

## 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: 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. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

3. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

4. 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)

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



Figure 2: My Text Layout: Before



Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. 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)

7. What is the purpose of the buttons displayed in Figure 4?

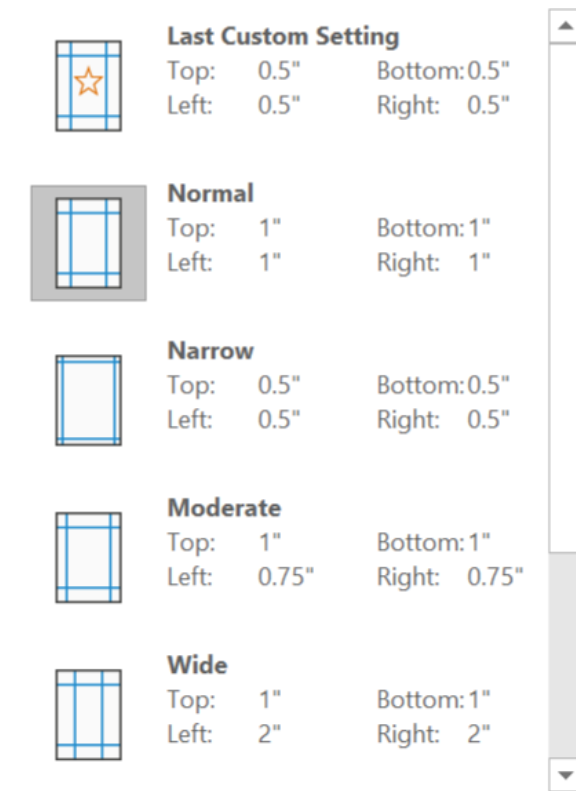


Figure 4: Five Buttons

(Pages: 772 — 774) (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. Where do you need to click to change the chart in Figure 5, “Chart: Before” to the chart in Figure 6, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

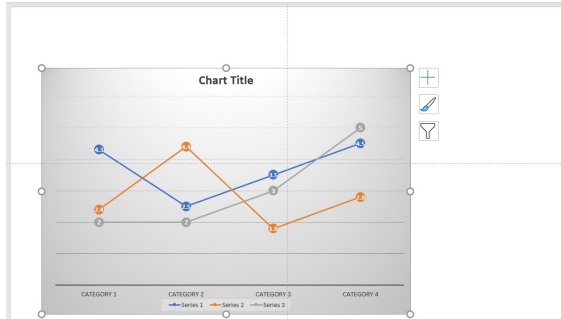


Figure 5: Chart: Before

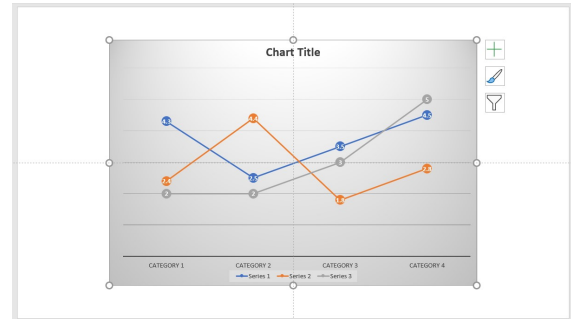


Figure 6: Chart: After

(Pages: 1126 – 1133) (7.14 points)

9. 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)

10. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

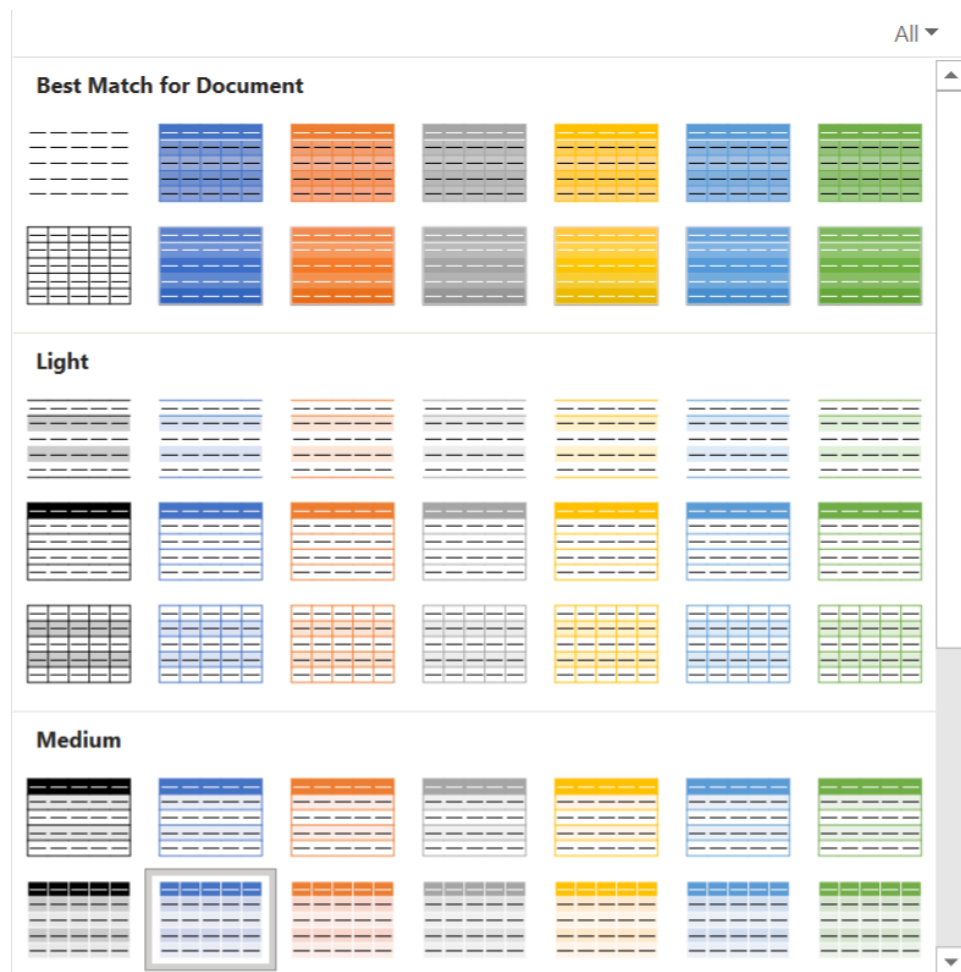


Figure 7: Many options

(Pages: 1074 – 1078) (7.14 points)

11. You are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “My Slides: Changed”?



Figure 8: My Slides



Figure 9: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

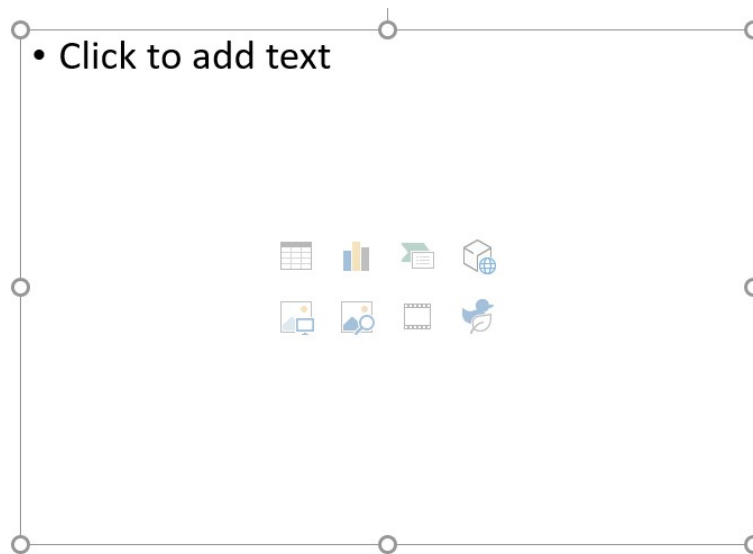


Figure 10: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

13. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)



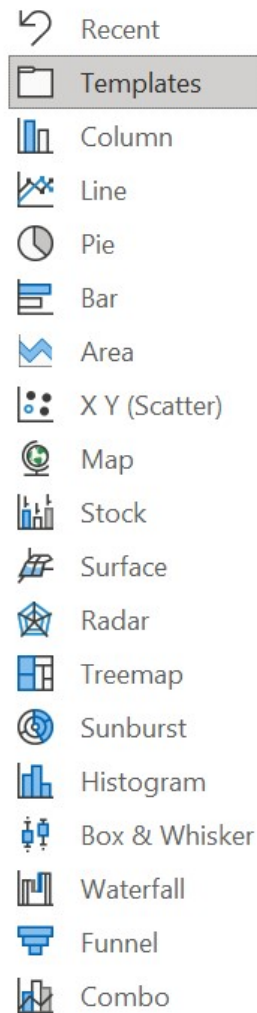


Figure 11: Long Menu

14. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)

