

## 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: 09:30 AM – 10:45 AM. 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. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

2. 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)

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 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

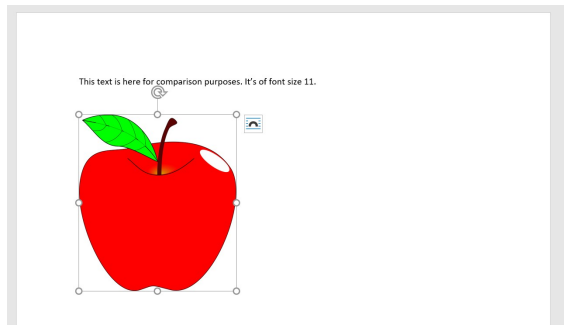


Figure 1: Apple: Before

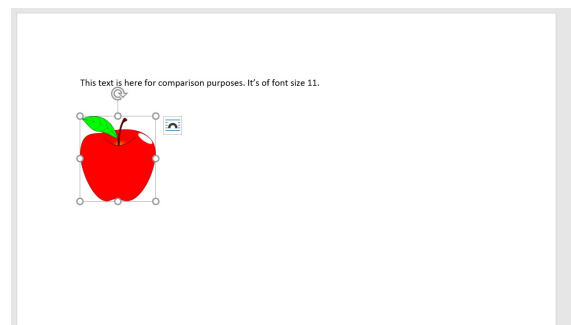


Figure 2: Apple: After

5. You inserted an oval shape into your Word document shown in Figure 3, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 4, “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.”]

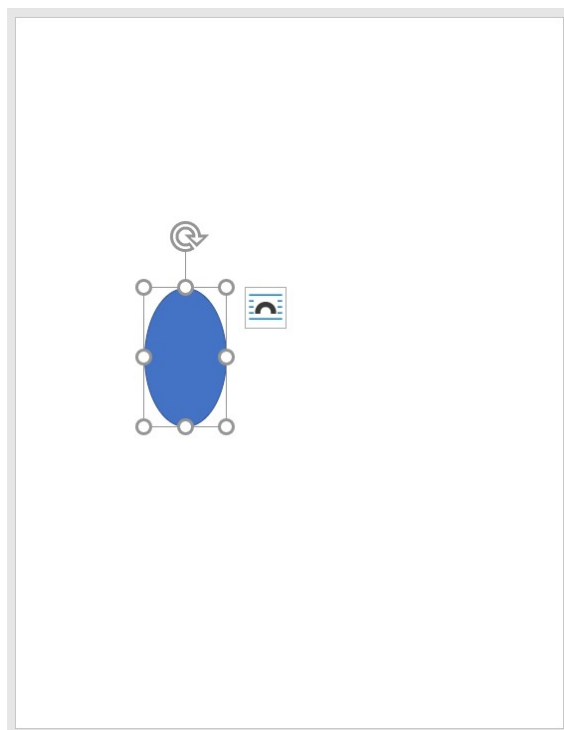


Figure 3: Added Oval Shape

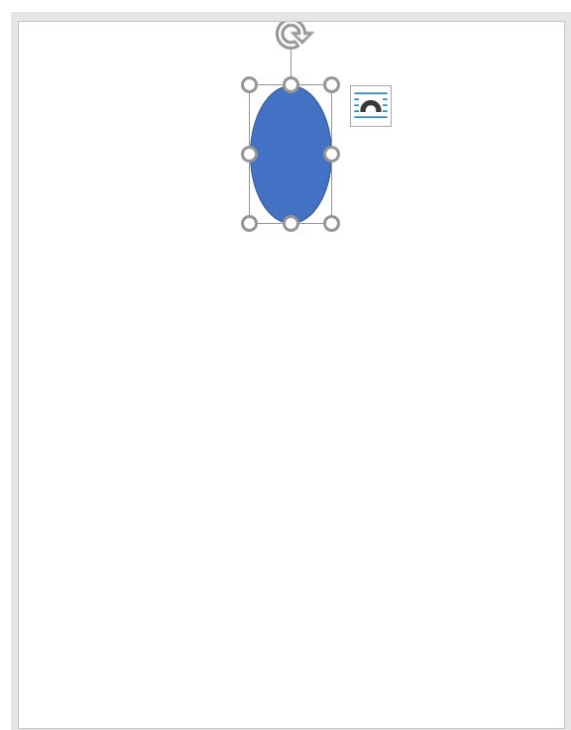


Figure 4: Moved Oval

(Pages: 519 – 521) (7.14 points)

6. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

7. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (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. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

9. (a) What is the object displayed in Figure 5?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

