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. If a paragraph has 9 points of space below it, and the paragraph underneath has additional 16 points of space above it, how much space is there between the two paragraphs?

   (Pages: 412 – 416) (7.14 points)

2. 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)

3. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

   (Pages: 465 – 469) (7.14 points)

Figure 1: My Text Layout: Before

Figure 2: My Text Layout: After

4. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

Figure 3: Table: Before

Figure 4: Table: After

(Pages: 494 – 498) (7.14 points)

5. 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)

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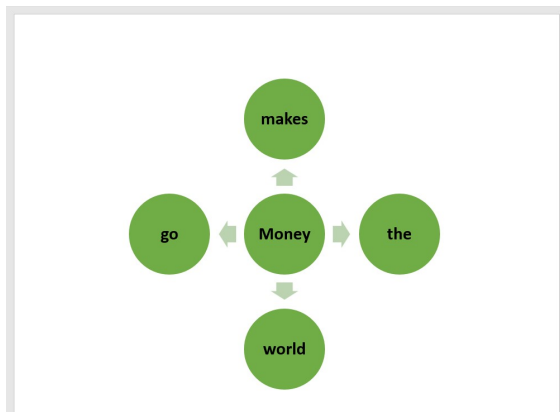

Figure 5: SmartArt: Before
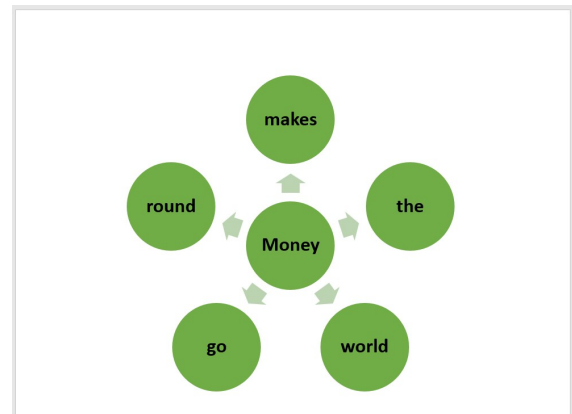
Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

7. Name **three** commands/buttons on the Quick Access Toolbar.
   (Pages: 369) (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. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "My New List"?)
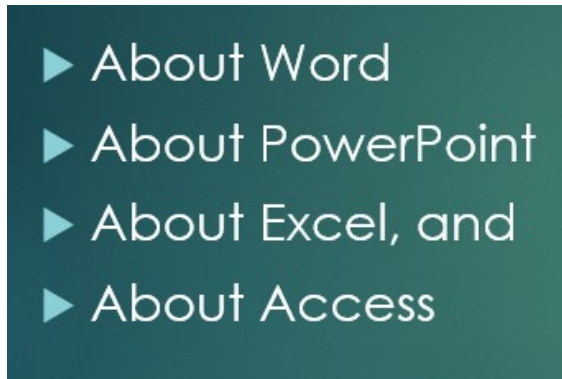
Figure 7: My List
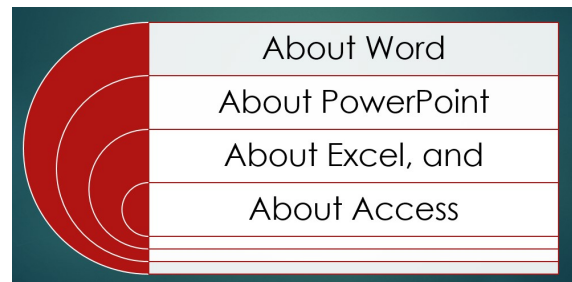
Figure 8: My New List

(Pages: 930 – 937) (7.14 points)

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

(Pages: 962 – 964) (7.14 points)

10. 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)

Figure 9: Many Options

11. (a) What is the object displayed in Figure 10?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

    (Pages: 980 − 987) (7.14 points)

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

    (Pages: 443 − 446) (7.14 points)

