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### 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 ∞ 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

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### Word – Short Answer

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

- Name **two** commands/buttons on the Design tab of Word.  
(Pages: 557) (7.14 points)  
Two commands or buttons on the design tab of word are themes, and watermark.
- 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)  
Italics button I should click to change the text.
- Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?




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3. Suppose you are working on the SmartArt graphic in Word in Figure 1, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 2, "SmartArt: After"?



Figure 1: SmartArt: Before



Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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Select the SmartArt graphic. Click on the shape with the word "Three". Click the DELETE button on the keyboard

4. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to

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6. What are the Rulers in Word used for? Describe one use.  
(Pages: 454 – 459) (7.14 points)

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The Rulers can help you creating first-line indentation in a research paper.

7. Explain one difference between a .docx Word file and a .doc Word file.  
(Pages: 380 – 382) (7.14 points)

.docx (Word Document)—default Microsoft Word file, works with Microsoft Word 2007 and later. Improved scripts, macros, and other features from the older .doc.  
.doc (Word 97 – 2003 Document)—default Microsoft Word file from Microsoft Word 2003 and older.  
A .docx Word file belongs to the newest version of Word, while a .doc Word file

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

Select the text from which you want to make a hyperlink. Insert, after tab Link button (the Insert Hyperlink dialog box will open) and finally Click OK.

9. How can you insert a picture inside the object shown in Figure 3? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

• Click to add text

Figure 3: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

This object is the Content Placeholder. Click the Pictures icon inside this content placeholder to open the Insert Picture dialog box, and Scroll through the list of files on the Desktop to find that picture, then double-click the name of this picture, which will insert it into the slide, thus replacing the placeholder.

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10. Which button do you need to click to add the text pointed by the red arrows in Figure 4? (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

MONTREAL  
Presentation about Nothing

Figure 4: What is This

(Pages: 967 – 970) (7.14 points)

Click the Insert Tab then Click the “Header & Footer” button and Check the “Date and time” box, after Click on the Fixed radio button and Check the “Slide Number” box also Check the “Footer” box Type: “Presentation about Nothing” finally Click the “Apply to All” button to insert this footer.

Presentation about Nothing” finally Click the “Apply to All” button to insert this footer.

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?

Figure 5: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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It indent more. The quickest way to increase the list level of a single line is to hit the Tab key once. To increase and decrease multiple lines, select the text you want to change, then click the increase or decrease list level button as shown in the screenshot up.

12. (a) What is the object displayed in Figure 6?

button as shown in the screenshot up.

12. (a) What is the object displayed in Figure 6?  
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

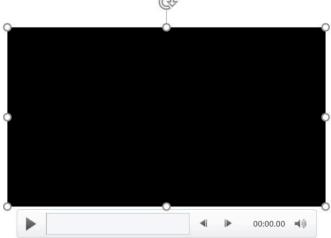


Figure 6: Object with Buttons

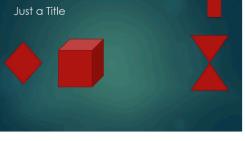
(Pages: 980 – 987) (7.14 points)  
 a) This is a video which inserted in the powerpoint slide to play.  
 b) When we click the triangle button, the video will play means we can watch it now.

13. How can you move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button

13. How can you move the shapes in Figure 7, "My Shapes" so that they are positioned like those in Figure 8, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.  
 (Pages: 939 – 943) (7.14 points)

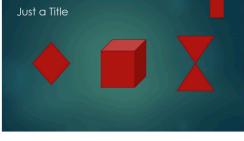
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Figure 7: My Shapes



Just a Title

Figure 8: My Shapes: Moved

1. The "Arrange" menu is found in the "Drawing" group of the Home tab.  
 2. You must select a specific object to arrange. For this example, the image of the flower on the left has been  
 3. The dropdown Arrange menu provides you a variety of options. Align will specifically position the selected object

14. If you were to click on an option from the menu in the Figure 9, what kind of object

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14. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide? (Pages: 1116 – 1123) (7.14 points)

A chart of the option you specify will be added to the PowerPoint slide.

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### Extra Credit

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

**Word**

15. (a) Why does Word show a strange colorful underline in the phrase in Figure 10?

The girl eat this.

Figure 10: 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.")  
(2.5 points)

(a) The word "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double underline under that word.  
(b) You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear. [Alternatively: open the Review tab, and click the

16. Describe one way in which you can change the picture inside a Word document shown

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16. Describe one way in which you can change the picture inside a Word document shown in Figure 11, "Apple: Before" to the picture shown in Figure 12, "Apple: After".




Figure 11: Apple: Before      Figure 12: Apple: After

(2.5 points)

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Select the picture then Click on any one of the 4 corner sizing handles (those white small circles on the picture's corners,) and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

**PowerPoint**

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

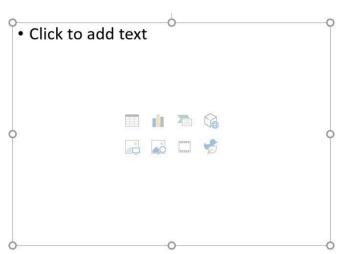


Figure 13: Insert Table Here

(2.5 points)

This object is a content placeholder. Click the "Insert Table" icon inside this content placeholder to open the Insert Table dialog box then Type 3 in the "Number of rows" box and 2 in the "Number of columns" box and Click OK for the table to be added

18. 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 14, "My Slides". Where should you click to change the Slides tab to the one in Figure 15, "My

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18. 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 14, "My Slides". Where should you click to change the Slides tab to the one in Figure 15, "My Slides: Changed"? (2.5 points)

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Figure 14: My Slides

Figure 15: My Slides: Changed

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Click on Slide 2 in the Slides tab/area and Drag it below the Slide  
3. When you notice that Slide 3 move above Slide 2, release the mouse. Now, the two slides exchanged their order!

- End of Midterm Exam -

10  
11  
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