Just a Title

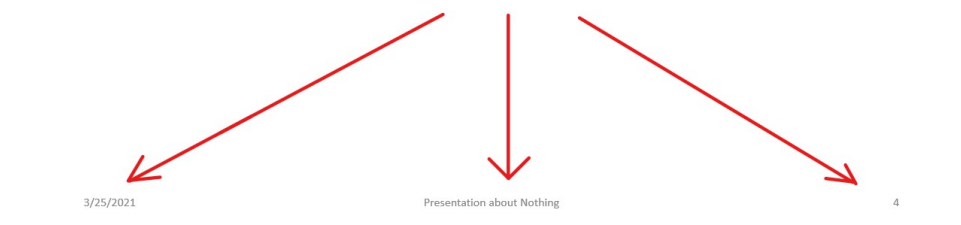


Figure 12: What is This

(Pages: 967 – 970) (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. Explain **one** way to open the Word Application on a Windows 10 computer.

(2.5 points)

### PowerPoint

17. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(2.5 points)

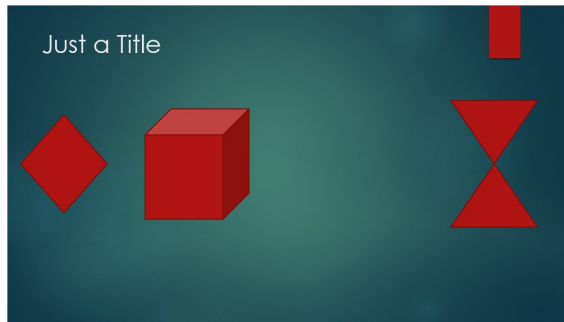


Figure 13: My Shapes

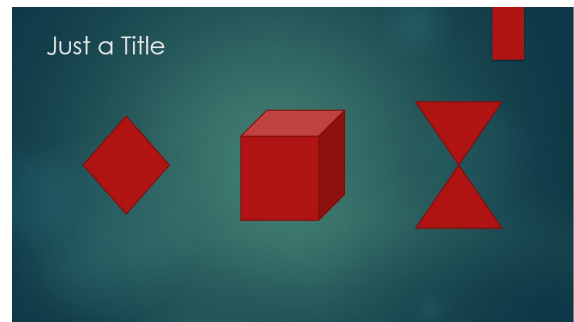


Figure 14: My Shapes: Moved

18. (a) What is the object displayed in Figure 15?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

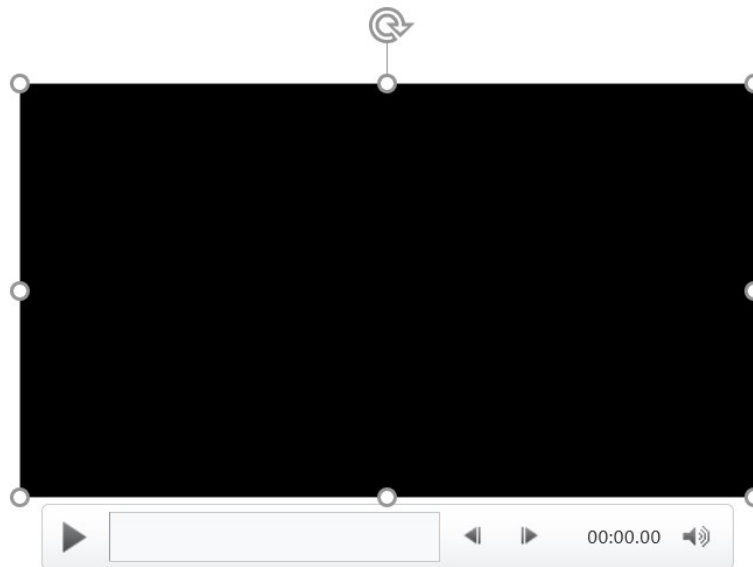


Figure 15: Object with Buttons

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

