Instructions

Updated: 08/23/2023, 00:43

- 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. Name **two** commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

2. 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)

3. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 - 441) (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".

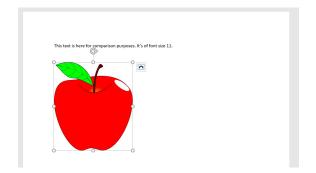


Figure 1: Apple: Before

(Pages: 514 - 516) (7.14 points)

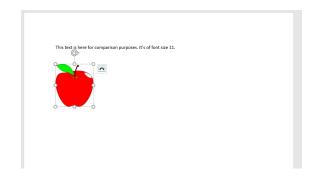


Figure 2: Apple: After

5. 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?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas Iorem sapien, portitior quis fringilla et, suscipit eu nist. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mie, commodo fermentum ante, suspendisse i la curama liquib. Donec ut or oin not lesis isacilis venenatir non at sapien. Maecenas tincidunt rulla dam, id tempor ante viverra quis. Vestibulum in Iorem risus. Donec impedite crussa utifice. Ettiam quis crussa ex.l. Morbi est elli, placera et odio vei, luliamoroper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed voluțuat ipsum risulta, et nôncus nist honcus pretium. Lorem ipsum doior sir amet, consecture adipiscine gile il-Phaselli. in blandit neque, in sempre enim. Etiam ullamoroprer ac tellus vitae tempus. Nullam consequat quam si amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra uma. Donec tempus in libero eu suscipit. Present port na eque un reque luctus interdum. Suspendisse at pharetra dui. Morbì quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum trisique odo insi, sed cincidunt semi sculis a. in ornare, purus quis fermentum interdum, metus mure sagititis sem, eu mollisi libero ipsume uruna. Sed vierre um na nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudni, iaculis turpis id, maximus tellus. Presenti di massi diam. Presente milesauda sodales mi, a imperdiet mauris vivera eu. Nam voltopta, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Presente rida fisicisis eros, eget ultricies turpis. Casi diginishi mas ust anter elfi finibus, e ug avvida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feuitata autor. Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non conque elit mautis erincturi terus cui pis, non seripen rectus viveria sit annet. Dus bianon terini rinuia, inoi tongui eleifend non. Dius a cenim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibha, tristique aliquam sem. Ut ac sem at eros luctus portitior. Aliquam erat volutpat. Aenean viverra enir quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum digniss

Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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 ultrices. Etiam quis cursus ex. Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et

quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus

nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sei ni tristique odio nisi, sei ni tristique odio nisi, sei ni ornare, puru squi ferementum interdum, metus nunc sagittis sen, eu mollis ilibero ipsum eu urna. Sedi vivera urna nee eta suscipit, quis ulumeroper nil blandit. Nam ved quam solifictulin, iaculis tripris id, maximus chelbus, Praesent rid massa diam. Praesent malesuada sodies mi, a imperdiet mauris viverra eu. Nam volutpat, arcui di suscipit hendrent, nial sapien vestibulum mi, ut.

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 laoreet
molestie. Phasellus mattis laoreet
molestie. Phasellus mattis laoreet nulla justo, et consequat era pellentesque a. Nullam quis orci est. Mauris at massa

leo, venenatis pharetra dui.
Ut pharetra eleifend est sed
placerat. Maecenas at tortor
leo. Sed lectus nisi, dapibus
in metus quis, blandit

Figure 4: My Text Layout: After

6. What is the purpose of the following partially-shown dialog box in Figure 5?

					?	X
	Web site	~	<u>L</u> anguage	Default		~
Bibliography Fields for M	/LA					
Author					Edit	
	Corporate Author					
Name of Web Page						
Year						
Month						
Day						
Year Accessed						
Month Accessed						
Day Accessed						
Medium						
Show All Bibliography	r Fields					
<u>T</u> ag name				ОК	Cance	al
Placeholder1				- OK	Carico	51

Figure 5: Dialog Box

(Pages: 569 - 570) (7.14 points)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 - 391) (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. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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 6: What is This

(Pages: 967 - 970) (7.14 points)

9. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 - 964) (7.14 points)

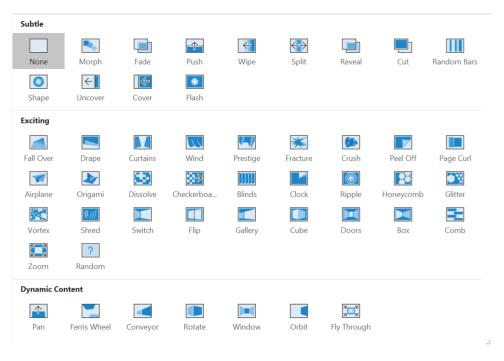


Figure 7: Many Options

- 10. The bulleted list in Figure 8, "My List" was converted into the object displayed in Figure 9, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 9, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- About Access

Updated: 08/23/2023, 00:43

Figure 8: My List

(Pages: 930 - 937) (7.14 points)

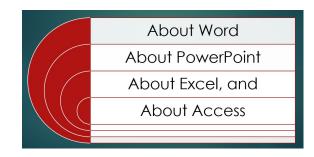


Figure 9: My New List

11. 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)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint**: Look at the screenshots given on the textbook pages listed below.



Figure 10: My Slide

(Pages: 900 - 903) (7.14 points)

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

14. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 11? Your answer must use the box shown in that Figure.

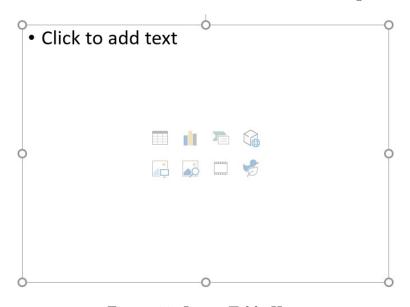


Figure 11: Insert Table Here

(Pages: 1055 - 1059) (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. Suppose you are working on the SmartArt graphic in Word in Figure 12, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 13, "SmartArt: After"?

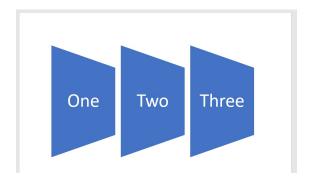


Figure 12: SmartArt: Before

One Two

Figure 13: SmartArt: After

(2.5 points)

16. Where should you click to change the watermark in the picture 14, "Watermark: Before" to the watermark in the picture 15, "Watermark: After"?(2.5 points)

PowerPoint

17. You are 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 16, "My

Lorem jasum dolor sit armet, consectetur adipiscing elit. Maecenas forem sapien, portitlor quis fringilla et, suciçit en Indi. Vestibulum a hendriert artur. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendias el da cumisani ligidio. Donec ut ori non tella siculi veneresta non at sapien. Maecenas tincidunt nulla diam; (a tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus utities. Estian quis cursus ex.

Morbies et lift, placerate et dois vei, lullamcorper eutimod est. Ut laoreet diam quis quam interdum, et finibus anne tempus. Dones fringilla ipsum rissu, is dosilicitudin neque eutimod ut. Sed volutapat ipsum nibis, ac rhonous nibis rhonous pertium. Orzem ipsum doris st amet, consecteur adiplicing ellit. Phase in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam amet lioreet ultricies. Vestibulum ipsum tortor, rhonous at cloir in, dapbus pharetra uma. Donec tempus in libero eu suscipit.

amet laoreset ultricies. Vestibulum isjum tortor, rhonous at dolor in, dapibus pharetar uma. Done tempus in libero su suscipit.

Praseent porta neque ut neque luctus interdum. Suspengisse at pharetar skul. Morbit quis tellus commodo, ultricia arut a, elementum isi. Ul veiti urus, eamonai of orase neterdum, accuman quis sapien. Vestibulum tristique odio risi, sed tincidunt sem laquita in orasee, passe quis fermentum interdum, mettu outra agitis sem, e umolisi libero juvoras usura. Sod vivera rase ance esti suscipit, ultamocroper rial blandit. Nam vel quam sollicitodin, lacuis surpriss, maximus tellus. Trassenti d'amount della della compania del

massa feuglat auctor.