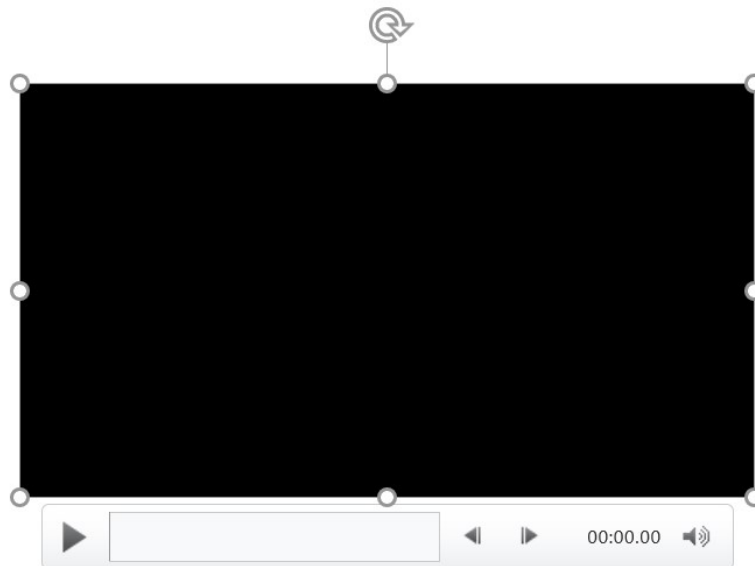


Figure 5: Object with Buttons

(Pages: 980 – 987) (7.14 points)

10. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

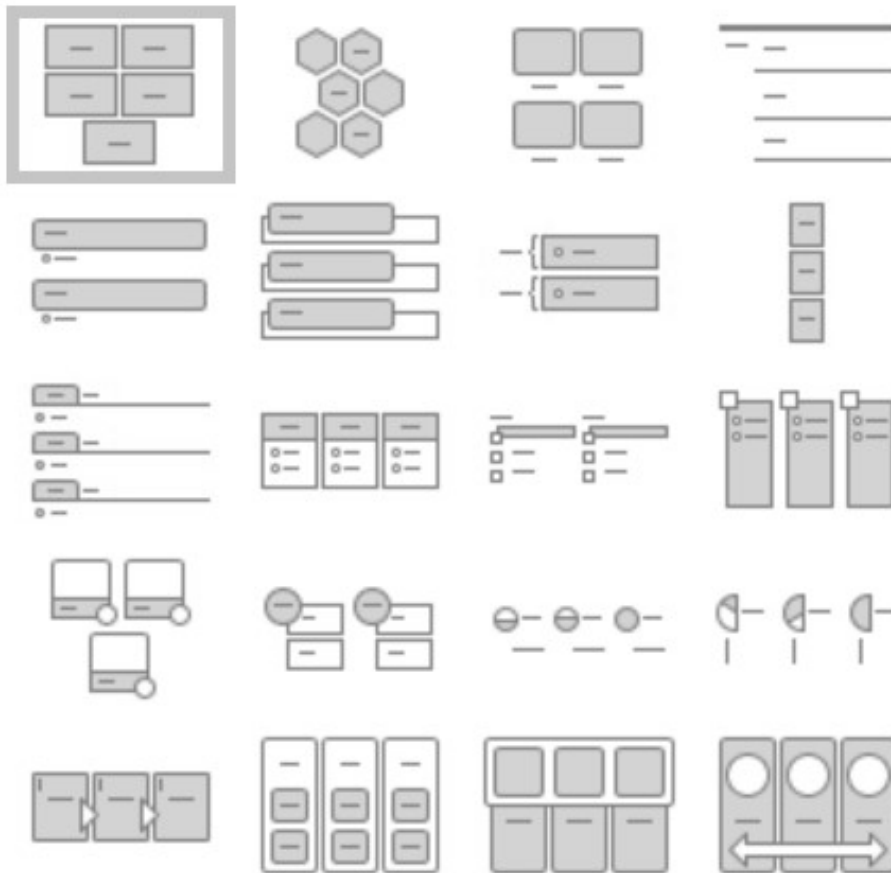


Figure 6: Many Options

(Pages: 930 – 934) (7.14 points)

11. (a) What is the name of the PowerPoint object appearing in the Figure 7?  
 (b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