Figure 10: Object with Buttons

Figure 11: Button with Arrow

13. What is the difference between this list:

    - Apple
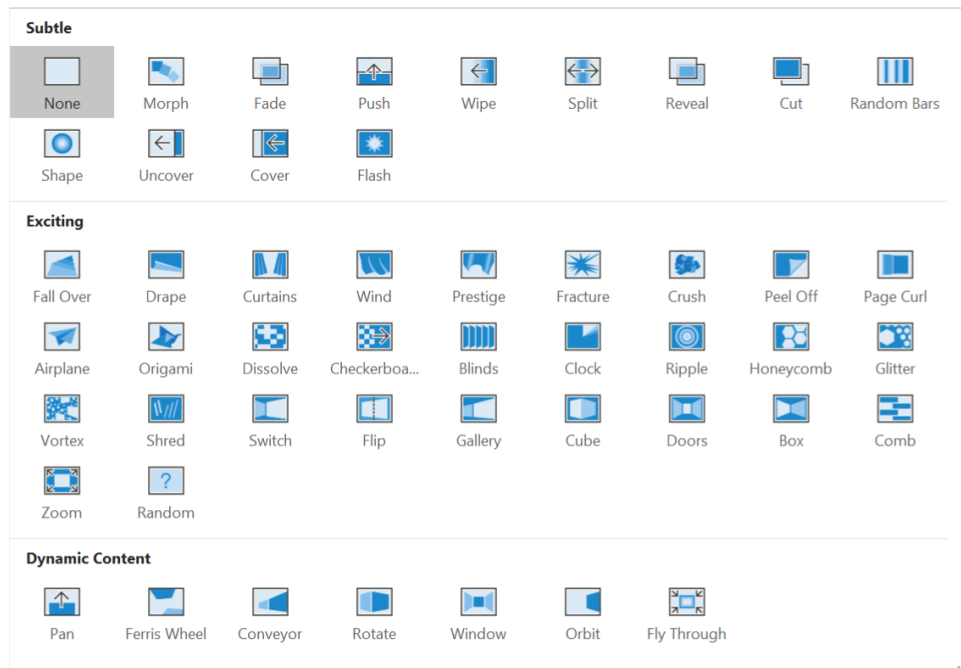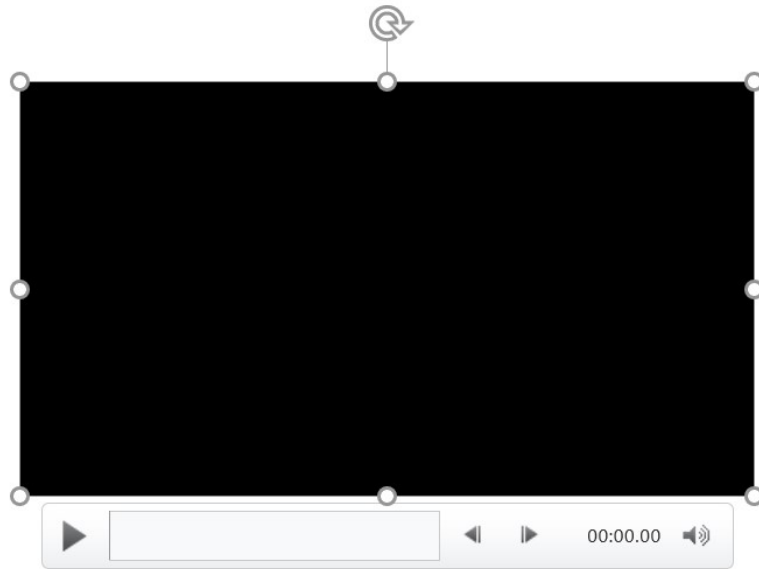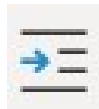   - Cherry
    - Banana
    - Strawberry

    and this list:

    - Fruit
        - Apple
        - Cherry
    - Veggies
        - Banana
        - Strawberry

    In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

    (Pages: 443 – 446) (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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 12.
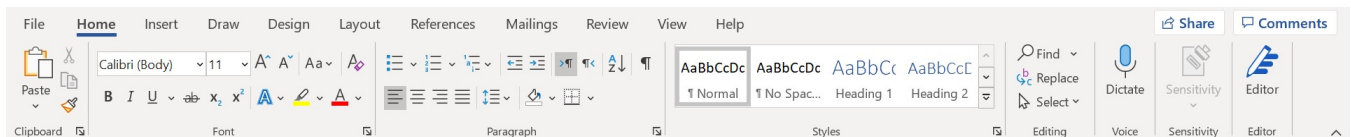

Figure 12: Window Area

    (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

    (2.5 points)

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 13?

    (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 13: Object/Box

(2.5 points)

18. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
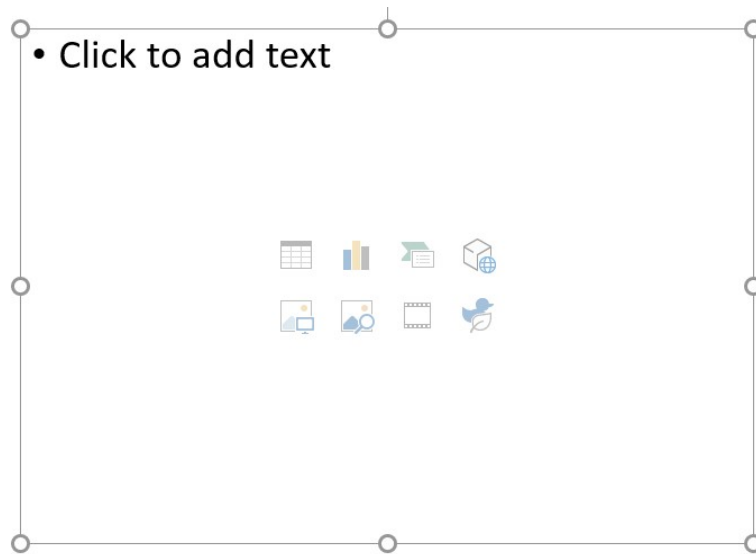
    (2.5 points)

– End of Midterm Exam –

Figure 14: Insert Picture Here

Congrats for completing the Midterm exam!