

## 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  $\infty$  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. 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)

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. 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)

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 2, “Apple: Before” to the picture shown in Figure 3, “Apple: After”.

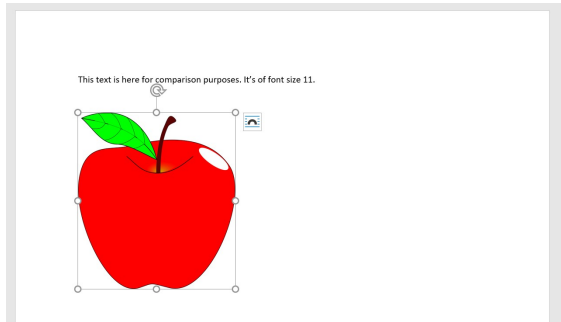


Figure 2: Apple: Before

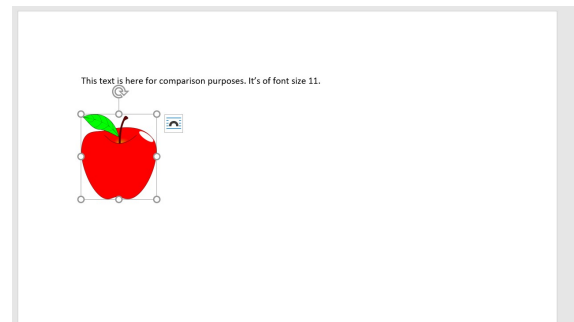


Figure 3: Apple: After

(Pages: 514 – 516) (7.14 points)

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

the colroful flower

Figure 4: Phrase in Word

- (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)

6. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “Moved Oval”? [**Note:** you must use a button on the

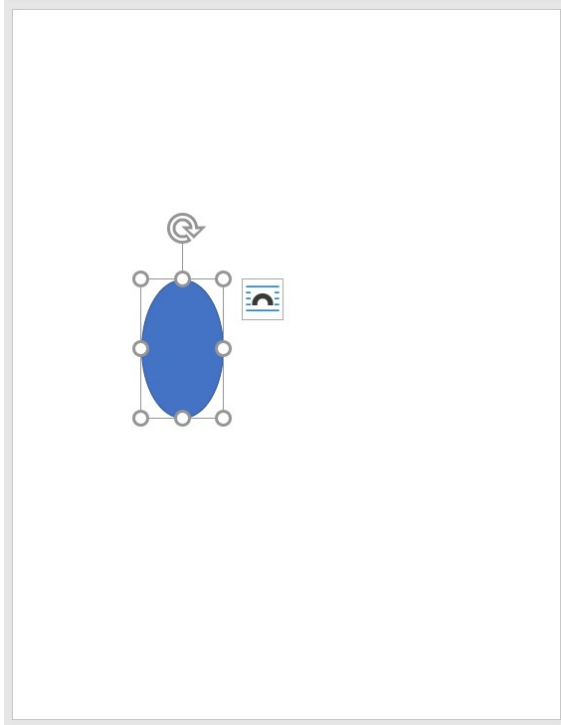


Figure 5: Added Oval Shape

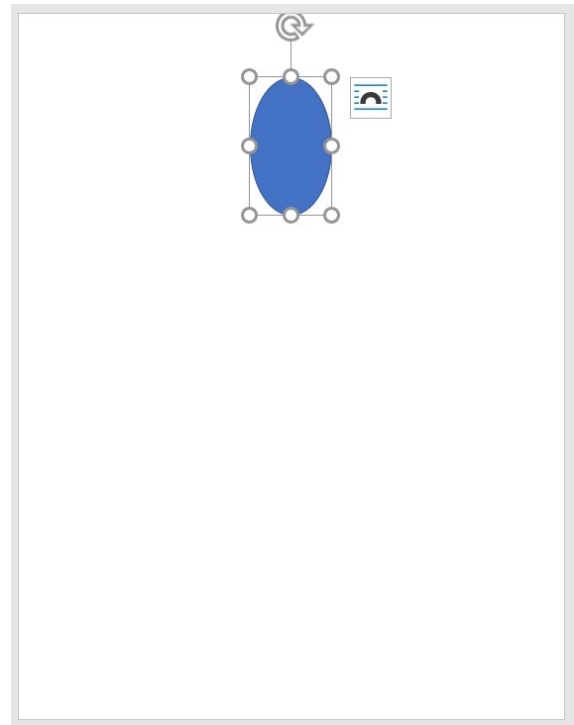


Figure 6: Moved Oval

Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]

(Pages: 519 – 521) (7.14 points)

7. Where should you click to change the watermark in the picture 7, "Watermark: Before" to the watermark in the picture 8, "Watermark: After"?

