Instructions

Updated: 10/31/2023, 01:01

- 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: 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 ∞ 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. What is the purpose of the buttons displayed in Figure 1?

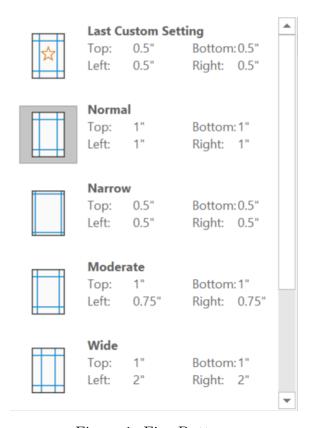


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

2. What does the button displayed in the Figure 2 do? (Pages: 370) (7.14 points)

■ Multiple Pages

Figure 2: Multiple Pages

3. What is change has been made to the picture in Figure 3, "Dino: Before", so that it became the picture in Figure 4, "Dino: After"?

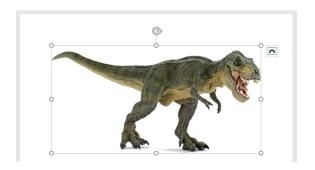


Figure 3: Dino: Before

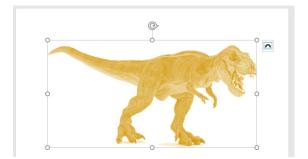


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

4. Name ${\bf two}$ commands/buttons on the Design tab of Word.

 $({\rm Pages:}\ 557)\ (7.14\ {\rm points})$

5. Where should you click to change the watermark in the picture 5, "Watermark: Before" to the watermark in the picture 6, "Watermark: After"?

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Figure 5: Watermark: Before

(Pages: 556 - 560) (7.14 points)

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Figure 6: Watermark: After

6. 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!

(Pages: 530 - 531) (7.14 points)

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- 7. 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)

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 insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

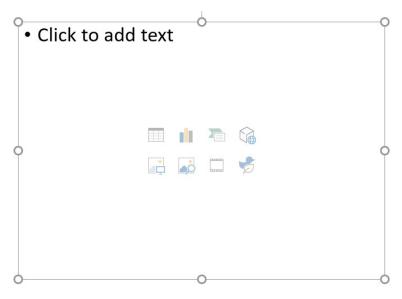


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

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

(Pages: 1155 - 1156) (7.14 points)

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



Figure 8: Long Menu

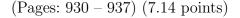
(Pages: 1116 – 1123) (7.14 points)

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11. The bulleted list in Figure 9, "My List" was converted into the object displayed in Figure 10, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 10, "My New List"?)

- ▶ About Word
- About PowerPoint
- About Excel, and
- ▶ About Access

Figure 9: My List



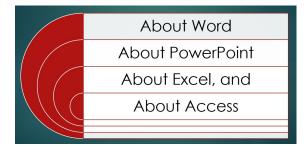


Figure 10: My New List

12. How can you move the shapes in Figure 11, "My Shapes" so that they are positioned like those in Figure 12, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

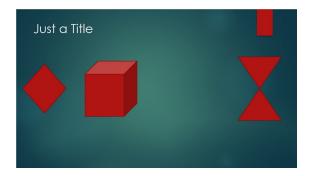


Figure 11: My Shapes

(Pages: 939 - 943) (7.14 points)

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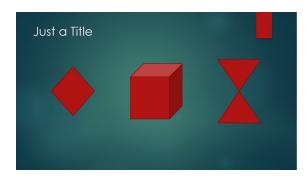


Figure 12: My Shapes: Moved

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



Figure 13: Button with Arrow

(Pages: 443 - 446) (7.14 points)

- 14. 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)

Extra Credit

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

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 14.



Figure 14: 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)

16. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

PowerPoint

17. Which button do you need to click to add the text pointed by the red arrows in Figure 15? (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.)

(2.5 points)

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Just a Title



Figure 15: What is This

18. How do you change the shapes on a PowerPoint slide shown in Figure 16, "Three Shapes" to the shape in Figure 17, "Three Shapes: Changed"?

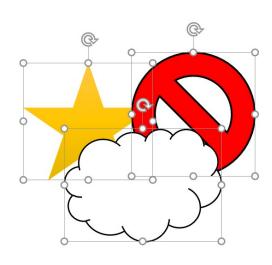


Figure 16: Three Shapes

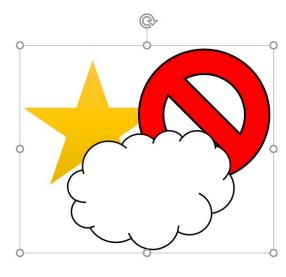


Figure 17: Three Shapes: Changed

(2.5 points)

- End of Midterm Exam -

Congrats for completing the Midterm exam!

