

## 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  $\infty$  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. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

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

(Pages: 365 – 366) (7.14 points)

3. 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”?

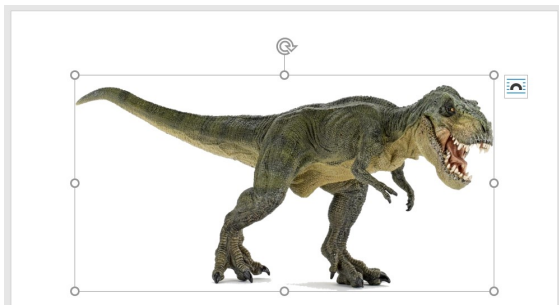


Figure 1: Dino: Before

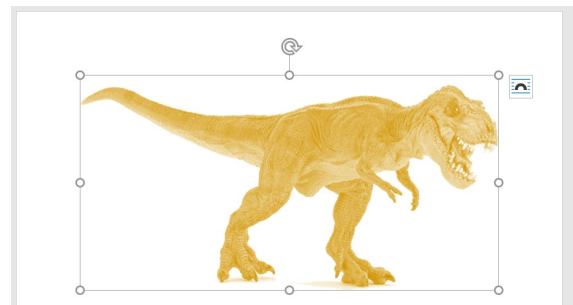


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 3?

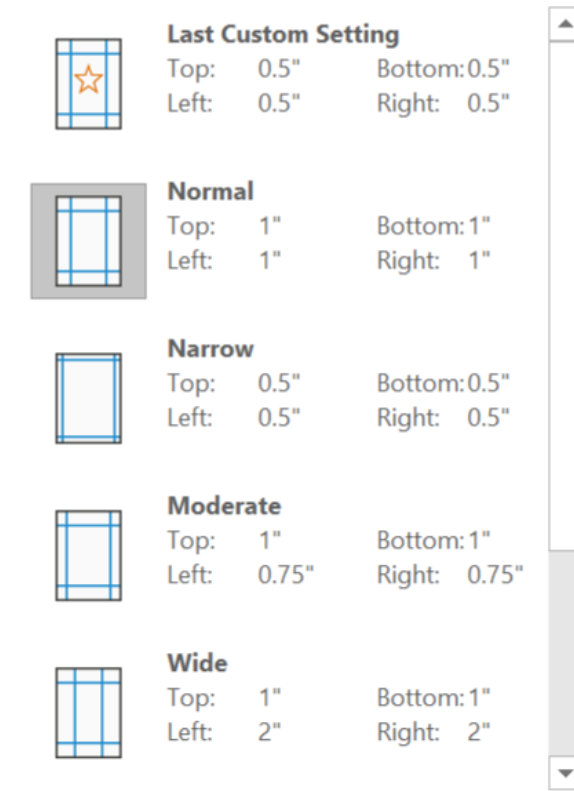


Figure 3: Five Buttons

(Pages: 772 — 774) (7.14 points)

5. 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)

6. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (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 section 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 "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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 5? Your answer must use the box shown in that Figure.

