## 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  $\rightarrow$  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  $\infty$  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 change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

Lorem josum dolor sit amet, consectetur adipiscing ell. Maecenas lorem sapien, portitor quis fringill e, suscipite un ili. Stratbilum in hendreft arcu. Curabitur sem uncu, evetbibulum an inet, commodo fermentum ante. Suspendisse id accumsan liguia. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas indiculum tulla idam, in de mopor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est ells, placerat et odio val, ultamcorper euismod est. Ut isoreet diam quis quam interdum, et finibus anet tempus. Dones fringilla ipsum risus, is dollicitudin neque euismod ut. Sed volutpat ipsum hibs, er rinorus nità inoncus prettum to roem ipsum dotos its amet, consectetur adjuscing elli: Phasellusin in blandit neque, in semper enim. Esiem ultamcorper ac tellus vitae tempus. Nullam consequat quam sit ament lacreet ultricies. Vestibulum ipsum tortor, rinoncu at dolor is, dapbus pharetra uma. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharters dui. Morbi qui tellus commodo, utilizia are ut a, elementum misi. Ut veit um a, amme qi d'inna in grendum, accuman qui sapien. Vestibulum tristique odio nisi, sed tincidum tem laculis a lin ornare, puruq quis fermentum interdum, mettu non capitis sem, e um ollis libero i punue uma, Sed vivera ru mane ce sisurcipit, qui ulfamorpen nial blandit. Nam vel quam sollicitudin, iaculia turpia liq maximus tellus. Tepasti tid massis dilam. Praesent resisteuada sodiles mi, a imperdete, massis vivera eu, Nam voltotta; acuse di succipit, hendrert, nial sapien vestibulum mi, ut elementum odio masne et sapen. Sed eget purus dolor. Praesente utilizia sero, eget utilizies tropi. Qui si diprismi ma cus si tame sita finibus, e ug ravida niul consequat. Donec massa lacus, commodo ac arcu convallis, hendrert lacinia sipien. Proin sed ex a massa feuitat surba.

Mauris effictur tellus turpis, non derriger fectus viverar ist amet. Duis blandic enim nulla, non congue de eleifend non. Duis a pagin sed enim congilist tempus il a moset. Si funció dori legila, corrace un tribis a, etiristique allquafin sem. Ut sciema te resi lactus portitior. Allquam eras volutpat. Aeneam vivera enim qui facilista y estribum. Callegue certum fecilis à dolor. Vivenus as i pium mentu. Vestibulum dignissim ex nec ensassi ultamocriper tristique. Morbis ne abini condimentum, condimentum mi vel, faucibus veilt in eu scfalifica quarin. Pellentesque e ultampa as traugist corest molestals. Phasellus mattis nulla justo, et consequat eras pallentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consecteur nt, emet lorem et vulputates. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdite som rende, ne ca caurigam en eins uscipi et de. Mauris sed confirmentum lee, venenatis pharetra dui. Ut pharetra eliefand saris del placerat. Maecena at tortor leo. Sed lectur siid, dapibus in metus quis, lipadiri ulliamcorger turis, in aspieni libero, finibus non mollis eu, rempor sit amer lacus. Morbi doil lacus, scelerisque di mia a, accumsan dapibus leo. Mauris in justo metus. Nulla sicinia, urna sit amet corrace conge, massa tellas losdoris sem, vitas perdium forem or de unessa. Curalbitur quis placerat risus. Cras varius posuere portitior. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidum. Fucec convalis tampor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa lectus sit amet.

sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 1: Watermark: Before

(Pages: 556 - 560) (7.14 points)

Lorem ispum dolor sit armét, consectetur adipticing elit. Maecenas lorem sapien, portitor quis tringil et, succipit eu illy Estibulum a henderit arcu. Curalitir sem nunc, vestibulum ar int et, commodo fermentum ante. Suspendisse id accumtani ligiala. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etam quis cursus ex.

Morbi est ells, placerat et odio vel, ullamcorper eutimod est. Ut laovere diam quist quam interdum, et influsu ante tempus. Doner fringilla ispum risu, i soliticitudin neque eutimon ut. Sed volutaget ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing ells. Phaseillus in blandin que, jos nepere eime. Elitam ullamcorper a tellus vitae tempus. Nullam consequat quam sit amet laoreet uttricles. Vestibulum ipsum tontor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero e su suscipit.

Praesent porta neque ut neque lucrus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, utilitàre aru at, elementum nisi. Ut veit urun, semperi di ornare interdum, accuman qui saplea. Vestibulum tristique odio nisi, sed tinicidunt semi aculis a. In ornare, purias quis fermentum interdum, metta univa gritta sem, euro molisi libero ipsume urun. Sed viverer uran enc est sapoiti, qui ullamotoper nisi bilardi. Ham veil quam solicitudin, iaculis turpis id, maximus tellus. Presenti di hassa diam. Praesent melateziate sodales mi, a impraediet maruni; vivere eu. Nam voltetta, arcui di saccioit hendreini, nisi aspien vestibulum mi, ut elementum odio magna et sapieni, Sed eget puut soloir. Presente nichi facilia sero, eget utirices tripii. Casa diffinisia lacia sit amet eli finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendreit lacinia sapieni. Proin sed es a massa fegita turul.

