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** \rightarrow **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** \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. What is change has been made to the picture in Figure 1, "Dino: Before", so that it became the picture in Figure 2, "Dino: After"?

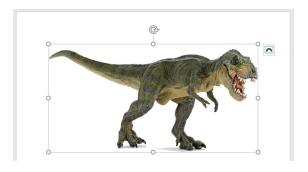


Figure 1: Dino: Before

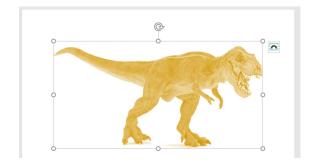


Figure 2: Dino: After

(Pages: 514 - 516) (7.14 points)

2. What is the purpose of the following partially-shown dialog box in Figure 3? (Pages: 569 – 570) (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 4.
 - (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)

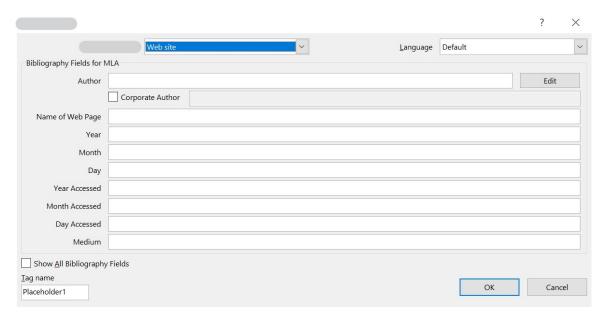


Figure 3: Dialog Box



Figure 4: Window Area

4. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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)

5. 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)

- 6. Explain where you should click to:
 - (a) Save the Word document for the 1st time (mention just **one** way.)
 - (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 - 378, 544) (7.14 points)

7. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?

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Figure 5: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 6: My Text Layout: After

PowerPoint - Short Answer

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

- 8. (a) What is the object displayed in Figure 7?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

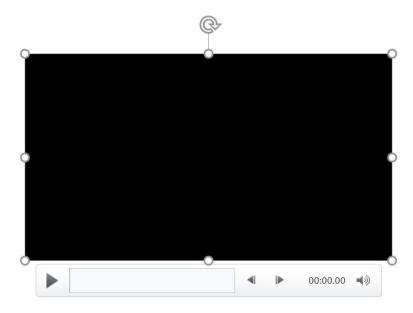


Figure 7: Object with Buttons

(Pages: 980 - 987) (7.14 points)

9. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 - 889) (7.14 points)



Figure 8: Many Options

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

(Pages: 1155 – 1156) (7.14 points)

11. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 - 1078) (7.14 points)

12. 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 10, "My Slides". Where should you click to change the Slides tab to the one in Figure 11, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)

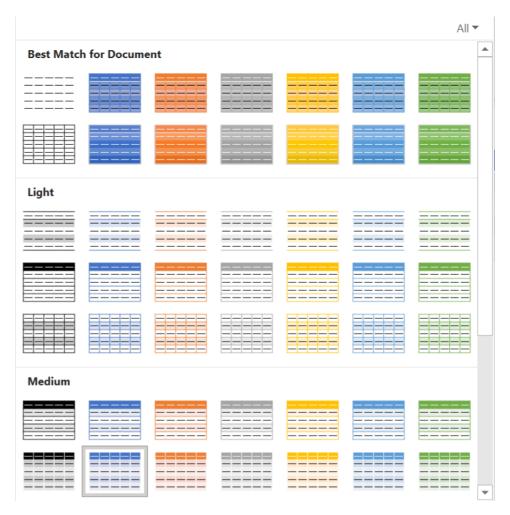


Figure 9: Many options



Figure 10: My Slides



Figure 11: My Slides: Changed

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

Just a Title



Figure 12: What is This

(Pages: 967 - 970) (7.14 points)

14. Where do you need to click to change the chart in Figure 13, "Chart: Before" to the chart in Figure 14, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

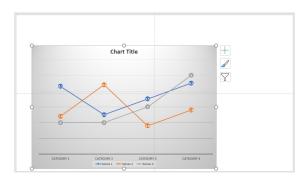


Figure 13: Chart: Before

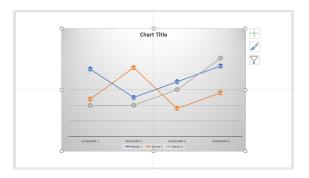


Figure 14: Chart: After

Extra Credit

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

Word

15. Explain **one** way to open the Word Application on a Windows 10 computer. (2.5 points)

- 16. 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)

PowerPoint

17. How do you change the layout of a slide to Title and Content? Mention **one** way. (2.5 points)

18. If you were to click on an option from the menu in the Figure 15, what kind of object would be added to the PowerPoint slide?



Figure 15: Long Menu

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

