

## 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: 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  $\infty$  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 **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

2. 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)

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. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

5. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

6. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

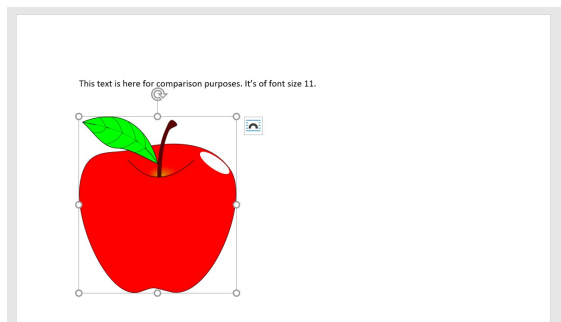


Figure 3: Apple: Before

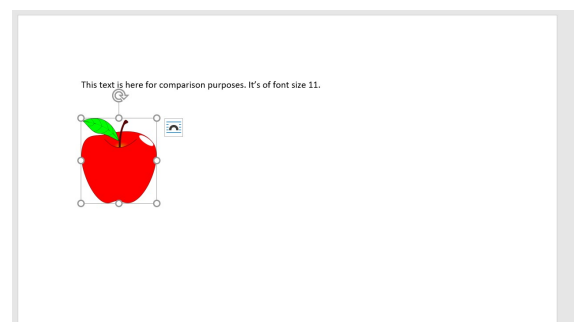


Figure 4: Apple: After

(Pages: 514 – 516) (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. (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?

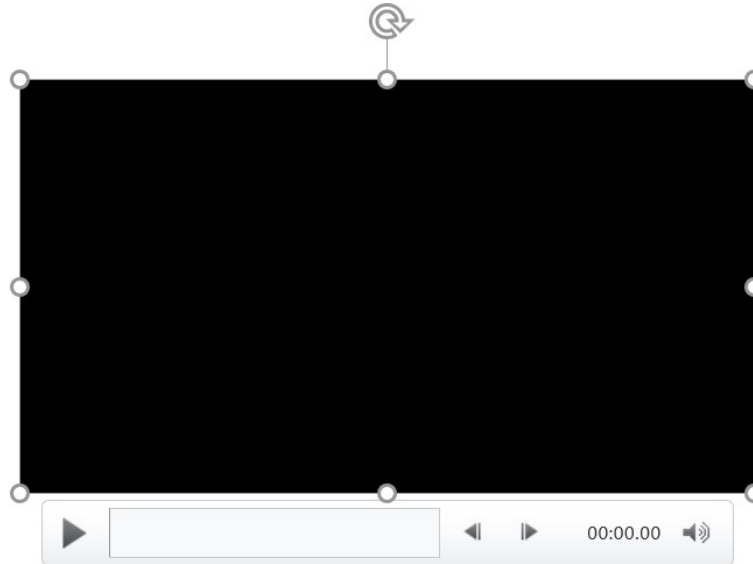


Figure 5: Object with Buttons

(Pages: 980 – 987) (7.14 points)

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 6? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

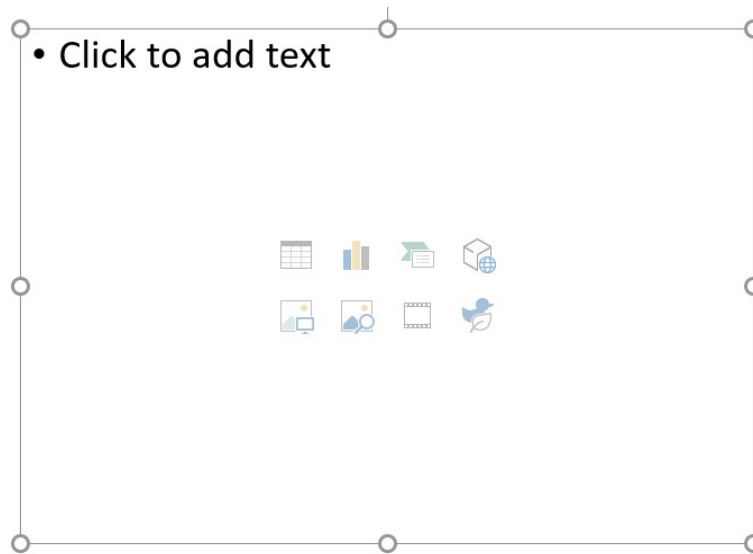


Figure 6: Insert Table Here

10. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

11. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

(Pages: 549 – 551) (7.14 points)

12. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

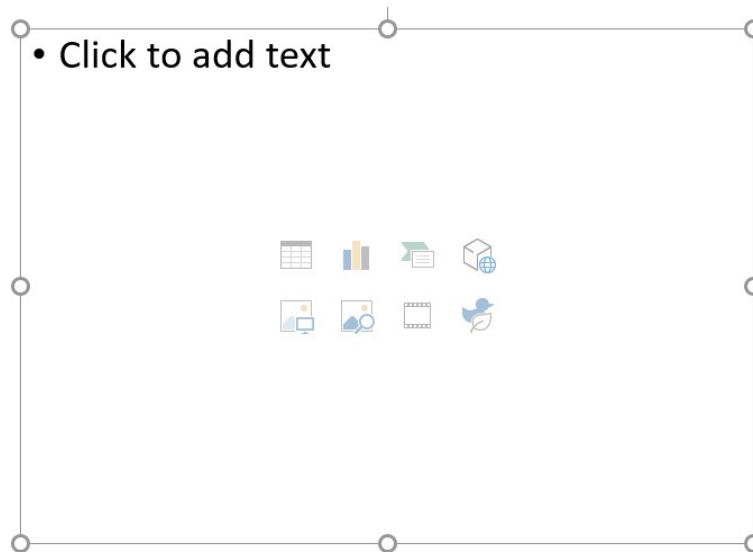


Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

13. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)



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

(Pages: 1155 – 1156) (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. Where should you click to change the table in Figure 10, “Table: Before” to the one in Figure 11, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 10: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 11: Table: After

(2.5 points)

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 12.
- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(2.5 points)

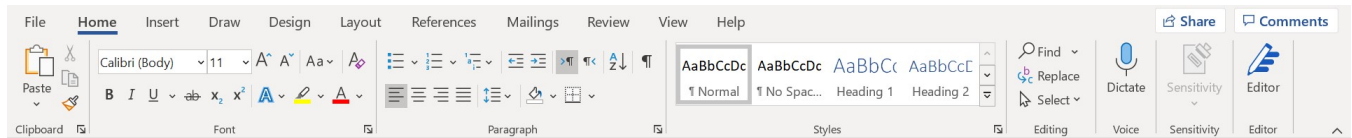


Figure 12: Window Area

## PowerPoint

17. Where do you need to click to change the chart in Figure 13, “Chart: Before” to the chart in Figure 14, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

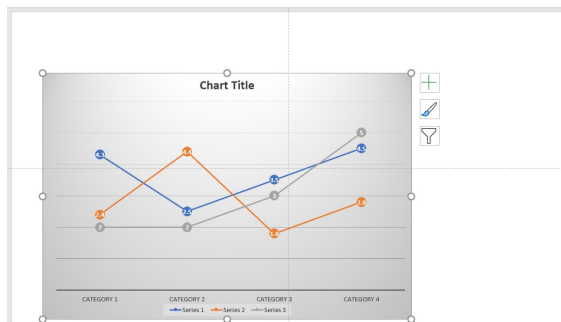


Figure 13: Chart: Before

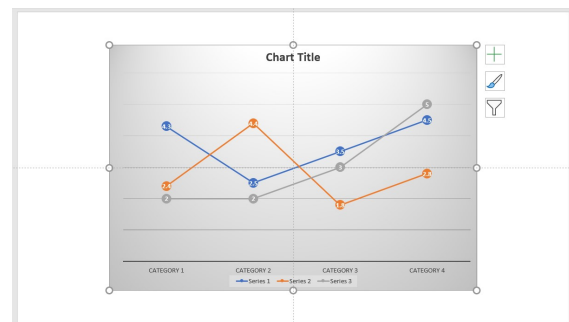


Figure 14: Chart: After

(2.5 points)

18. 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)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

