

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 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** → “**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. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 18 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.

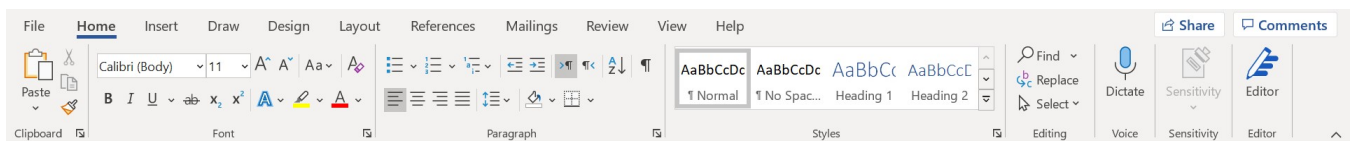


Figure 1: Window Area

- (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)

3. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

4. 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)

5. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don’t write about how you add your last name and page number.)
(Pages: 470 – 473) (7.14 points)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

the colroful flower

Figure 2: 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.”)
(Pages: 419 – 423) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. How can you insert a picture inside the object shown in Figure 5? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

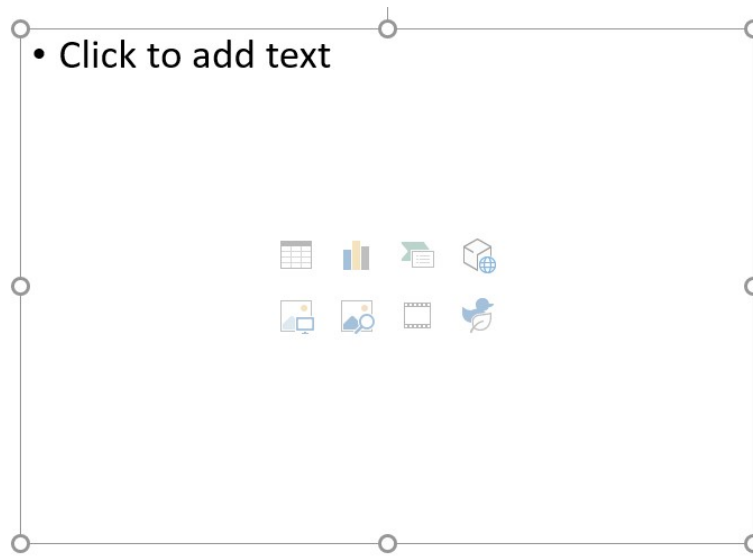


Figure 5: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)



Figure 6: Many Options

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

(Pages: 524 – 529) (7.14 points)

11. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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

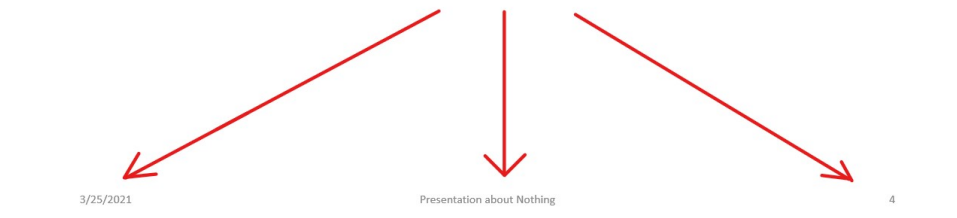


Figure 7: What is This

(Pages: 967 – 970) (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 8? **Hint:** Look at the screenshots given on the textbook pages listed below.

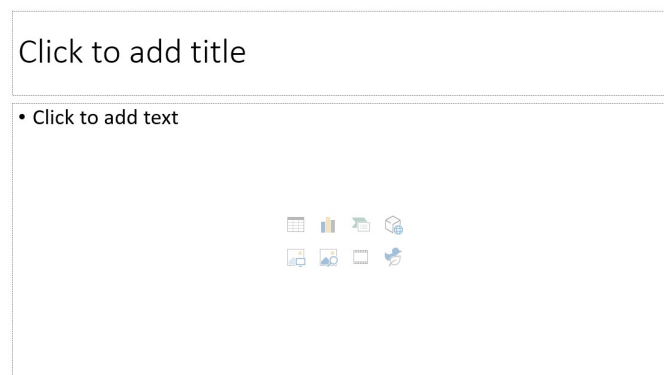


Figure 8: My Slide

(Pages: 900 – 903) (7.14 points)

13. 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)

14. 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.

(Pages: 883) (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. What is the purpose of the following partially-shown dialog box in Figure 9?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu at the top. Below this, there are several input fields: "Author" (with an "Edit" button), "Corporate Author" (checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" text, and "OK" and "Cancel" buttons.

Figure 9: Dialog Box

(2.5 points)

16. Name **three** commands/buttons on the Home tab of Word.

(2.5 points)

PowerPoint

17. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “My New List”?)

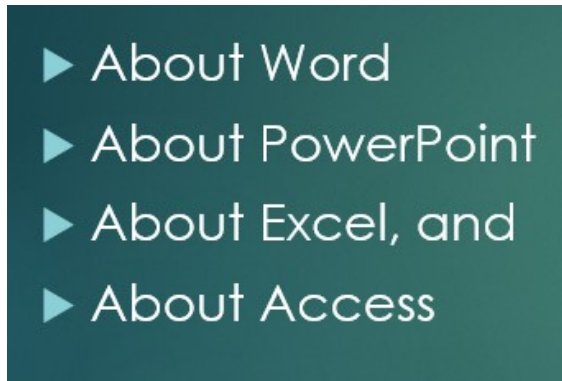


Figure 10: My List

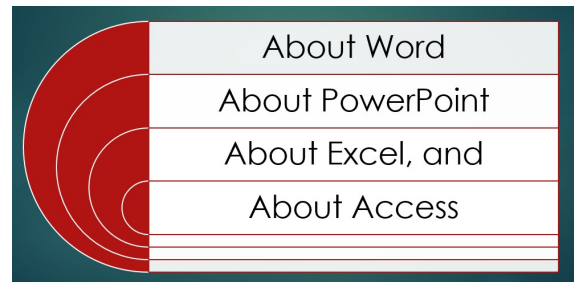


Figure 11: My New List

(2.5 points)

18. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?



Figure 12: Button with Arrow

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