(Pages: 556 – 560) (7.14 points)

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Figure 7: Watermark: Before

Figure 8: Watermark: 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 of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

9. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (Hint: what kind of object is displayed in Figure 11, “My New List”?)

(Pages: 930 – 937) (7.14 points)

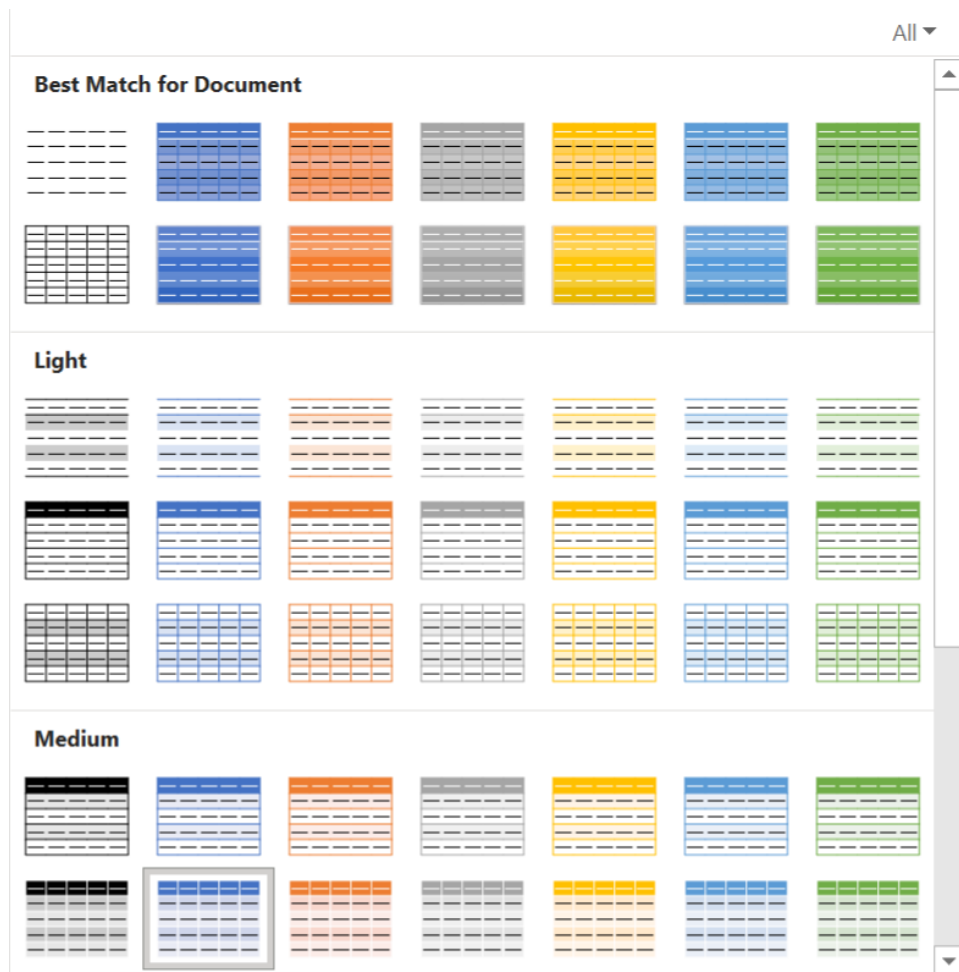


Figure 9: Many options

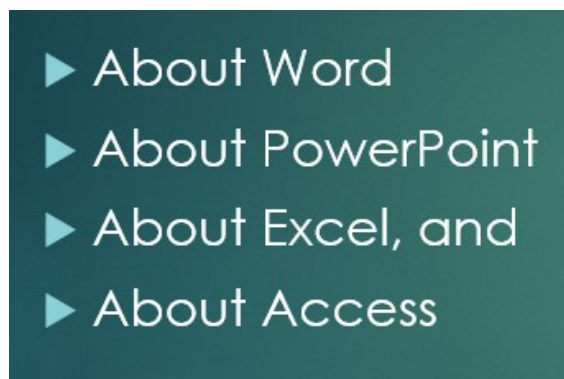


Figure 10: My List

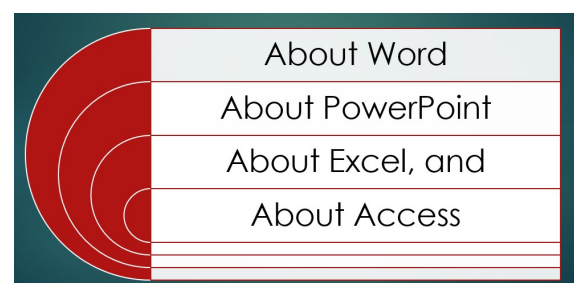


Figure 11: My New List

10. 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)
11. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?  
(Pages: 1116 – 1123) (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 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?  
(Pages: 907 – 908) (7.14 points)
13. How can you insert a picture inside the object shown in Figure 15? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

