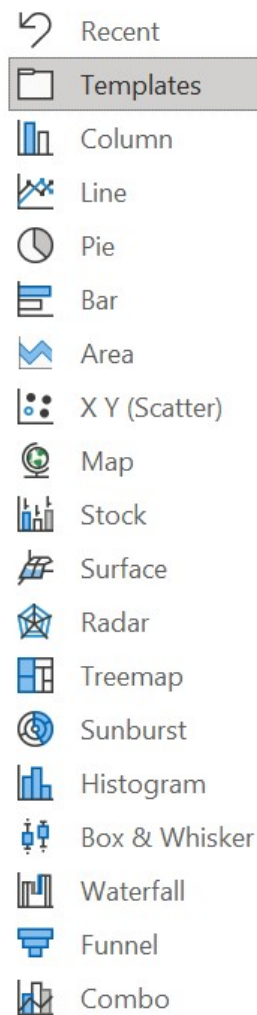


Figure 11: Long Menu

12. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

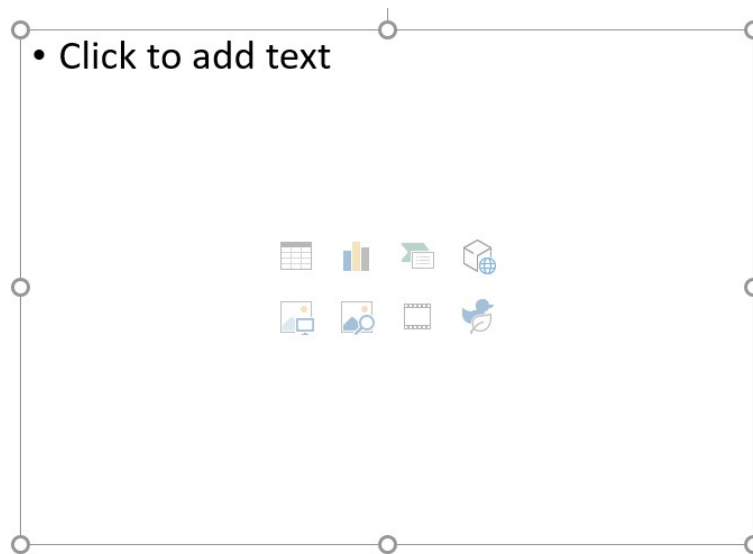


Figure 12: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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

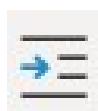


Figure 13: Button with Arrow

(Pages: 443 – 446) (7.14 points)

14. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 14: My Shapes

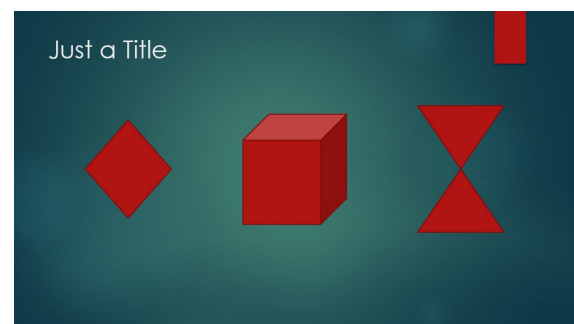


Figure 15: My Shapes: Moved

(Pages: 939 – 943) (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. 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!]

(2.5 points)

16. Where should you click to change the watermark in the picture 16, “Watermark: Before” to the watermark in the picture 17, “Watermark: After”?

(2.5 points)

PowerPoint

17. 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.

(2.5 points)

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Figure 16: Watermark: Before

Figure 17: Watermark: After

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

(2.5 points)

– End of Midterm Exam –

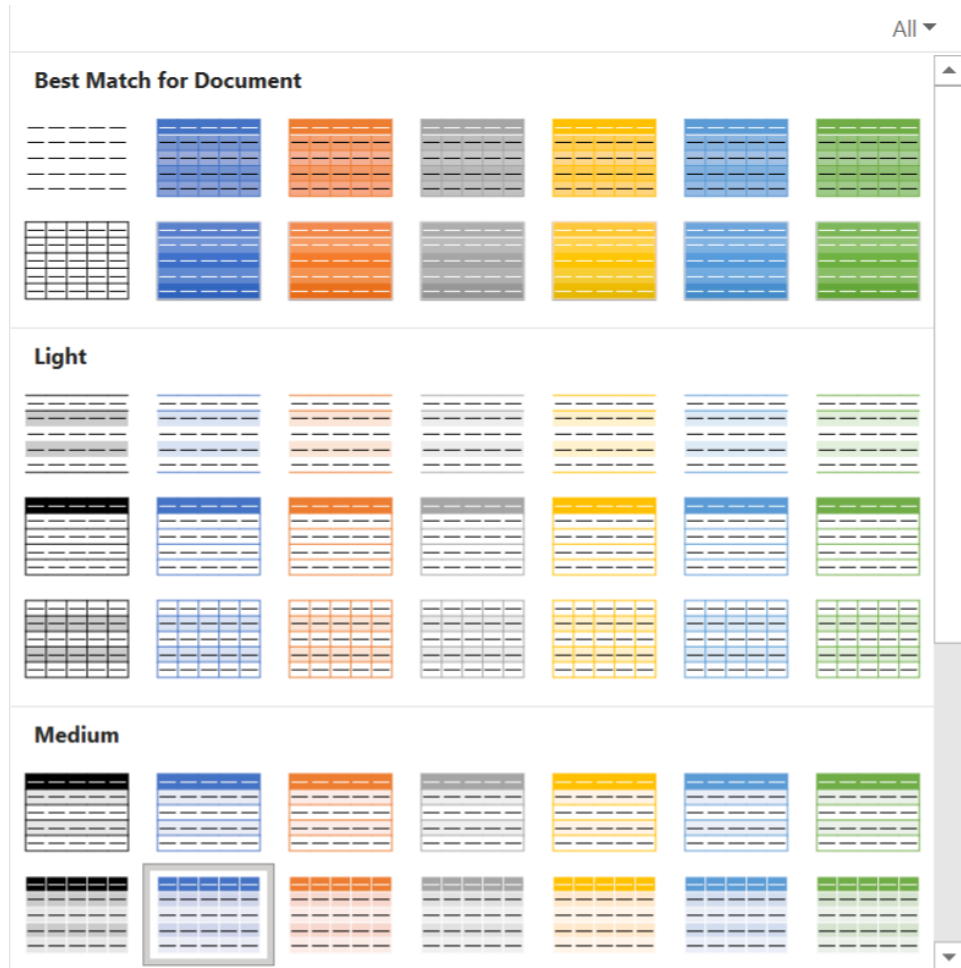


Figure 18: Many options

Congrats for completing the Midterm exam!

