## Instructions

Updated: 08/23/2023, 05:11

- 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  $\rightarrow$  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. 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)

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

(Pages: 365 - 366) (7.14 points)

3. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 - 473) (7.14 points)

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Figure 1: Dialog Box

4. What is the purpose of the following partially-shown dialog box in Figure 1? (Pages: 569 - 570) (7.14 points)

5. Where should you click to change the watermark in the picture 2, "Watermark: Before" to the watermark in the picture 3, "Watermark: After"?

(Pages: 556 - 560) (7.14 points)

- 6. Explain where you should click to:
  - (a) Save the Word document for the 1st time (mention just **one** way.)
  - (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

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Figure 2: Watermark: Before

(Pages: 372 – 378, 544) (7.14 points)

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Figure 3: Watermark: After

7. Where should you click to change the text layout in picture 4, "My Text Layout: Before" to the one in the picture 5, "My Text Layout: After" inside a Word document?

(Pages: 465 - 469) (7.14 points)

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Figure 4: My Text Layout: Before

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Figure 5: My Text Layout: After

## PowerPoint - Short Answer

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

- 8. (a) What is the name of the PowerPoint object appearing in the Figure 6?
  - (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 6: Object/Box

(Pages: 880 - 883) (7.14 points)

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9. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?



Figure 7: Long Menu

(Pages: 1116 – 1123) (7.14 points)

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint**: Look at the screenshots given on the textbook pages listed below.

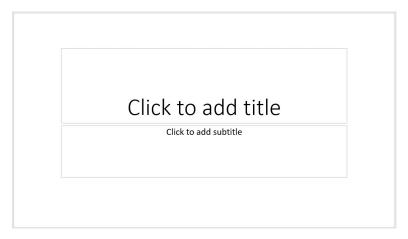


Figure 8: My Slide

(Pages: 900 - 903) (7.14 points)

11. How do you change the layout of a slide to Title and Content? Mention **one** way. (Pages: 902 – 903) (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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?



Figure 9: Button with Arrow

(Pages: 443 - 446) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 10, what will change in the PowerPoint presentation? Explain in general.



Figure 10: Many Options

(Pages: 885 - 889) (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. The following text appears in a Word document:

Yesterday, the President delivered a speech at the <u>United Nations</u> 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!]

(2.5 points)

16. What does the button displayed in the Figure 11 do?



Figure 11: Multiple Pages

(2.5 points)

### **PowerPoint**

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 12? Your answer must use the box shown in that Figure.

(2.5 points)



Figure 12: Insert Table Here

18. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

(2.5 points)

– End of Midterm Exam –



Figure 13: Many options

Congrats for completing the Midterm exam!

