

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

	# 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 table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (7.14 points)

Figure 1 is a 2x3 table and Figure 2 is a 2x4 table. To change from Figure 1 to Figure 2, you should Click the last row → Right click the row → Click insert → Click rows above.

2. 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 it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

You could either (1) click on Quick Access Toolbar → 'Save' button, or (2) click Ctrl + S (Cmd + S on Mac), or (3) click File → 'Save' option (not 'Save As'). Either two of the options are good for the answer.

3. 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)

To change "Good morning!" and make it underlined, you should Select the text → Click the Home Tab → click the underline (U) button. You can also select the text → Ctrl+U for Windows, or Command+U for MacBook.

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: 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)

(a) The word "colroful" should be corrected to "colorful" because the word is wrong, so Word warns you by drawing a red underline under that word to tell you it's wrong. (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

5. The following text appears in a Word document:

Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 – 531) (7.14 points)

The clickability feature about which the question talks is called a “hyperlink”. To remove it, right-click over the text “United Nations” → click “Remove Hyperlink” to remove the hyperlink.

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, “Apple: Before” to the picture shown in Figure 5, “Apple: After”.

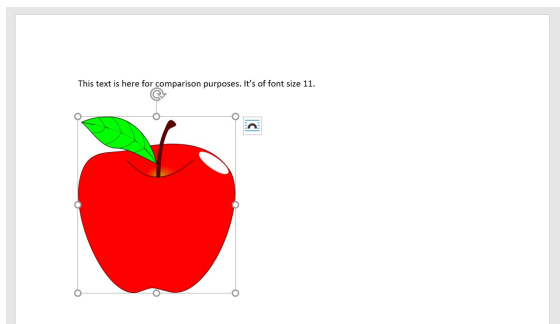


Figure 4: Apple: Before

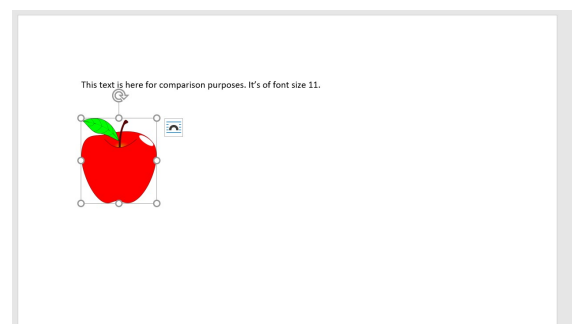


Figure 5: Apple: After

(Pages: 514 – 516) (7.14 points)

Select the picture → Click on any one of the 4 corner sizing handles and drag it towards the opposite corner (inwards the picture) until the picture becomes as small as needed.

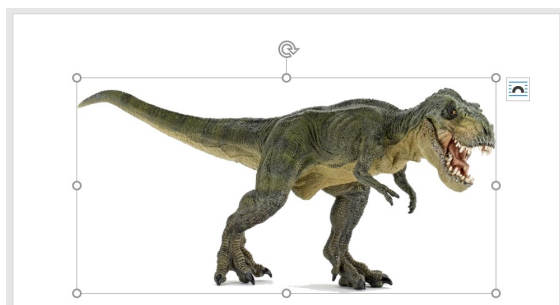


Figure 6: Dino: Before

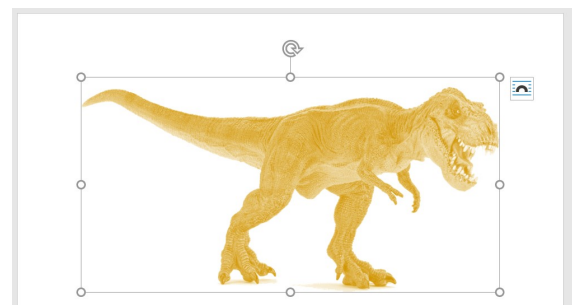


Figure 7: Dino: After

(Pages: 514 – 516) (7.14 points)

The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. To make this change, you can Select the picture → Click the Picture Tools: Format Tab → Click the Color button → Click on the Gold or Yellow color.

PowerPoint – Short Answer

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

8. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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

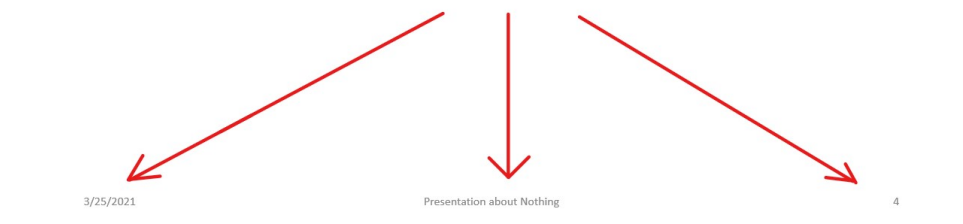


Figure 8: What is This

(Pages: 967 – 970) (7.14 points)

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

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

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

To duplicate a slide, you need to Click on the Slide you want to duplicate in the Slides tab/area → Right click the slide you want → Select the Duplicate Slide option and click on it.