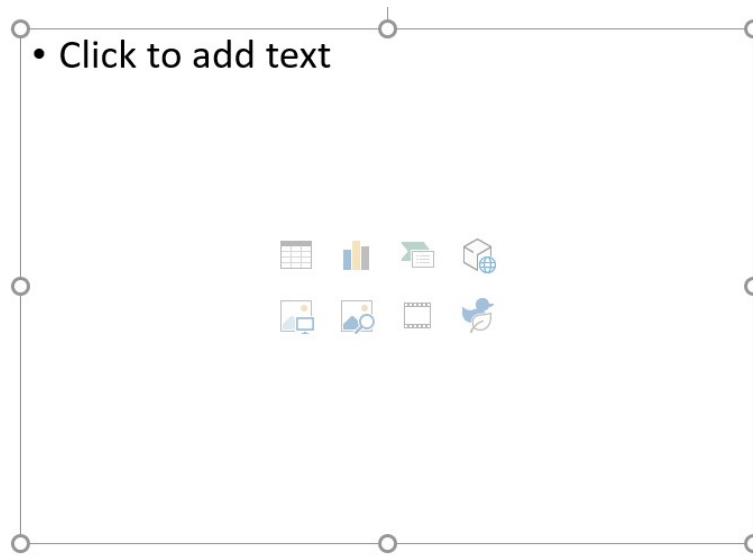


Figure 5: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

9. How do you change the shapes on a PowerPoint slide shown in Figure 6, “Three Shapes” to the shape in Figure 7, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)



