

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 the file by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 11:00 AM – 12:15 PM. Exam Location: at the West End Building (WEB), Room 105 (on floor 1).
- **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. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

3. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

(Pages: 519 – 521) (7.14 points)

4. What is the purpose of the following partially-shown dialog box in Figure 3?

(Pages: 569 – 570) (7.14 points)

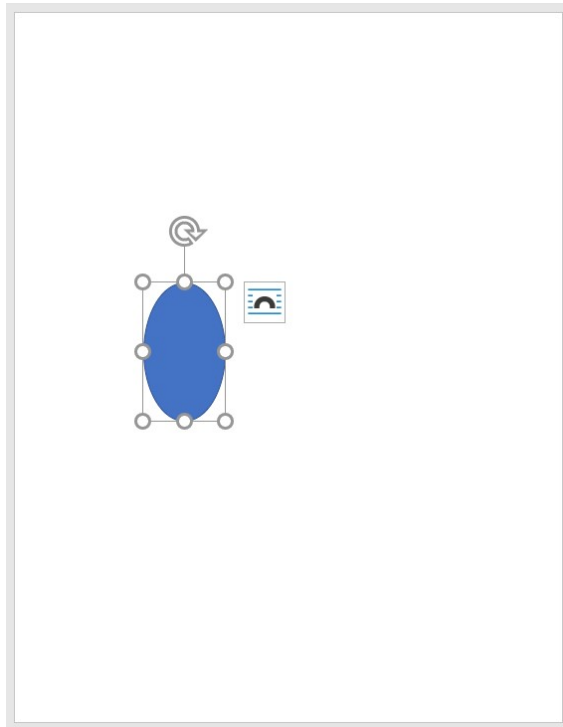


Figure 1: Added Oval Shape

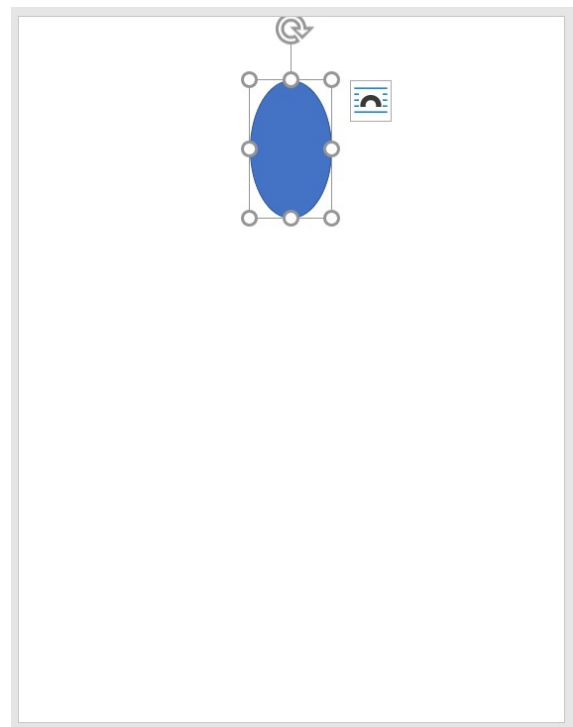


Figure 2: Moved Oval

A screenshot of a software dialog box titled "Bibliography Fields for MLA". At the top, there is a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". The main area contains several input fields: "Author" (with an "Edit" button), a checkbox for "Corporate Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox for "Show All Bibliography Fields" and a "Tag name" field with "Placeholder1" entered. At the bottom right are "OK" and "Cancel" buttons.

Figure 3: Dialog Box

5. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (7.14 points)

6. Suppose you are working on the SmartArt graphic in Word in Figure 4, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 5, “SmartArt: After”?

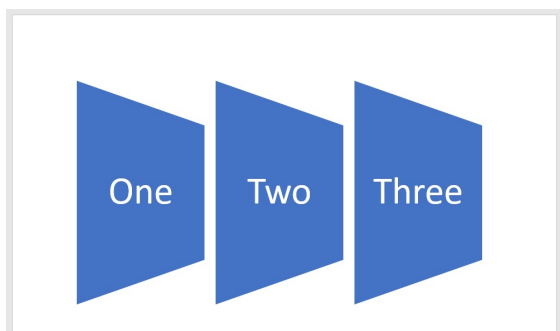


Figure 4: SmartArt: Before

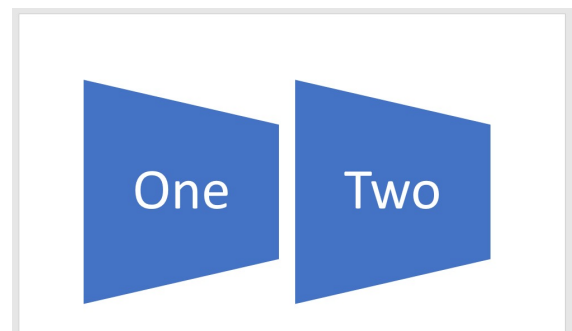


Figure 5: SmartArt: After

(Pages: 930 – 937) (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)