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

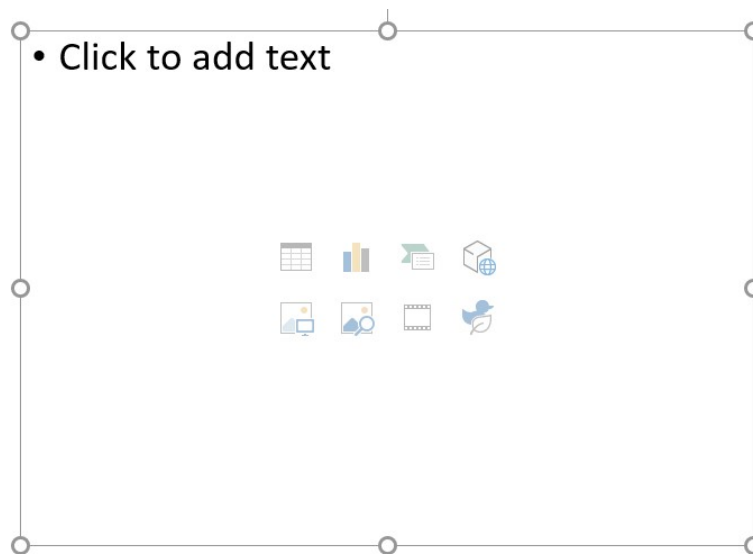


Figure 9: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

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

11. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 10: My Shapes

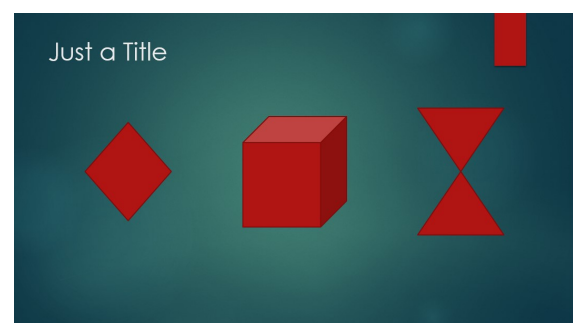


Figure 11: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

Select ALL the shapes together at the same time (to do that you can press and hold one corner of the slide and drag to another corner until all shapes are covered) → Click the Drawing Tools (Shape) Format Tab → Click the Arrange button → Click "Position in Top Center with Square Wrapping" → Click Align → Click Distribute Horizontally.

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

(Pages: 1155 – 1156) (7.14 points)

The Title Slide comes with placeholders for both the title and subtitle of the entire presentation, so it serves as the title of the presentation.

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages listed below.

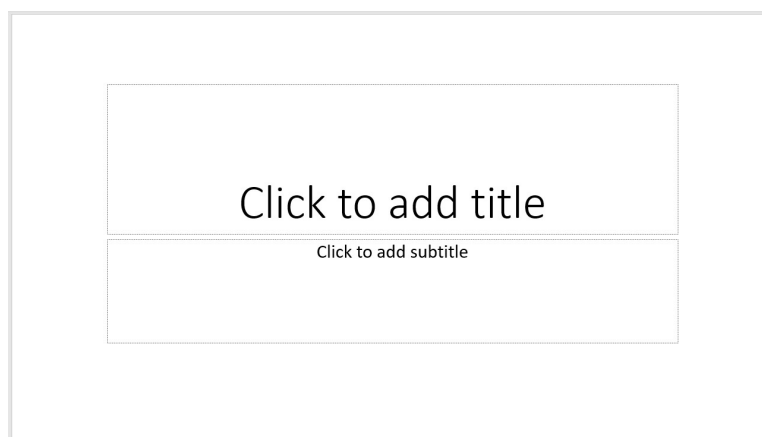


Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

This slide is of the type Title Slide.

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)

Transitions and Animations.

Extra Credit

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

Word

15. Explain **one** way to open the Word Application on a Windows 10 computer.
(2.5 points)

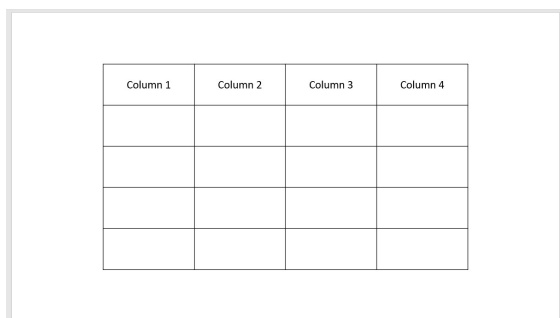
Click the Start button → scroll through the list of apps until the Word app name appears → Click the Word app name to open the app.

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

Select Layout Tab → Margins → Select Custom Margins → In Margins, use the Up and Down arrows to enter the values you want, in this case is 0.5 → Select OK when done.

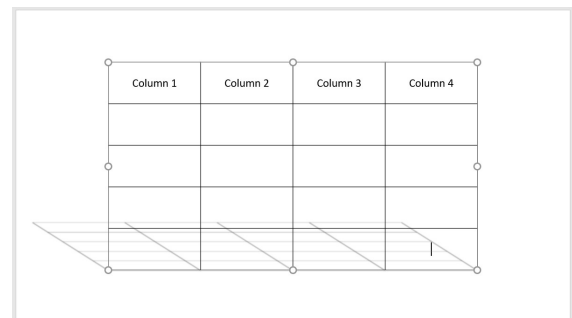
PowerPoint

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



Column 1	Column 2	Column 3	Column 4

Figure 13: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 14: Table: After

(2.5 points)

Select the table → click on the Table Tools: Design tab → Click on the Effects button → Move the mouse over the “Shadow” option → Click on the “Perspective: Upper Left” shadow option to add it.

18. (a) What is the name of the PowerPoint object appearing in the Figure 15?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 15: Object/Box

(2.5 points)

- (a) This is the placeholder of the Title, or “Title placeholder” shortly.
(b) You can either right-click it and choose “Cut” from the shortcut menu, or click its boundary and then click on the DELETE key.

– End of Midterm Exam –

Congrats for completing the Midterm exam!

