

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. 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)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

the colroful flower

Figure 1: 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)

3. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

4. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)

5. 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)

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

7. 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)

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 table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 2? Your answer must use the box shown in that Figure.

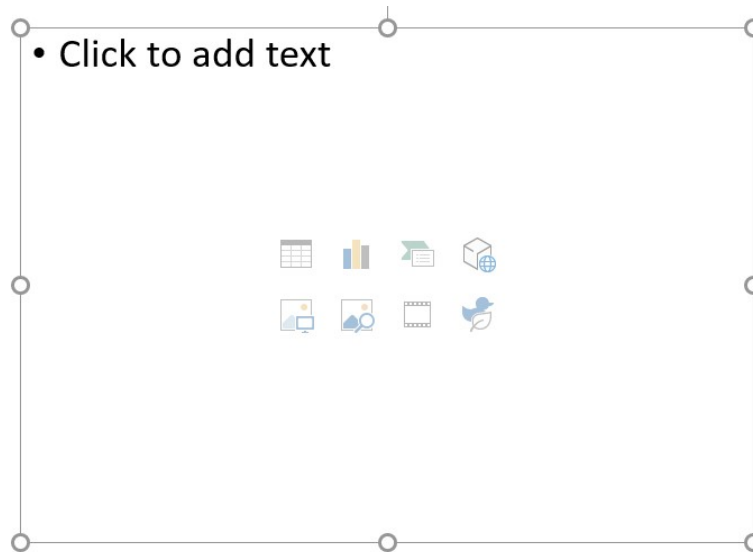


Figure 2: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

9. How can you move the shapes in Figure 3, “My Shapes” so that they are positioned like those in Figure 4, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

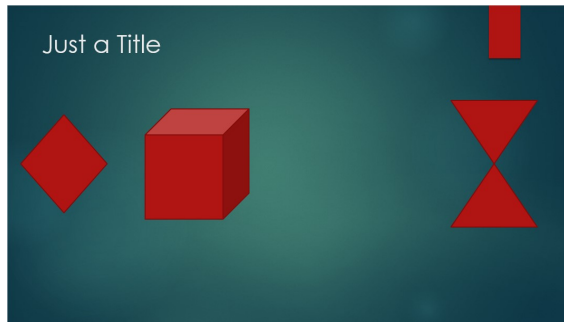


Figure 3: My Shapes

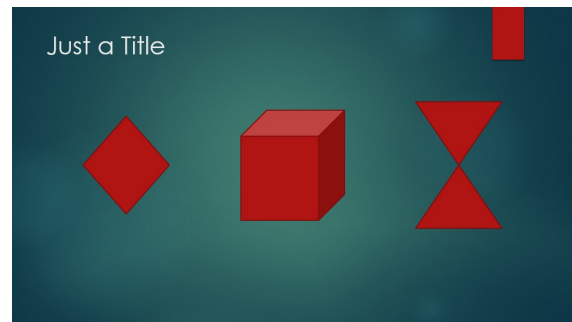


Figure 4: My Shapes: Moved

10. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

11. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

13. (a) What is the name of the PowerPoint object appearing in the Figure 5?

(b) Where do you need to click to delete/remove this object?



Figure 5: Object/Box

(Pages: 880 – 883) (7.14 points)

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

(Pages: 1155 – 1156) (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. You inserted an oval shape into your Word document shown in Figure 6, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 7, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

