

## 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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- **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 text layout in picture 1, “My Text Layout: Before” to the one in the picture 2, “My Text Layout: After” inside a Word document?

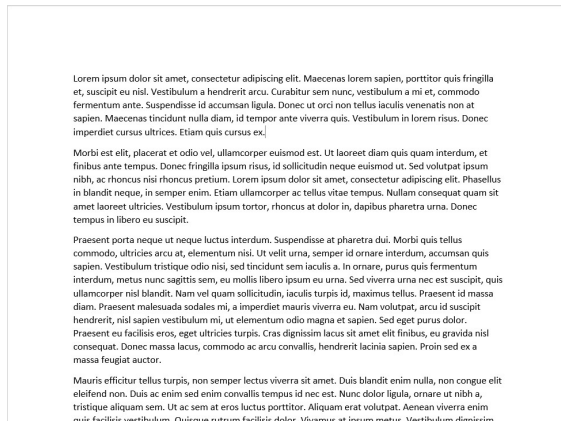


Figure 1: My Text Layout: Before

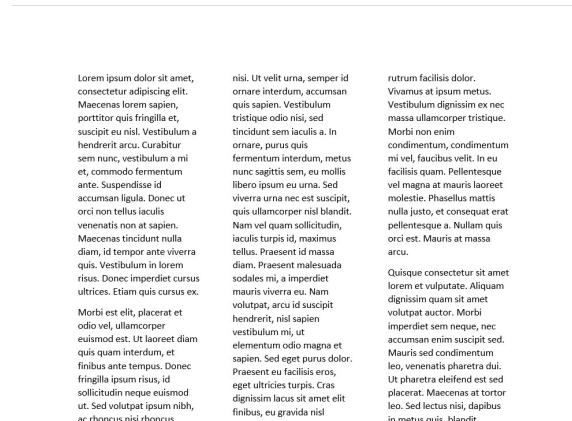


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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

(Pages: 365 – 366) (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. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
| Info     | Info     |

Figure 3: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
|          |          |
| Info     | Info     |

Figure 4: Table: After

(Pages: 494 – 498) (7.14 points)

5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

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

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

7. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (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 click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?

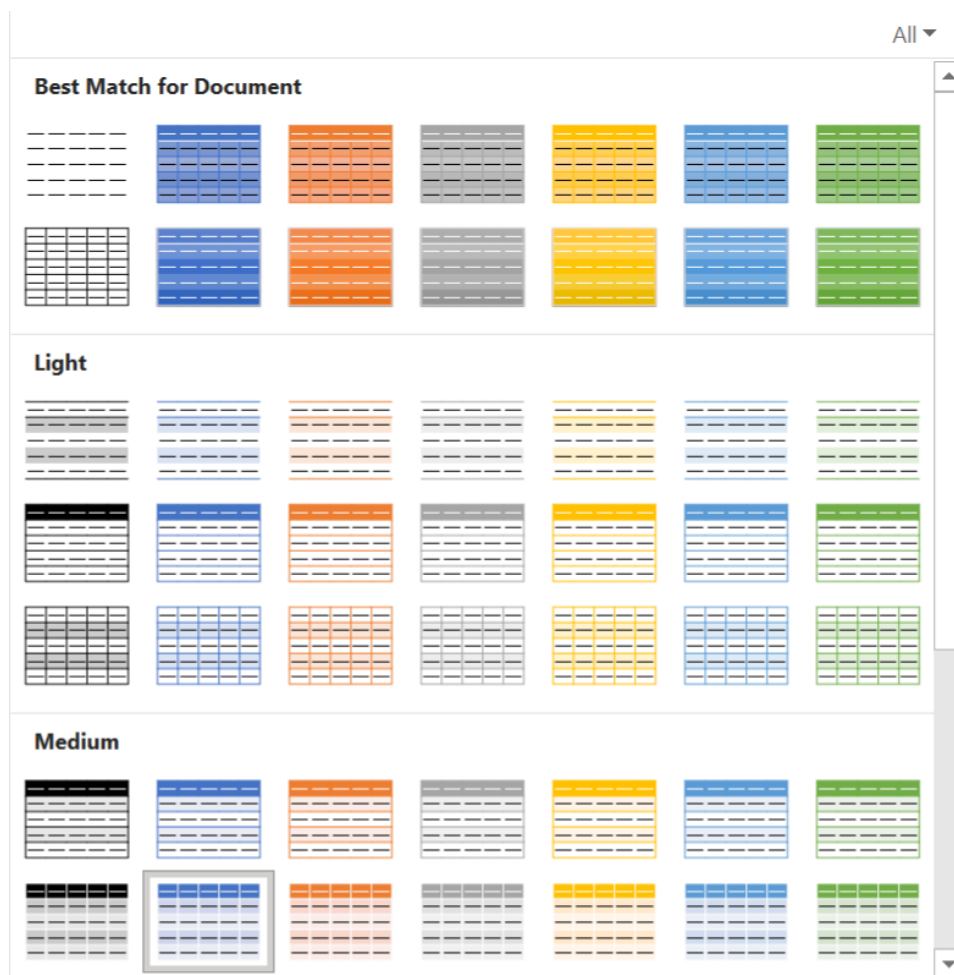



Figure 6: Many options

(Pages: 1074 – 1078) (7.14 points)

9. (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?



Click to add title

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Figure 7: Object/Box

(Pages: 880 – 883) (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?

