

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: 09:30 AM – 10:45 AM. Exam Location: at the West End Building (WEB), Room 105 (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. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (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)

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Figure 2: Watermark: After

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

(Pages: 454 – 459) (7.14 points)

4. 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?

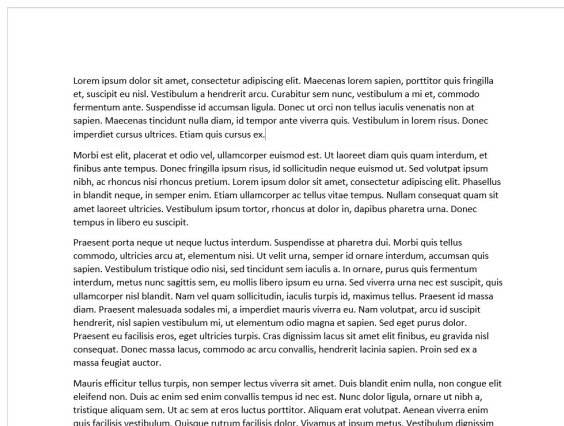


Figure 3: My Text Layout: Before



Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: 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)

6. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

7. What is the purpose of the following partially-shown dialog box in Figure 6?

(Pages: 569 – 570) (7.14 points)

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name Placeholder1

OK Cancel

Figure 6: Dialog Box

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 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.)

(Pages: 967 – 970) (7.14 points)

9. 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.

(Pages: 549 – 551) (7.14 points)

Just a Title

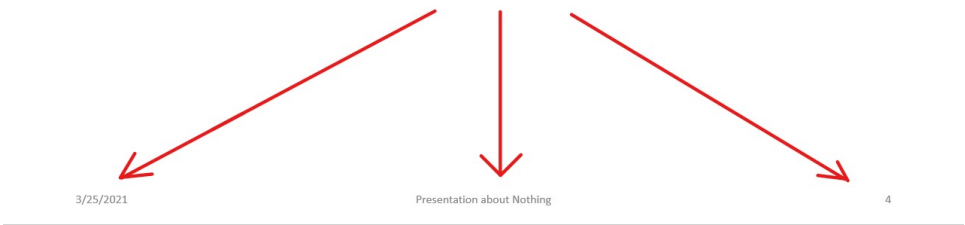


Figure 7: What is This

Column 1	Column 2	Column 3	Column 4

Figure 8: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: After

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?



Figure 10: Button with Arrow

(Pages: 443 – 446) (7.14 points)

11. The bulleted list in Figure 11, “My List” was converted into the object displayed in Figure 12, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 12, “My New List”?)

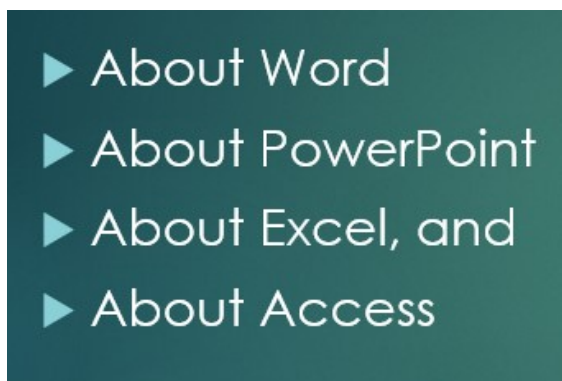


Figure 11: My List

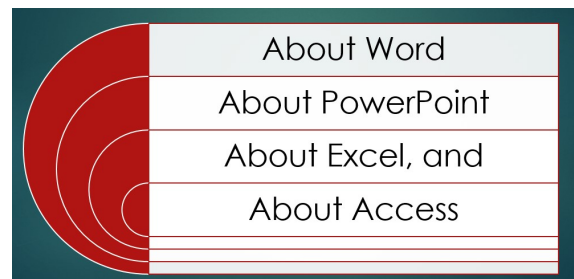


Figure 12: My New List

(Pages: 930 – 937) (7.14 points)

12. 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 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?



Figure 13: My Slides



Figure 14: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

13. (a) What is the object displayed in Figure 15?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 15: Object with Buttons

(Pages: 980 – 987) (7.14 points)

14. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(2.5 points)

16. Mention **two** ways to change the zoom of a Word document to 100%.
(2.5 points)

PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?
(b) Where do you need to click to delete/remove this object?
(2.5 points)

18. 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.
(2.5 points)

Click to add title

Figure 16: Object/Box

– End of Midterm Exam –

Congrats for completing the Midterm exam!

