

## Instructions

- During the exam, you are **ALLOWED** to use the textbook, the Cheat Sheet on the next page, any notes, 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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- **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 **Course Documents** → “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. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 16 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

2. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

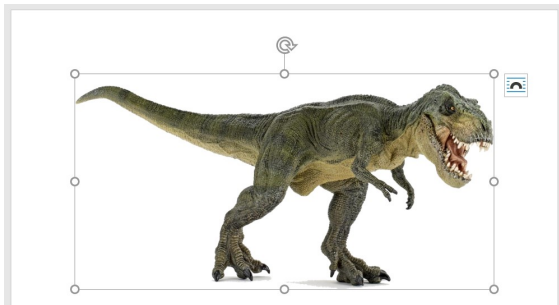


Figure 1: Dino: Before

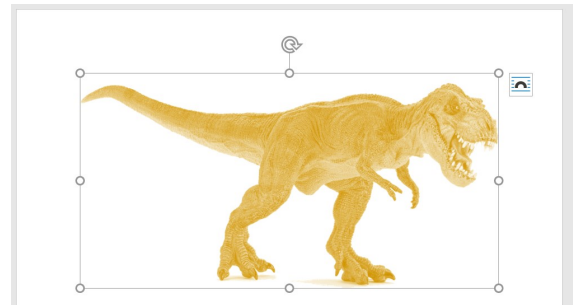


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

3. 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)

4. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

5. (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)

6. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

7. What is the purpose of the following partially-shown dialog box in Figure 4?

The dialog box is titled "Bibliography Fields for MLA". It features a dropdown menu for "Web site" and a "Language" dropdown set to "Default". The main area contains input fields for "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 the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 4: Dialog Box

(Pages: 569 – 570) (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. If you were to click on an option from the menu in the Figure 5, what kind of object would be added to the PowerPoint slide?

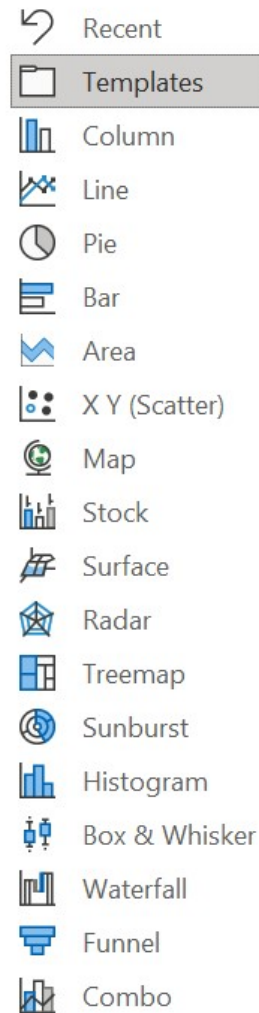


Figure 5: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

10. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

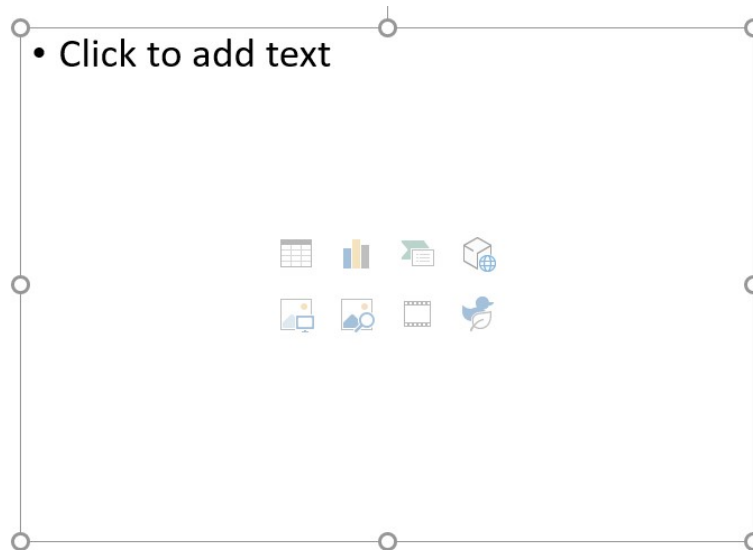


Figure 6: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

11. 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 7, “My Slides”. Where should you click to change the Slides tab to the one in Figure 8, “My Slides: Changed”?



Figure 7: My Slides



Figure 8: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

12. 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)

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

14. Which button do you need to click to add the text pointed by the red arrows in Figure 9? (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)



Just a Title

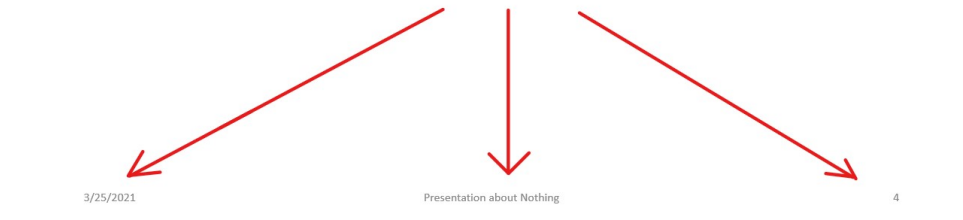


Figure 9: What is This

## Extra Credit

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

### Word

15. What does the button displayed in the Figure 10 do?



Figure 10: Multiple Pages

(2.5 points)

16. Where should you click to change the table in Figure 11, “Table: Before” to the one in Figure 12, “Table: After”?

(2.5 points)

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
| Info     | Info     |

Figure 11: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
|          |          |
| Info     | Info     |

Figure 12: Table: After

## PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 13?  
(b) Where do you need to click to delete/remove this object?

(2.5 points)

18. How can you move the shapes in Figure 14, “My Shapes” so that they are positioned like those in Figure 15, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(2.5 points)

Click to add title

Figure 13: Object/Box

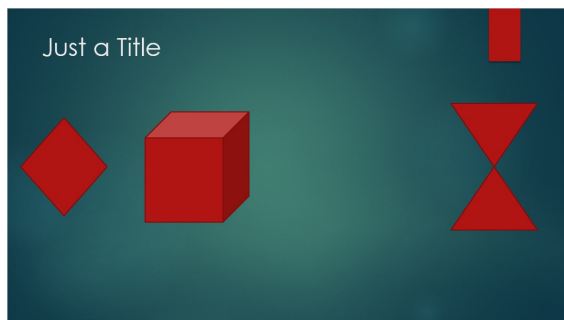


Figure 14: My Shapes

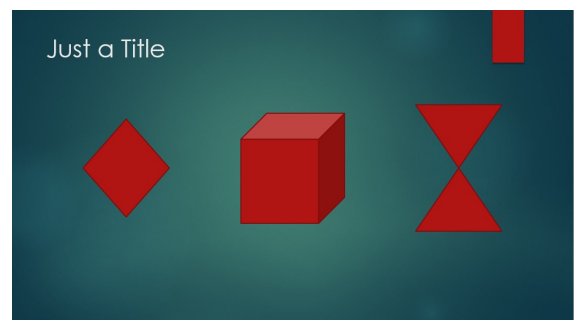


Figure 15: My Shapes: Moved

– End of Midterm Exam –

Congrats for completing the Midterm exam!