(Pages: 1116 – 1123) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?

(Pages: 443 – 446) (7.14 points)

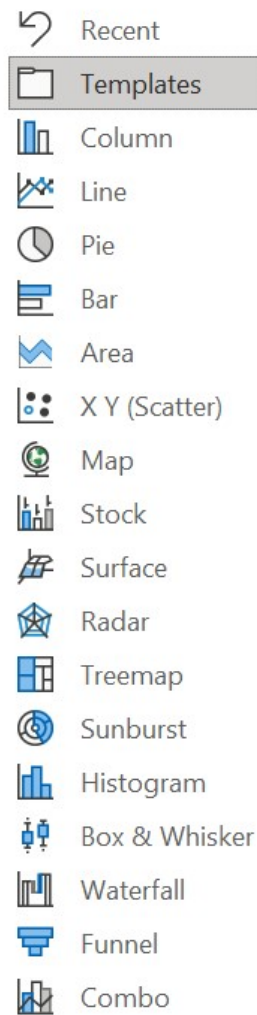


Figure 8: Long Menu

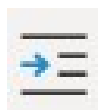


Figure 9: Button with Arrow



12. 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 10, “My Slides”. Where should you click to change the Slides tab to the one in Figure 11, “My Slides: Changed”?



Figure 10: My Slides



Figure 11: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

13. 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

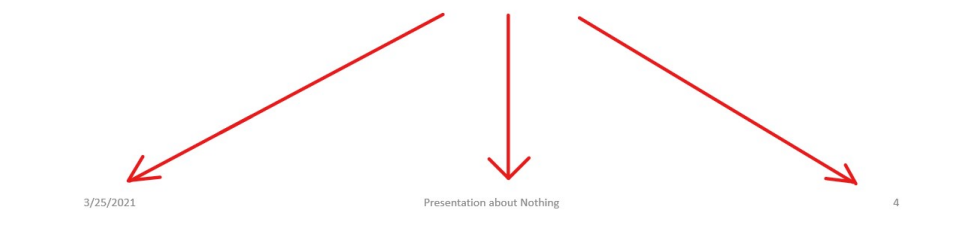


Figure 12: What is This

(Pages: 967 – 970) (7.14 points)

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

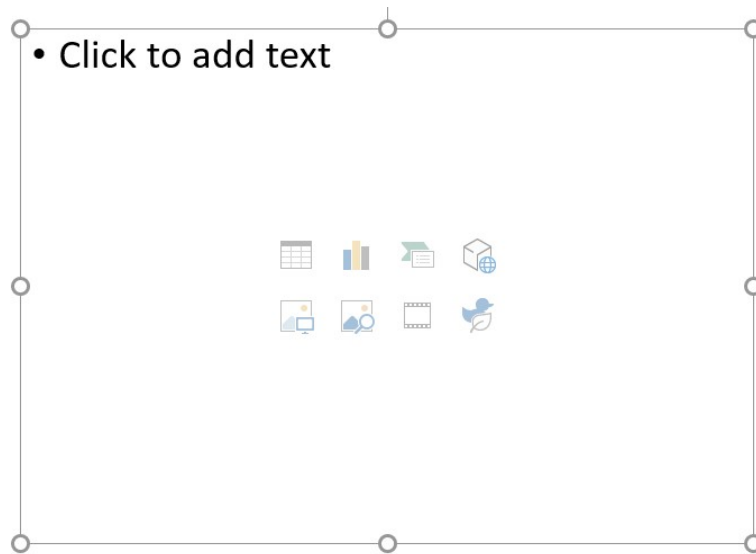


Figure 13: Insert Picture Here

## Extra Credit

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

### Word

15. Where should you click to change the watermark in the picture 14, “Watermark: Before” to the watermark in the picture 15, “Watermark: After”?

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Figure 14: Watermark: Before

(2.5 points)

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Figure 15: Watermark: After

16. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(2.5 points)

## PowerPoint

17. 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.

(2.5 points)

18. The bulleted list in Figure 16, "My List" was converted into the object displayed in Figure 17, "My New List". Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 17, "My New List"?)

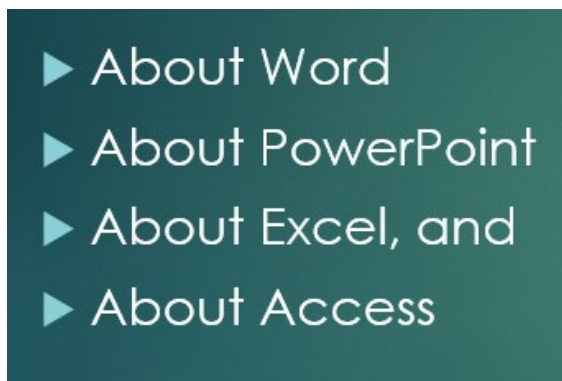


Figure 16: My List

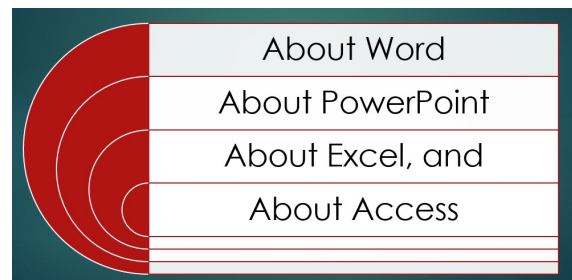


Figure 17: My New List

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

