

## 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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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  $\infty$  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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

2. Which button in Word should you click to change the text:

Good morning!

to the following text:

**Good morning!**

(Pages: 396 – 399) (7.14 points)

3. 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)

4. 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)

5. 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”?

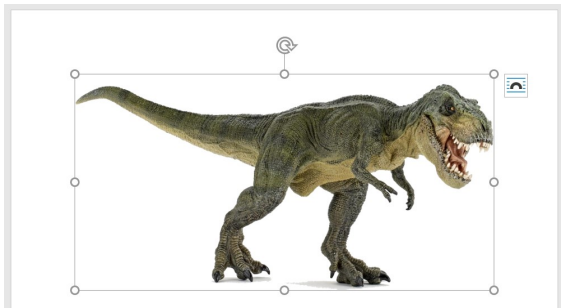


Figure 1: Dino: Before

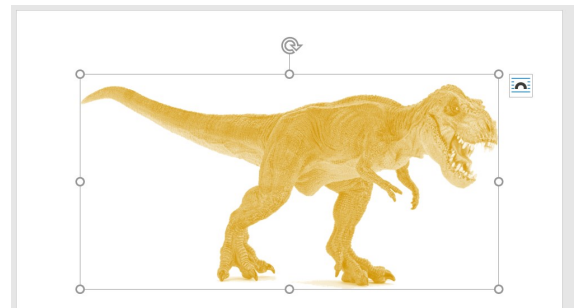


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

6. 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)

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

(Pages: 454 – 459) (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 can you move the shapes in Figure 3, “My Shapes” so that they are positioned like those in Figure 4, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

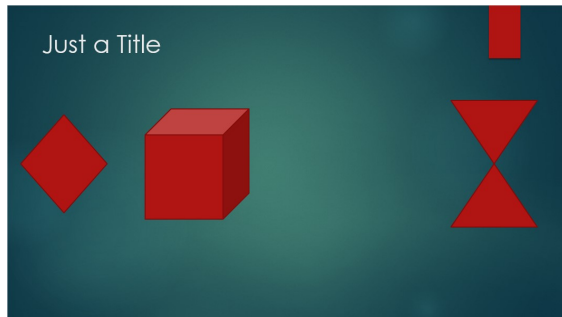


Figure 3: My Shapes

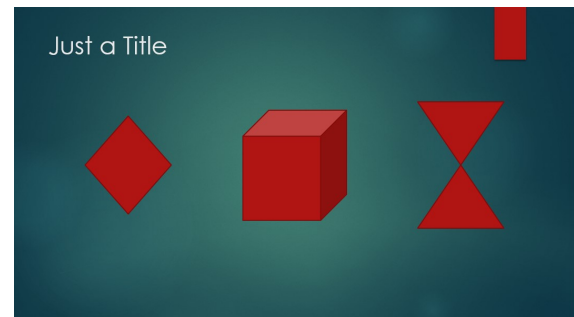


Figure 4: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. Where do you need to click to change the table in Figure 5, “Table: Before” to the table in Figure 6, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 5: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 6: Table: After

(Pages: 549 – 551) (7.14 points)

10. (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?

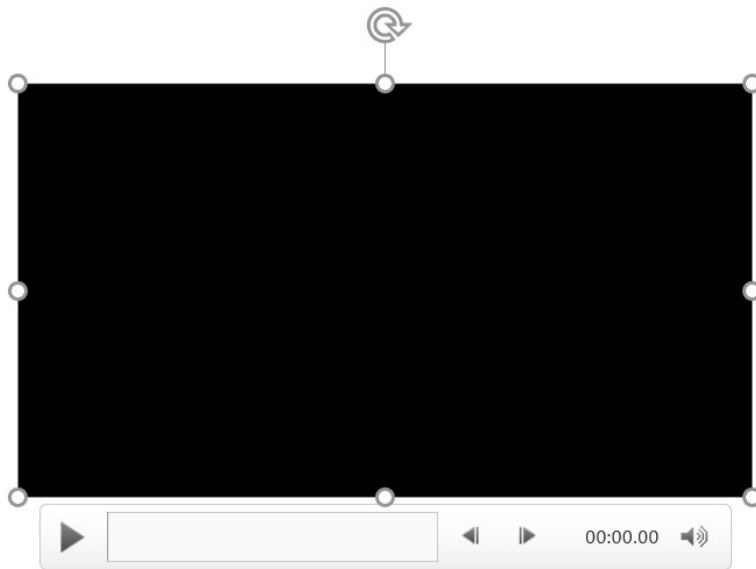


Figure 7: Object with Buttons

(Pages: 980 – 987) (7.14 points)