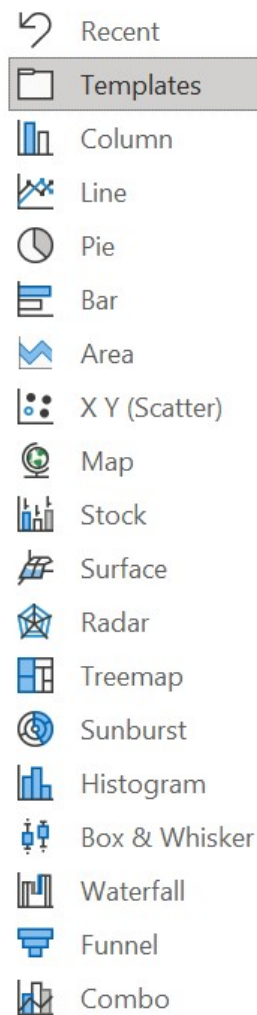


Figure 12: Long Menu





Figure 13: My Slides



Figure 14: My Slides: Changed

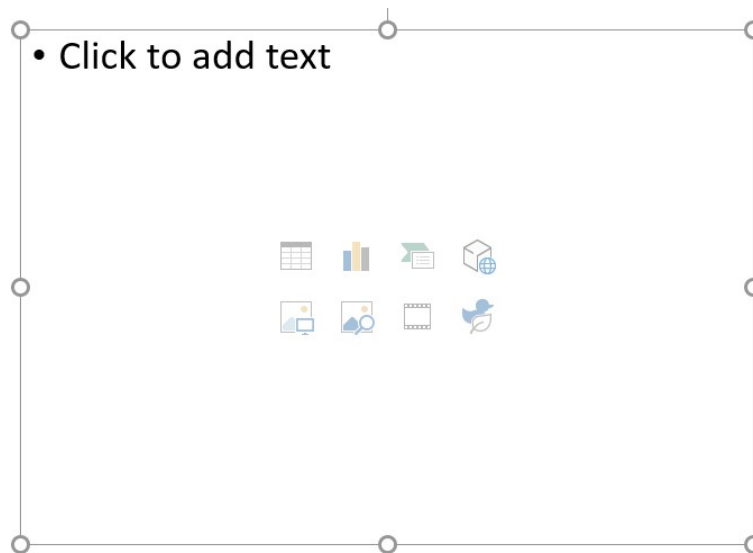


Figure 15: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

14. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint:** Look at the screenshots given on the textbook pages listed below.

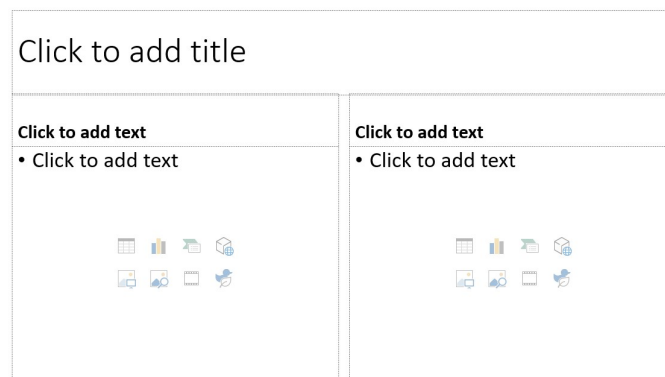


Figure 16: My Slide

(Pages: 900 – 903) (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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(2.5 points)

### PowerPoint

17. How do you change the shapes on a PowerPoint slide shown in Figure 17, “Three Shapes” to the shape in Figure 18, “Three Shapes: Changed”?

(2.5 points)



Figure 17: Three Shapes

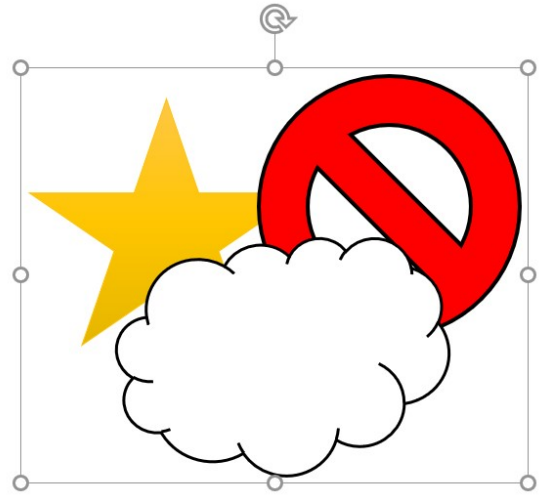


Figure 18: Three Shapes: Changed

18. How do you delete a slide? Mention **one** way.  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

