

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.

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

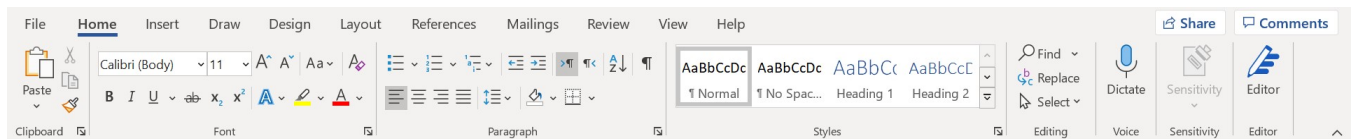


Figure 1: Window Area

- (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)

2. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (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. Suppose you are working on the SmartArt graphic in Word in Figure 2, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 3, “SmartArt: After”?

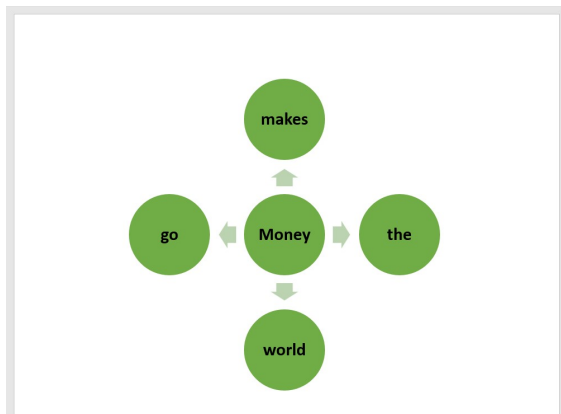


Figure 2: SmartArt: Before

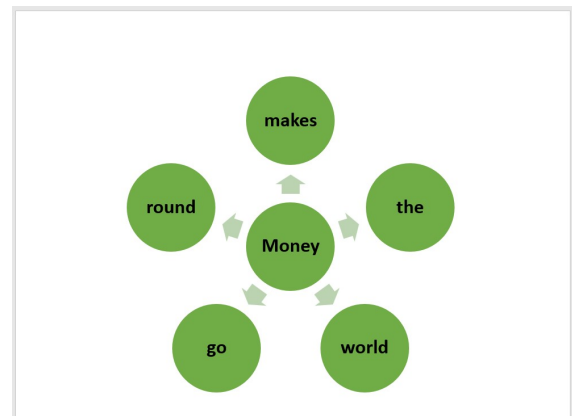


Figure 3: SmartArt: After

(Pages: 930 – 937) (7.14 points)

5. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

6. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 4? Your answer must use the box shown in that Figure.

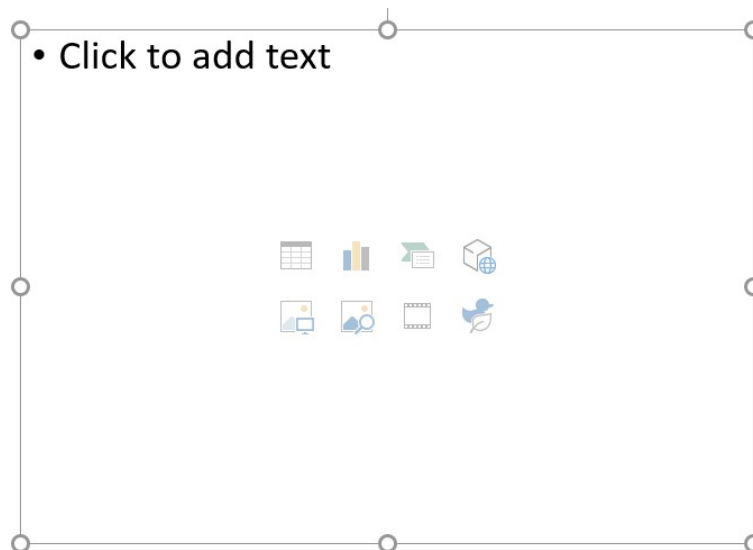


Figure 4: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

10. Which button do you need to click to add the text pointed by the red arrows in Figure 5? (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

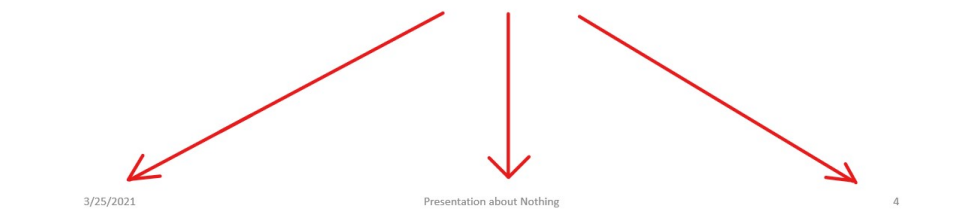


Figure 5: What is This

(Pages: 967 – 970) (7.14 points)

11. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

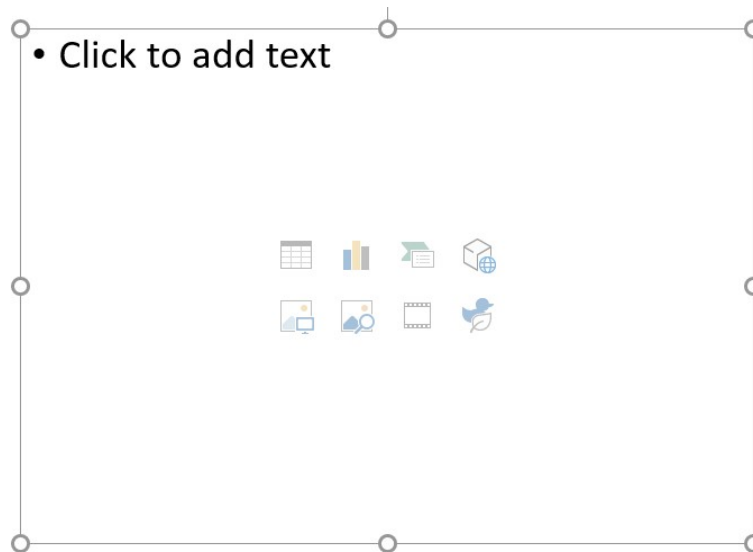


Figure 6: Insert Picture Here

13. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

14. 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)

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. You inserted an oval shape into your Word document shown in Figure 7, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 8, “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. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.
(2.5 points)

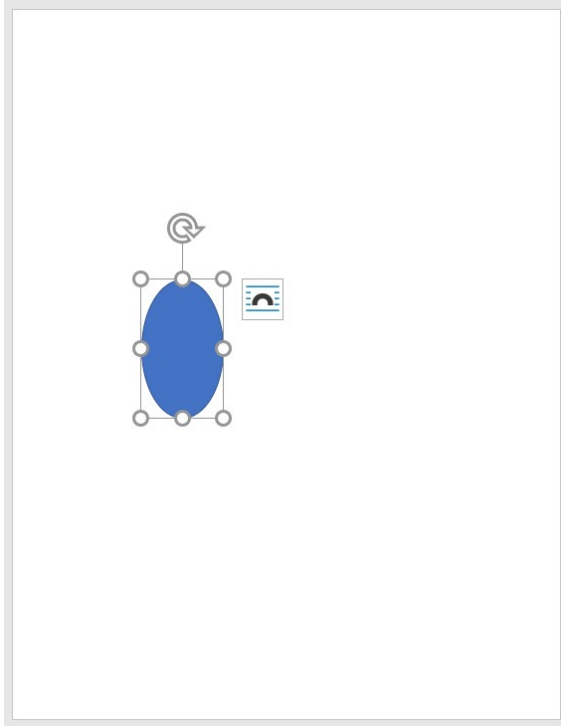


Figure 7: Added Oval Shape

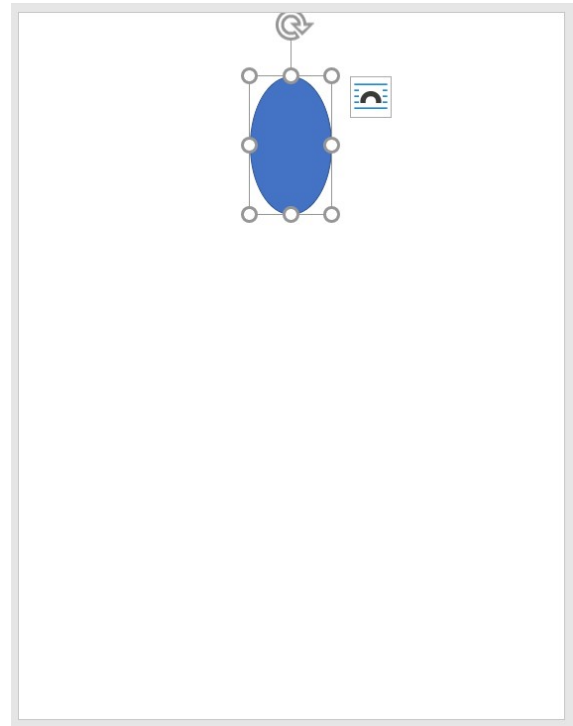


Figure 8: Moved Oval

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

18. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

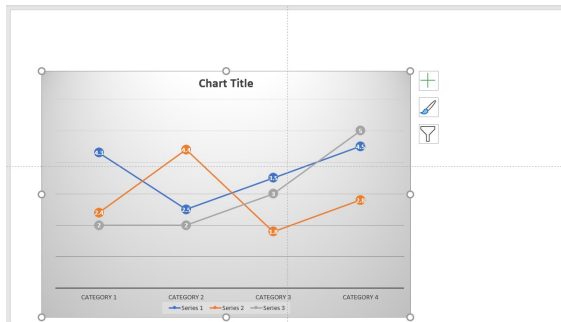


Figure 11: Chart: Before

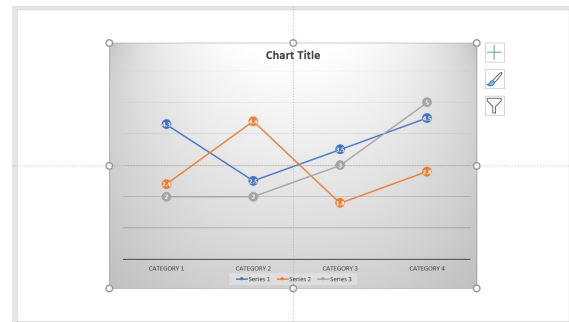


Figure 12: Chart: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