11. 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)

12. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

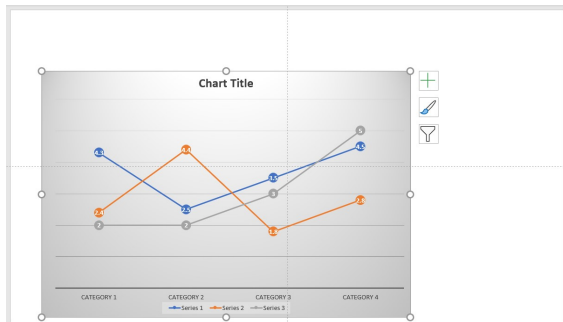


Figure 8: Chart: Before

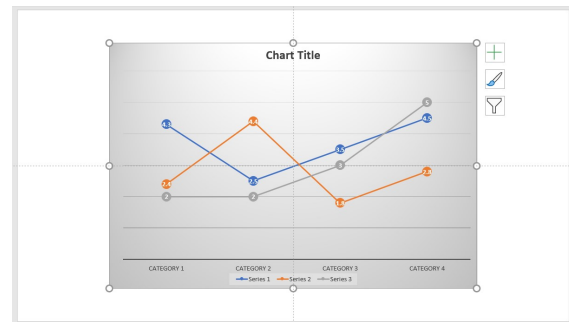


Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?

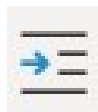


Figure 10: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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

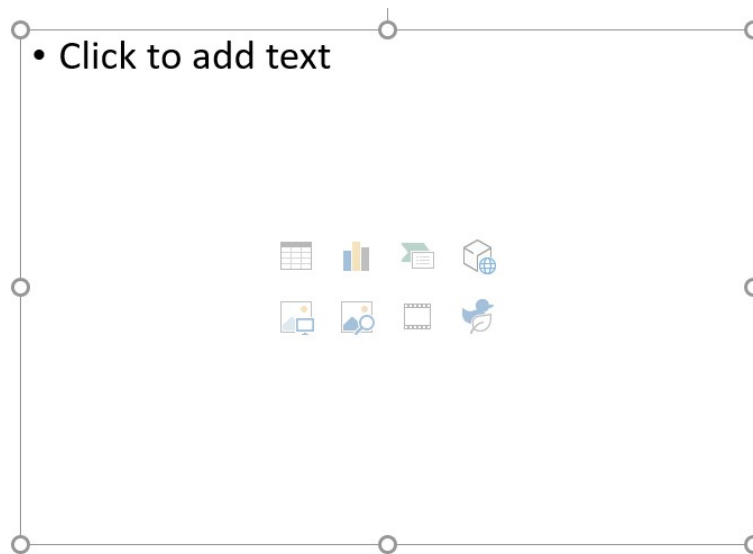


Figure 11: Insert Picture Here

(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. Name **three** commands/buttons on the Quick Access Toolbar.  
(2.5 points)

16. 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."

(2.5 points)

### PowerPoint

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

Click to add title

Figure 12: Object/Box

18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

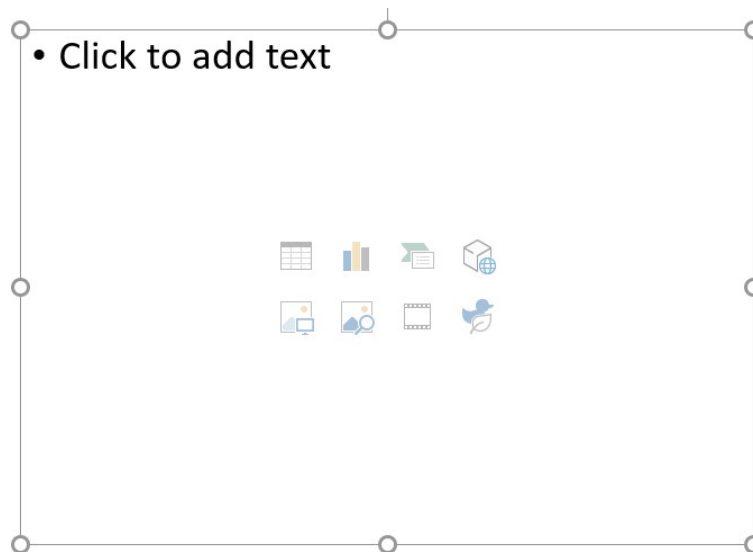


Figure 13: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