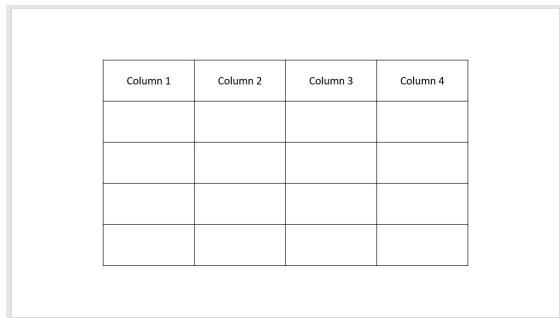
PowerPoint – Short Answer

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

8. How do you delete a slide? Mention **one** way.

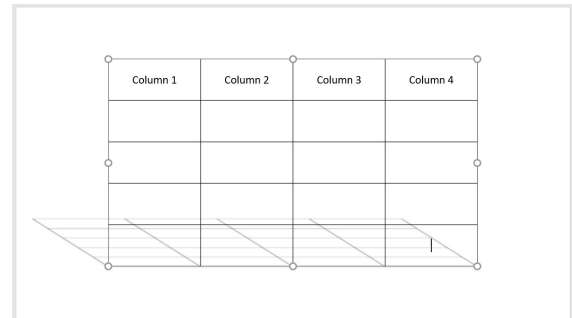
(Pages: 904 – 907) (7.14 points)

9. Where do you need to click to change the table in Figure 6, “Table: Before” to the table in Figure 7, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

A screenshot of a 5x4 table in Microsoft PowerPoint. The table has four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the top row. The remaining four rows are empty.

Column 1	Column 2	Column 3	Column 4

Figure 6: Table: Before

A screenshot of a 5x4 table in Microsoft PowerPoint, similar to Figure 6 but with a different design. The table has four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the top row. The remaining four rows are empty. The table is surrounded by a selection border with small circles at the corners and midpoints. A red arrow points to the bottom-right corner of the table.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: After

(Pages: 549 – 551) (7.14 points)

10. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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)

Just a Title

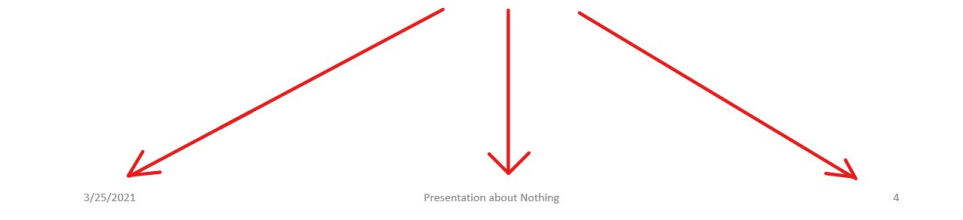


Figure 8: What is This

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

(Pages: 1155 – 1156) (7.14 points)

12. (a) What is the name of the PowerPoint object appearing in the Figure 9?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

Click to add title

Figure 9: Object/Box

13. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

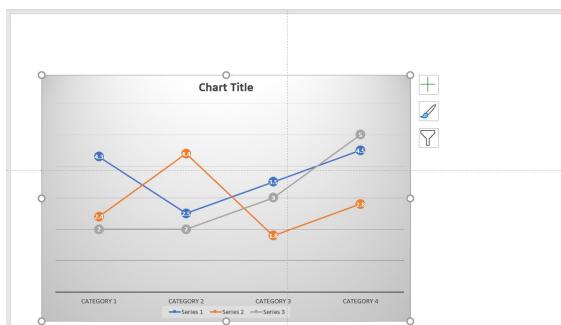


Figure 10: Chart: Before

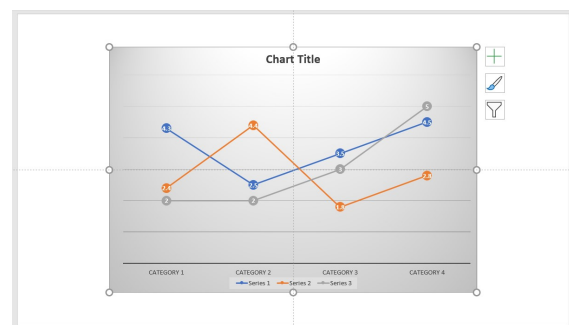


Figure 11: Chart: After

(Pages: 1126 – 1133) (7.14 points)

14. 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.

