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** \rightarrow **Midterm**.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the West End Building (WEB), at room 106.
- 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** \rightarrow "**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. Which button in Word should you click to change the text:

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 - 403) (7.14 points)

2. 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

(Pages: 556 - 560) (7.14 points)

Figure 2: Watermark: After

3. 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)

4. If a paragraph has 11 points of space below it, and the paragraph underneath has additional 9 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

5. 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)

6. 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?

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Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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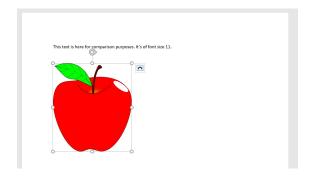
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Figure 4: My Text Layout: After

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".

(Pages: 514 - 516) (7.14 points)



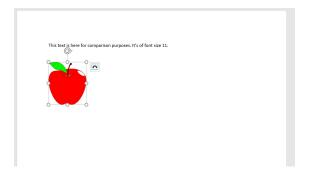


Figure 5: Apple: Before

Figure 6: Apple: After

PowerPoint - Short Answer

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

- 8. The bulleted list in Figure 7, "My List" was converted into the object displayed in Figure 8, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 8, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

About Word
About PowerPoint
About Excel, and
About Access

Figure 8: My New List

(Pages: 930 - 937) (7.14 points)

9. 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 9, "My Slides". Where should you click to change the Slides tab to the one in Figure 10, "My Slides: Changed"?



Figure 9: My Slides



Figure 10: My Slides: Changed

(Pages: 907 - 908) (7.14 points)

10. 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?



Figure 11: Long Menu

(Pages: 1116 - 1123) (7.14 points)

11. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

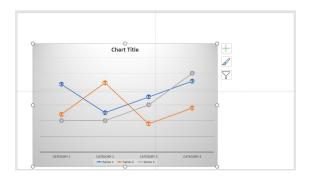


Figure 12: Chart: Before

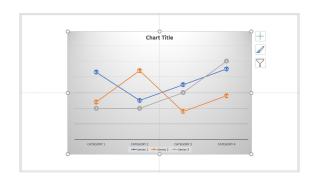


Figure 13: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 967 - 970) (7.14 points)

13. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.

Just a Title



Figure 14: What is This



Figure 15: Many Options

(Pages: 885 – 889) (7.14 points)

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

(Pages: 524 - 529) (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. 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.

(2.5 points)

16. What is change has been made to the picture in Figure 16, "Dino: Before", so that it became the picture in Figure 17, "Dino: After"?

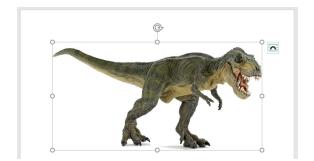


Figure 16: Dino: Before

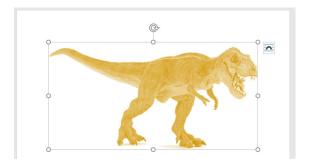


Figure 17: Dino: After

(2.5 points)

PowerPoint

- 17. (a) What is the name of the PowerPoint object appearing in the Figure 18?
 - (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 18: Object/Box

(2.5 points)

18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 19? Your answer must use the box shown in that Figure.

(2.5 points)

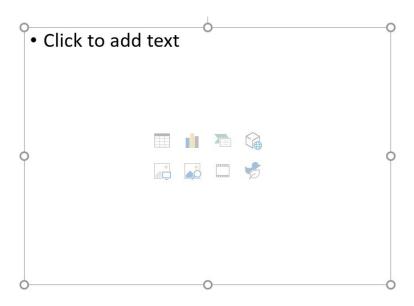


Figure 19: Insert Table Here

– End of Midterm Exam –

Congrats for completing the Midterm exam!