Figure 6: Three Shapes

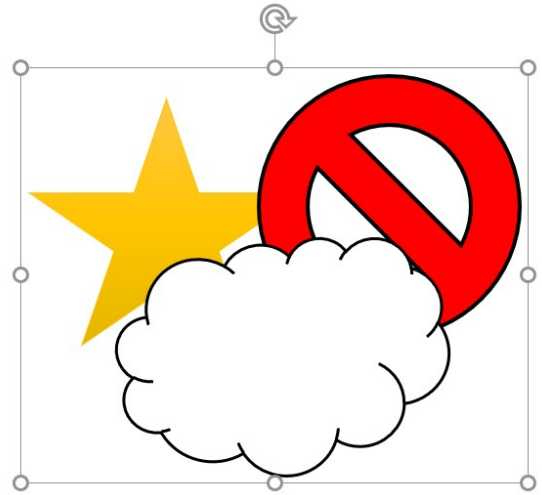


Figure 7: Three Shapes: Changed

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

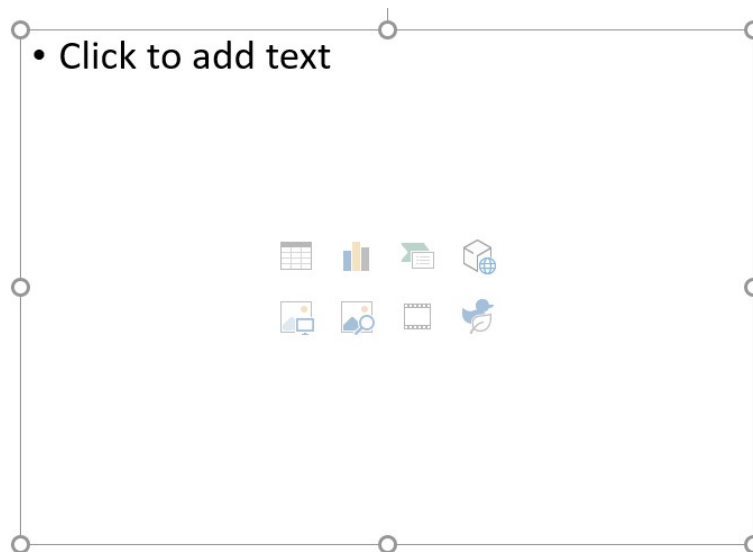


Figure 8: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

11. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

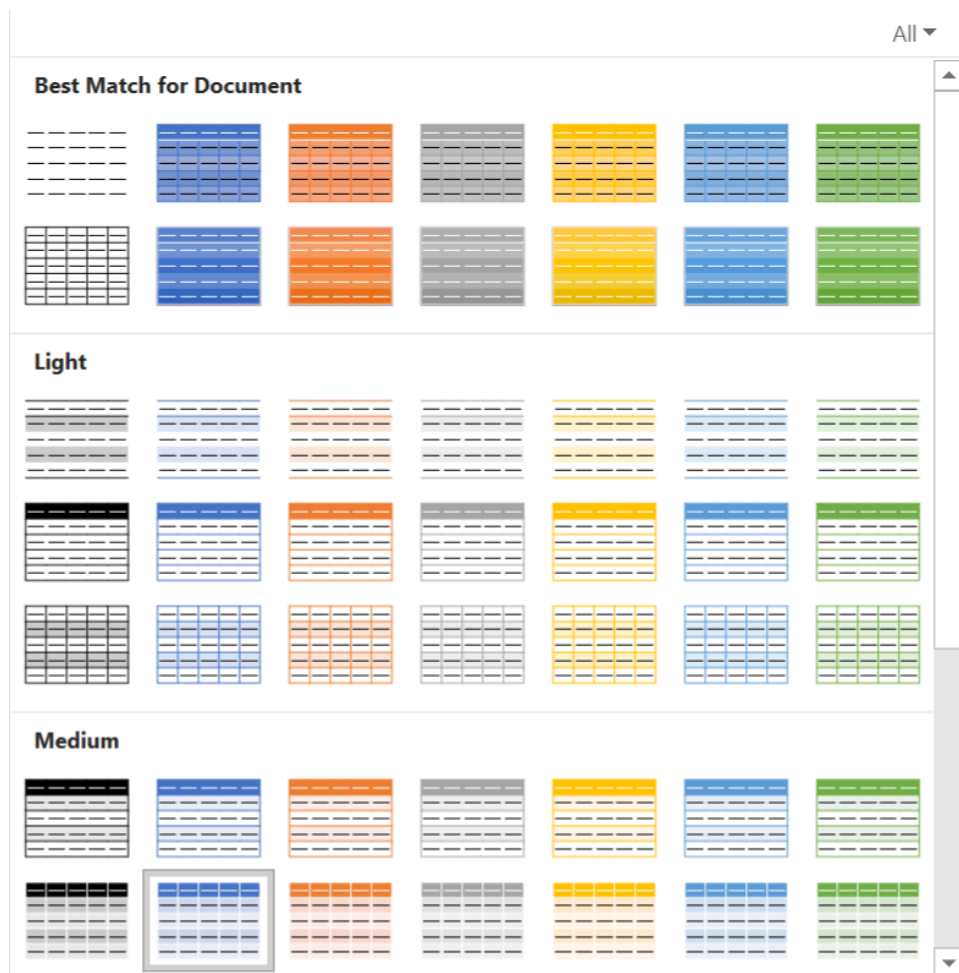


Figure 9: Many options

(Pages: 1074 – 1078) (7.14 points)

12. (a) What is the object displayed in Figure 10?  
 (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)