Maurits effectur tellus tarpis, non semper lectus vivera sit amet. Dus blandis enim nulla, non conque ed elefend non. Dus a peini sed enim forwilla tempuls in nece at Nunc dolor ligila, ornare ut hish a, tristique allquem aem. Uf az sem at eros luctus portituto, 'Aliquam' eat volutpat, Aemean were a enim qui facilisis vestibulem. Quisque rutrum racilisis dolor, Vivamur at liguum metus. Vestibulum dignissim ex nec massa ulamicorper tristique. Morbi non enim condimentum, condimentum mi vel, faucubus veir, in eu facilisis quam. Pellentesque av. Nullamqui sor riest. Mauris à massa arcu. con consequet aera plentesque av. Nullamqui sor riest. Mauris à massa arcu.

consequat erat pelientesqua a. Nullam quis oric est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulquitate. Aliquam diignissim quam sit amet volutpat auctor.

Morbi imperdiet sem neque, nea accumsan enim succipit sed. Mauris sed condimentum leo, venenatis
pharetra diul. Ut pharetra sileifend est sed placerat. Mascenas at tortor leo. Sed lectus nisi, dapibus in
meturu quis, blandi ulamocorper turpiti. In aspien libero, fribitos non mollia su; sumpor sit amet lacus.

Morbi odio lacus, scelerique id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, uma sit
amet ornare conge, massa tellas loboritis sem, vitas pertum lorem oric al umass. Curabitor quis
placerat risus. Cras varius posuere portitior. Ut sagittis sapien ac uma consequat, eu lacreet ellit
incidium. Fusce comellis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et
ornare massa luctus sit amet.

vestibuum conaimentum sodaies tortor, a semper leo maiesuada in. Maecenas piacerat hendrent sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 2: Watermark: After

2. Where should you click to change the text layout in picture 3, "My Text Layout: Before" to the one in the picture 4, "My Text Layout: After" inside a Word document?

(Pages: 465 - 469) (7.14 points)

Updated: 08/23/2023, 06:38

Lorem ipsum dolor sit amet, consectetur Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitor quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus isculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante visera nuis Vocitibulum is lorem iscu. Pones controllement son controllement son controllement. viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

imperdiet cursus ultrices. Etiam quis cursus ex-Motoi est elis, placerat et odio evel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus snet etempus. Donec fringilla ispam risus, id sollictudin neque euismod ut. Sed volutipat ispam nibli, ac-noncus nisi rhonous pretium. Lorem ispam dolor sit amet, consectetur adipiscing elit. Phasellus in bilandit neque, in semper enim. Etiam ullamcorper a ctellu virale trapus. Vullam consequer quam sti amet laoreet ultricles. Vestibulum ispam tortor, rhoncus at dolor in, dagibus pharetra urna. Donec tempus in libero eu suscipit.

lacinia sapien. Proin sed ex a massa feugiat auctor.

auctor.

Mauris efficitur tellus turpis, non semper lectus vivera sit amet. Duis blandit enim nulla, non conque elit eleifend non. Duis ac enim sed enim convallis tempus dine eats. Nunc doorli gula, ornare ut nibih a, tristique aliquam sem. Ut ac sem at eros luctus portitor. Aliquam erat volutpat. Aenean vivera enim quis facilisis vestibulum. Quisque ntrum facilisis dolor. Vivamus at jusum metus. Vestibulum diginisim ex nec massa ullamoroper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus veelit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequut erat pellentesque, valiulim quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque volutipat ductor. Who in imperiore seri neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus

Figure 3: My Text Layout: Before

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maccenas lorem sapien, portitior quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Surgendires id. ante. Suspendisse id accumsan ligula. Donec ut accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus risus. Donec imperdiet cursu ultrices. Etiam quis cursus ex Morbi est elit, placerat et Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id

nisi. Ut velit urna, semper id ornare interdum, accumsan urguis sapien. Vetübülum tristique odio nisi, sed tincidunt sem laculis a. in ornare, pruus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero jasum eu urna. Sed viverra urna. Sed viverra urna. Sed viverra vara nec est suagisti silencoper nid blandit. Nam vel quam solicitudin, load sullemorper nid blandit. Nam vel quam solicitudin, sould sem silencia trupis qui sullemorper nid blandit. Nam vel quam solicitudin sould sem silencia sullemorper nid blandit sould sullemorper nid blandit sould sullemorper nid blandit sould sem silencia sullemorper nid sullemorper n

rutrum facilisis dolor.
Vivamus at ipsum metus.
Vestibulum dignissim ex nec
massa ullamcorper tristique.
Morbi non enim
condimentum, condimentum
mi vel, faucibus velit. In eu
facilisis quam. Pellentesque
vel magna at mauris laoreet
molestie. Phasellus mattis looreet
molestie. Phasellus mattis condimentum
julla justne er consenuat era nulla justo, et consequat era pellentesque a. Nullam quis orci est. Mauris at massa

arcu.