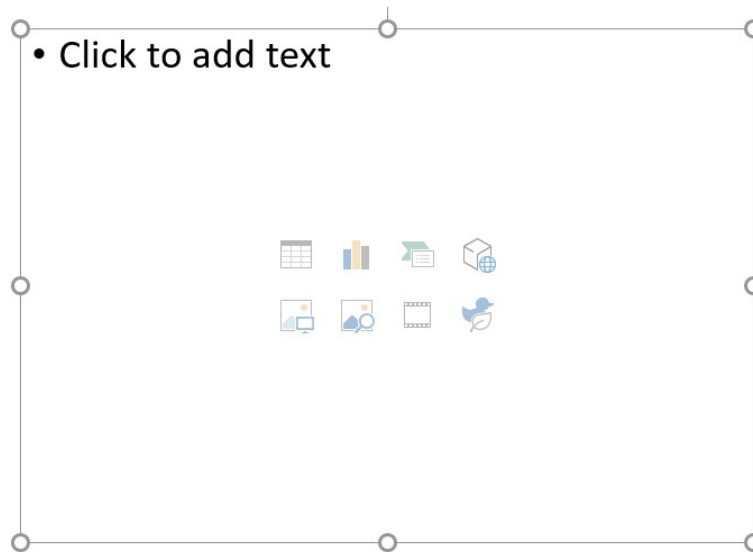


Figure 12: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

Extra Credit

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

Word

15. 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.

(2.5 points)

16. What is the purpose of the buttons displayed in Figure 13?

(2.5 points)

PowerPoint

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

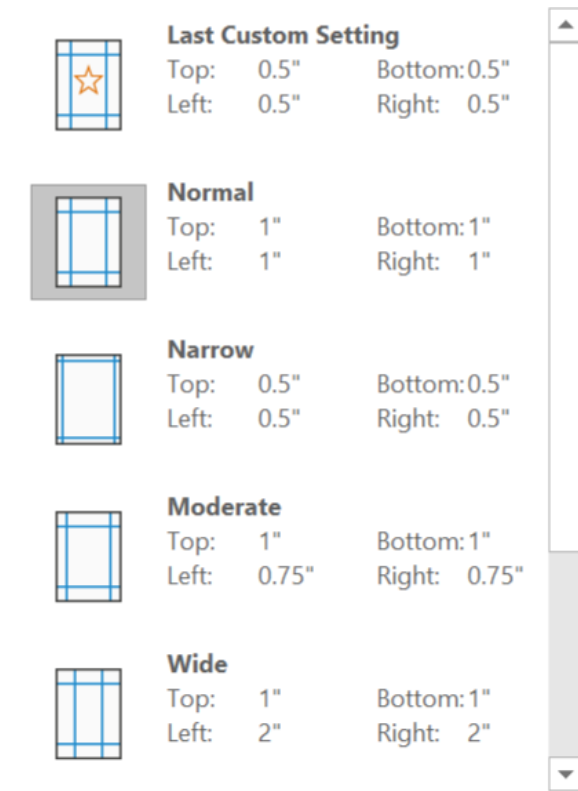


Figure 13: Five Buttons

Click to add title

Figure 14: My Slide

(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?

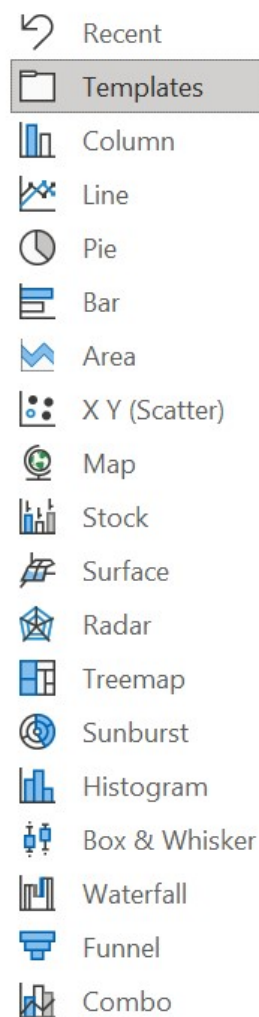


Figure 15: Long Menu

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