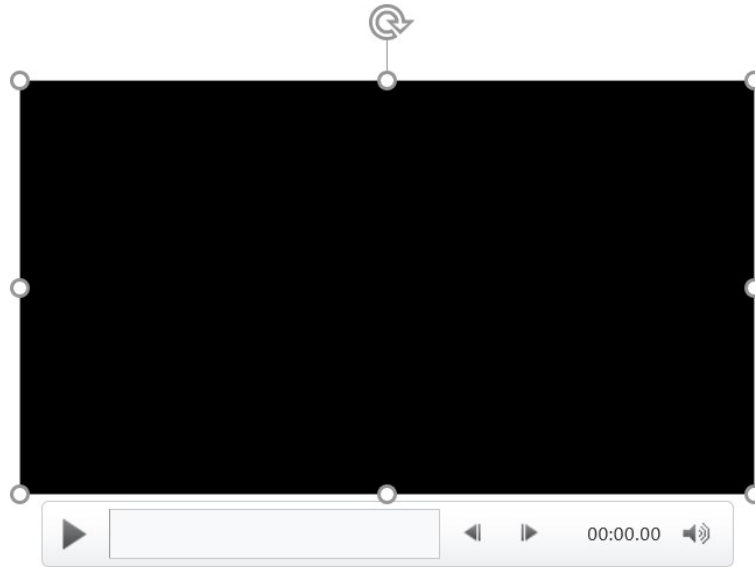


Figure 10: Object with Buttons

13. 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

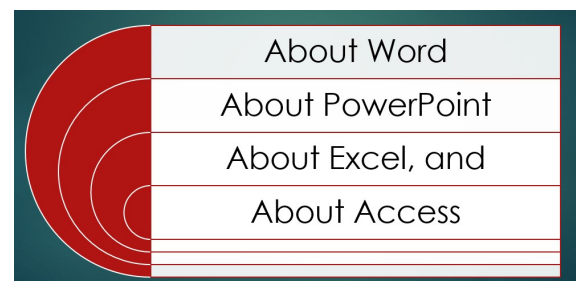


Figure 12: My New List

(Pages: 930 – 937) (7.14 points)

14. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

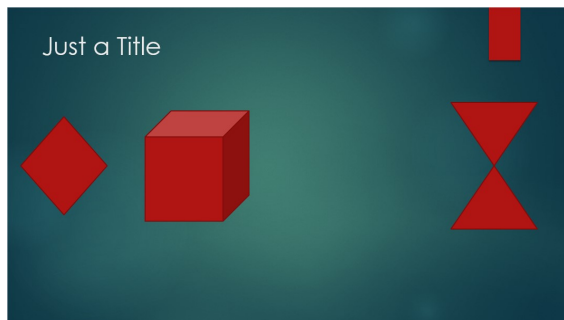


Figure 13: My Shapes

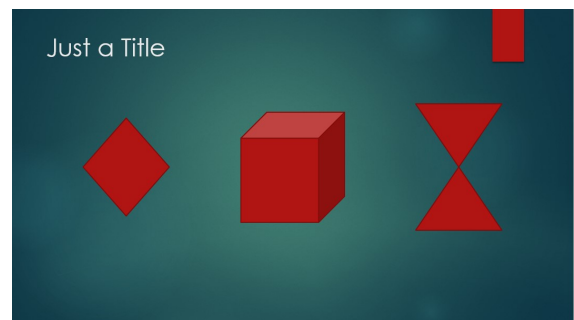


Figure 14: My Shapes: Moved

(Pages: 939 – 943) (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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 15.



Figure 15: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(2.5 points)

16. Suppose you are working on the SmartArt graphic in Word in Figure 16, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 17, “SmartArt: After”?

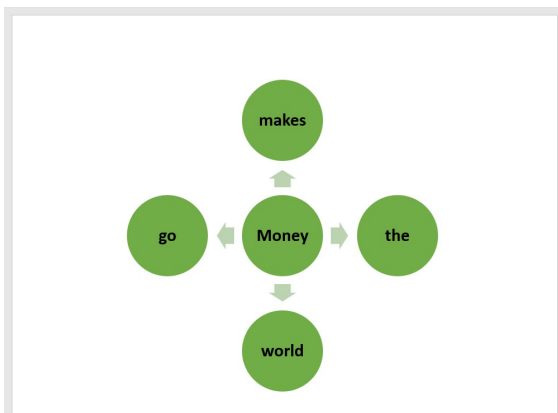


Figure 16: SmartArt: Before

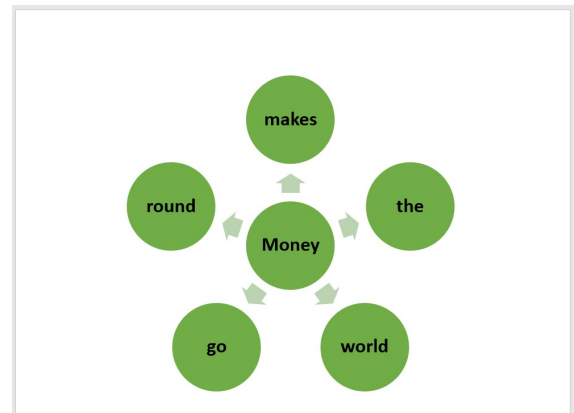


Figure 17: SmartArt: After

(2.5 points)

## PowerPoint

17. 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)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