Mauris efficieur tellus turpis, non émper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac anim sed enim convalis tempus di necessi funcio doir ligula, ormare ut ribb a, tristique alliquam sem. It ac aven are resi factus protifico. Alguam era violopta. Aleguam era violopta. Amena vivera enim quis facilias vastribulum. Cultique corrum tacilis dolor. Vivamus at ipsum metus. Vestibulum dignissim en ac escassi allumoroper tristique. Morbi non enim condimentum, condimentum mi vei, facilius vivera enim quis facilias vastribulum. Cultique corrum tacilis dolor. Vivamus at ipsum metus. Vestibulum dignissim en ac mac essas allumoroper tristique. Morbi non enim condimentum condimentum mi vei, facibus veitil. In es faciliis aguam. Pelientesque vei magna at maujis laoreet molestie. Phasellus mattis nulla justo, et consequat erat pelientesque a. Nullam quis orci est. Mauris at messa arcu.

Quisque consectetur its amet lorem et vulgutate. Allquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neciue, nec accumsan enim suscipit aed. Mauris ale condimentum leo, venenasis haretar diu. Ul pharetar alciul. Pharetar alcielle que si de placerat. Maccanas at toror leo. Sed lectus nisi, alcipibus in metus quis, blandit ullamoraper sprisi. In asplen libero, finibus non mollis eu, tempor sit amet lacus. Morbi dolo lacus, scelerizque indi na, accumana dappibus leo. Mauris in justo metus. Nulla lacinia, umra sit amet ormare congue, massa sellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras avuis posuere protitico. Ul sagiti sepine ac uma consequat, eu lacreet diu. Curabitur. Fusce convalis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

restibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit odales. Mauris suscipit vestibulum est. Pellentesque nec fringilla ileo. Ut dolor ipsum, aliquet vel illamcorper non, solicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend um gestas eget. Moti quia nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris ileo. Nulla!

Lorem josum dolor sit amet, consectetur adipliscing elit. Maecenas lorem sapien, portititor quis fringi et, suscipi eu nisi. Vestibulum a hendrent acru. Curabitur sem nunc, vestibulum a mi et, commodo firementum acu spuendisse si accuman ligula. Done u curo rion netilla issiciu seneratis no at sapien. Maecenas sincidum tuilla disim, il tempor ante viverra quis. Vestibulum in lorem risus. Done imperdiet cursu sitrice. Elitan quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla i psum risur, id sollicitudin neque euismod ut. Sed volutpat i psum nih), a crhoncu sin i fonnous pretium. Lorem i psum odio sit amet, consecturu adipicine gelli. Fhasel in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam annet laoreet utricies. Vestibulum i psum tortor, rhoncus at dolor in, dapibus pharetra urns. Donec tempus in libero eu suscipit.

acilisis quam. Pellentesque vel magna at mauris laoreel molestie. Phasellus ma Juat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

consequent erar perentesque a invalam quis oric est. mauris agricus de massa arci.

Outlaque consecturu si atmen torem evulpattae. Allquar at massa arci.

Morbi imperdiat sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenati pharetra dui. Ut pharetra eleifend est sed piacerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metura quis, blandu tilancorper turpis. In sapien libero, finibus nom molite se, tempor sit ament lacus. Morbi odol lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, uma amet ornare conspe, massa tellus lobortis sem, vitae pretium lorem oric eu massa. Curabitur quis placerat risus. Cras varius posuere portitior. Ut sagititis sapien ac uma consequat, eu lioreet elit tricidurit. Fusce consullis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit vestioulum consimentum sociales corror, a semper leo maiessada in, waecenas piacerat neiorients sociales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, alliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urn egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 14: Watermark: Before

Figure 15: Watermark: After

Slides". Where should you click to change the Slides tab to the one in Figure 17, "My Slides: Changed"?

(2.5 points)

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 18?

(2.5 points)

Updated: 08/23/2023, 00:43

– End of Midterm Exam –



Figure 16: My Slides



Figure 17: My Slides: Changed



Figure 18: Button with Arrow

Congrats for completing the Midterm exam!