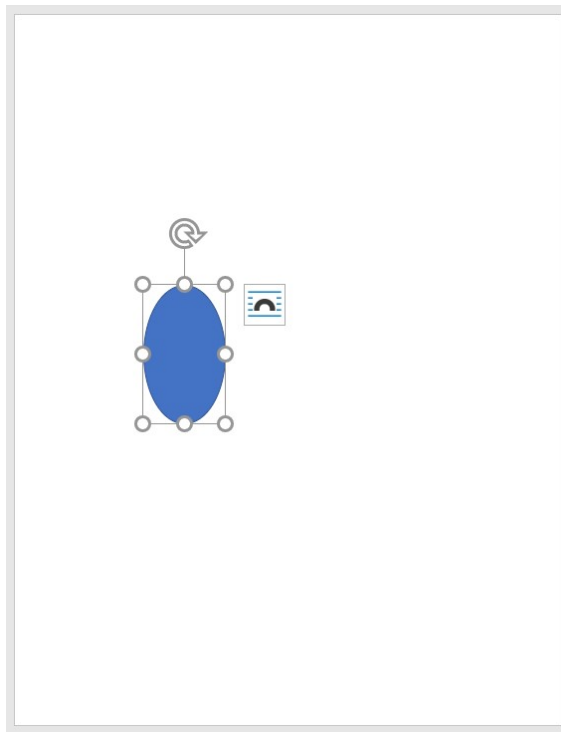


Figure 6: Added Oval Shape

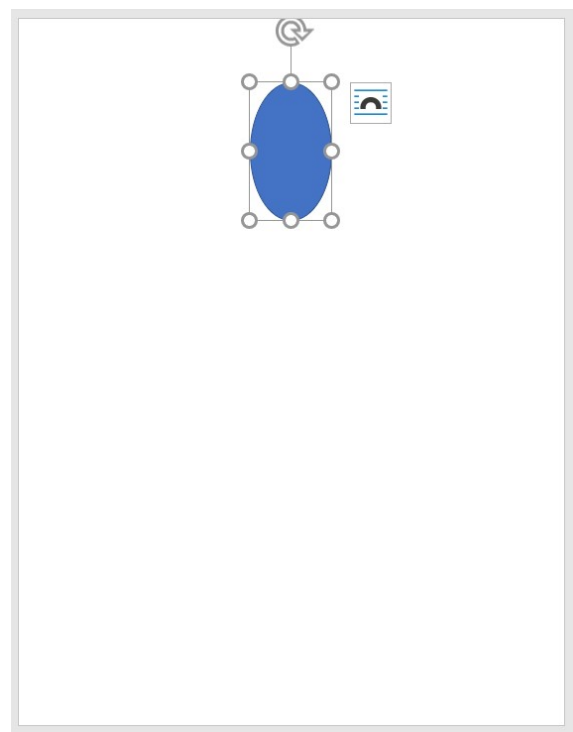


Figure 7: Moved Oval

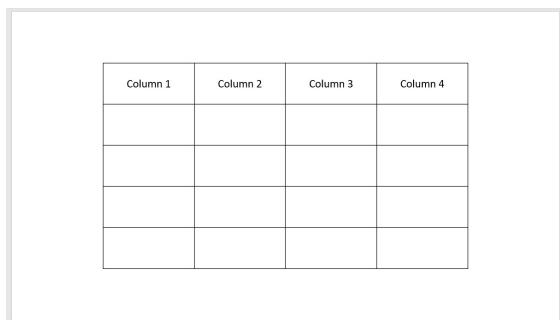
(2.5 points)

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

(2.5 points)

PowerPoint

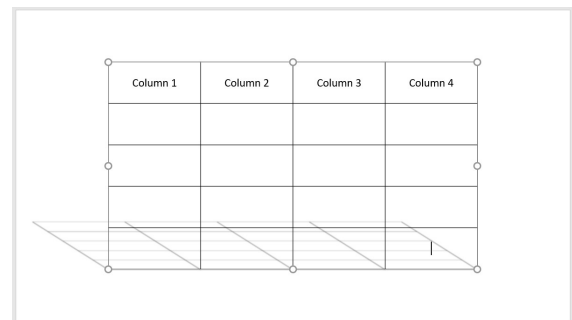
17. Where do you need to click to change the table in Figure 8, “Table: Before” to the table in Figure 9, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table is a simple grid with no borders or shading.

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: Before



A screenshot of a PowerPoint slide showing a table with 4 columns and 5 rows. The columns are labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the first row. The table has a light blue background and a thin border. The first row is highlighted with a darker blue background. The table is shown in a 3D perspective view with a shadow.

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: After

(2.5 points)

18. 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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