Click to add title

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Figure 7: Object/Box

12. If you click on any of the options shown in Figure 8, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

13. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
  - Apple

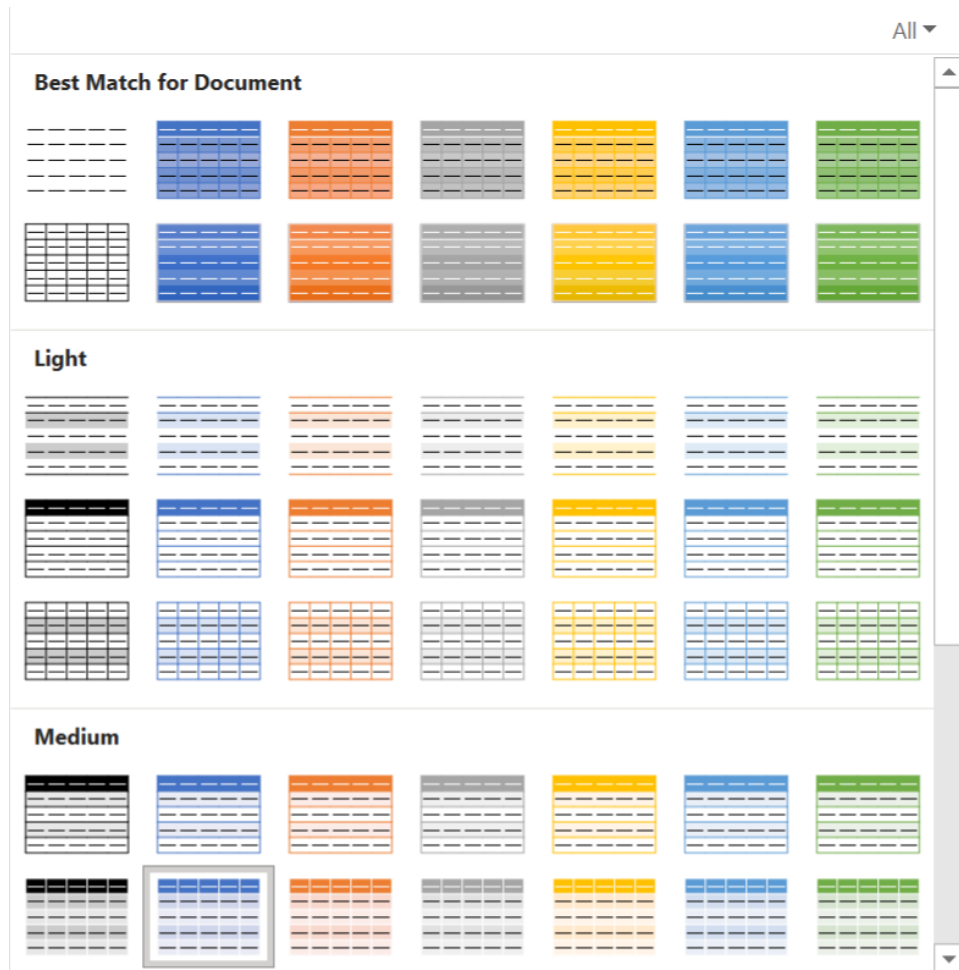


Figure 8: Many options



- 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 the purpose of the following partially-shown dialog box in Figure 9?

The dialog box is titled "Bibliography Fields for MLA". It contains the following elements:

- A dropdown menu for "Web site".
- A "Language" dropdown menu set to "Default".
- An "Author" text field with an "Edit" button.
- A checkbox for "Corporate Author".
- Text fields for "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium".
- A checkbox for "Show All Bibliography Fields".
- A "Tag name" field with the text "Placeholder1".
- "OK" and "Cancel" buttons.

Figure 9: Dialog Box

(2.5 points)

16. Where should you click to change the text layout in picture 10, "My Text Layout: Before" to the one in the picture 11, "My Text Layout: After" inside a Word document?

(2.5 points)

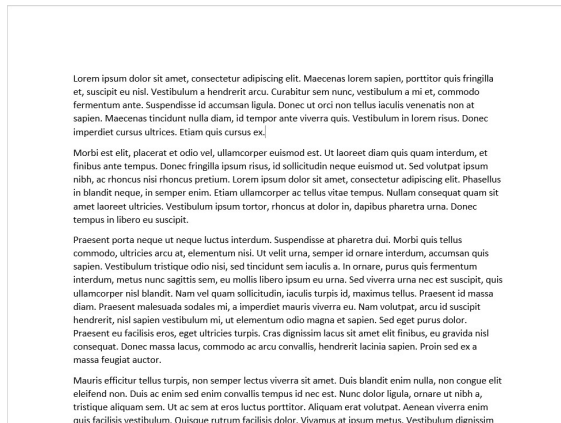


Figure 10: My Text Layout: Before



Figure 11: My Text Layout: After

## PowerPoint

17. 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.

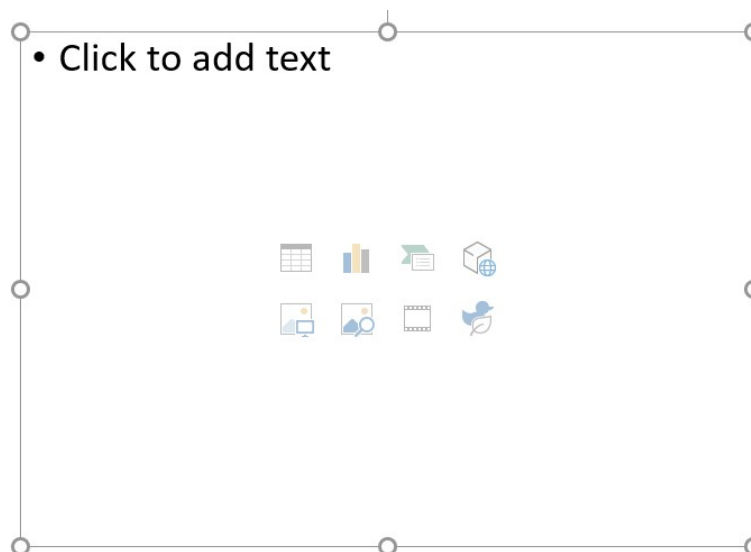


Figure 12: Insert Picture Here

(2.5 points)

18. How can you enter a hyperlink into an existing text?  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

