

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. (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)

2. 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)

3. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

4. 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)

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

(Pages: 369 – 370) (7.14 points)

6. What is change has been made to the picture in Figure 2, “Dino: Before”, so that it became the picture in Figure 3, “Dino: After”?

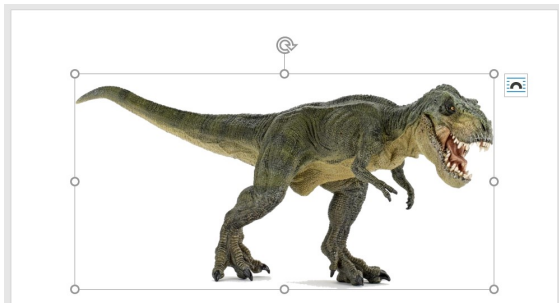


Figure 2: Dino: Before

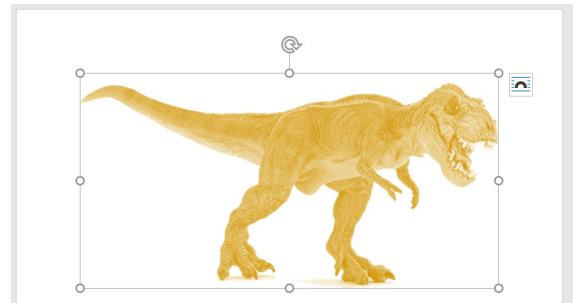


Figure 3: Dino: After

(Pages: 514 – 516) (7.14 points)

7. 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)

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 move the shapes in Figure 4, “My Shapes” so that they are positioned like those in Figure 5, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

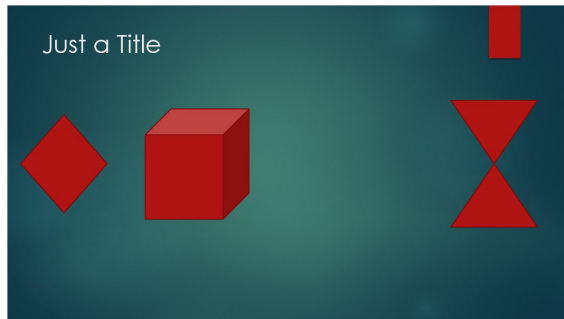


Figure 4: My Shapes

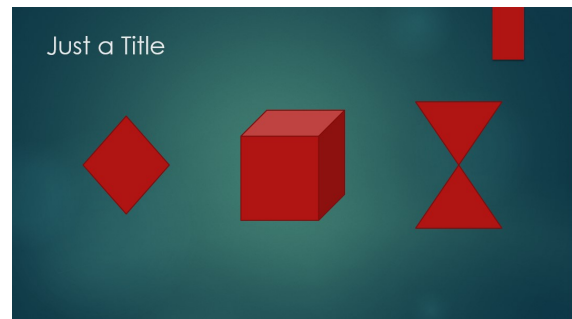


Figure 5: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. 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)

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

(Pages: 524 – 529) (7.14 points)

11. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.




Figure 6: Many Options

(Pages: 885 – 889) (7.14 points)

12. How do you change the layout of a slide to Title and Content? Mention **one** way.
(Pages: 902 – 903) (7.14 points)

13. (a) What is the name of the PowerPoint object appearing in the Figure 7?



Click to add title

Figure 7: Object/Box

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

(Pages: 880 – 883) (7.14 points)

14. 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 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 8: My Slides



Figure 9: My Slides: Changed

Extra Credit

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

Word

15. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 20 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 10.

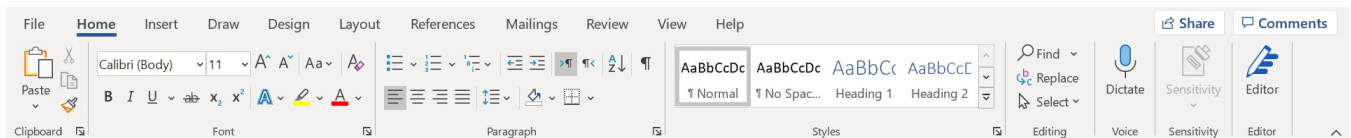


Figure 10: Window Area

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

(2.5 points)

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 11? Your answer must use the box shown in that Figure.

(2.5 points)

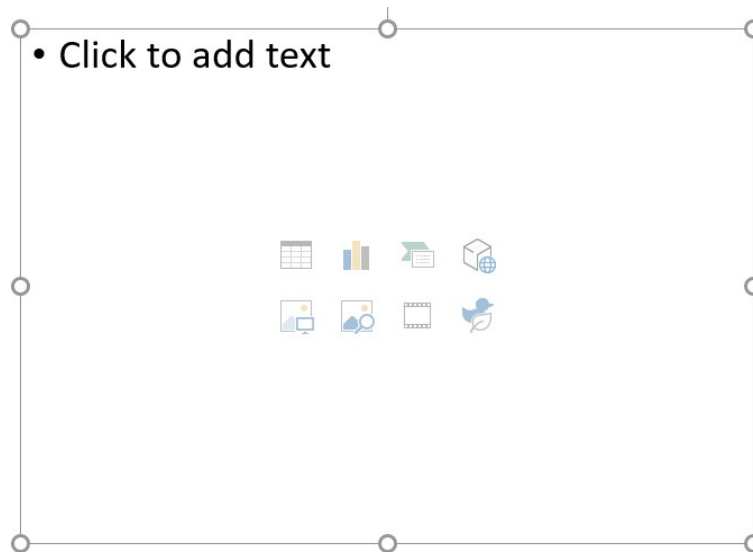


Figure 11: Insert Table Here

18. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)
(2.5 points)

– End of Midterm Exam –

Just a Title

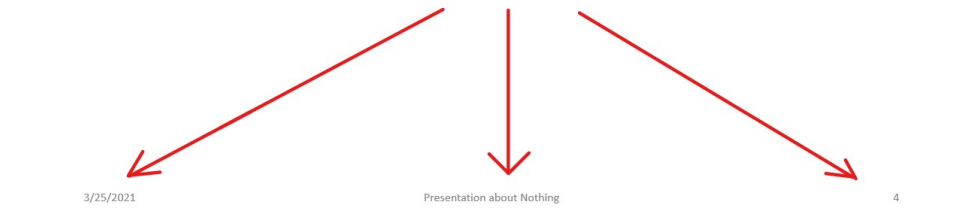


Figure 12: What is This

Congrats for completing the Midterm exam!