Quisque consectetur sit amet
Quisque consectetur sit amet
Quisque consectetur sit amet
volupat autort. Morbi
imperdiet sem neque, nea
accursan enim suscipit sed.
Mauris sed condimentum
leo, venenatis pharetra dui.
Ut pharetra eleifend est sed
placerat. Maecenas at tortor
leo. Sed lectura nisi, dapibus
in metus quis, blandit

Figure 4: My Text Layout: After

3. What is the purpose of the buttons displayed in Figure 5?

(Pages: 772 — 774) (7.14 points)

4. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 - 416) (7.14 points)

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

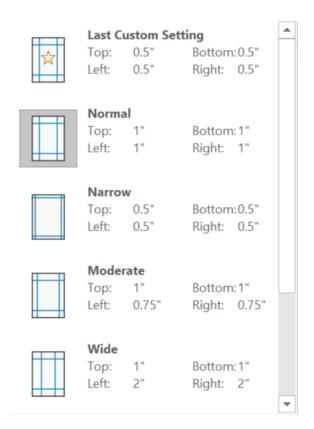


Figure 5: Five Buttons

(Pages: 454 - 459) (7.14 points)

- 6. 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)

### 7. 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)

# PowerPoint - Short Answer

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

8. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

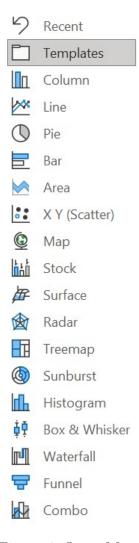


Figure 6: Long Menu

(Pages: 1116 – 1123) (7.14 points)

9. How can you enter a hyperlink into an existing text? (Pages: 524 – 529) (7.14 points)

10. Where do you need to click to change the table in Figure 7, "Table: Before" to the table in Figure 8, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

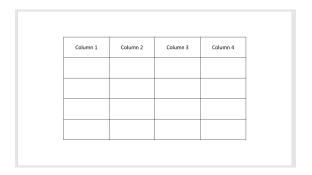


Figure 7: Table: Before

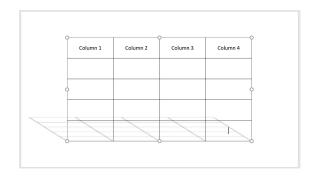


Figure 8: Table: After

(Pages: 549 - 551) (7.14 points)

11. 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)



Figure 9: Many options

12. 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)

- 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. What is change has been made to the picture in Figure 10, "Dino: Before", so that it became the picture in Figure 11, "Dino: After"?

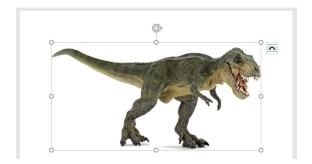


Figure 10: Dino: Before

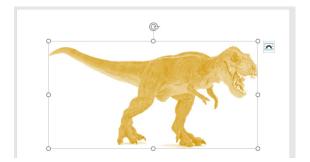


Figure 11: Dino: After

(2.5 points)

16. 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.

(2.5 points)

## **PowerPoint**

- 17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- About Excel, and
- ▶ About Access

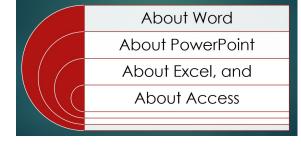


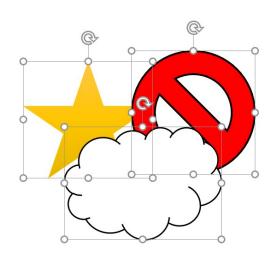
Figure 12: My List

Figure 13: My New List

(2.5 points)

18. How do you change the shapes on a PowerPoint slide shown in Figure 14, "Three Shapes" to the shape in Figure 15, "Three Shapes: Changed"?

(2.5 points)



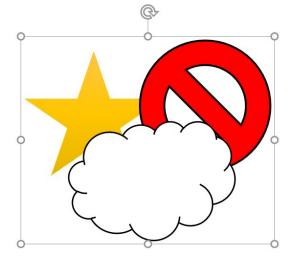


Figure 14: Three Shapes

Figure 15: Three Shapes: Changed

- End of Midterm Exam -

Congrats for completing the Midterm exam!

