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 Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).

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

   (Pages: 380 – 382) (7.14 points)

   > The main difference between a .docx Word file and a .doc Word file is the format they use to store the data.
   > A .docx Word file belongs the newest version of Word, while a .doc Word file belongs to an older version of Word.

2. 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"?
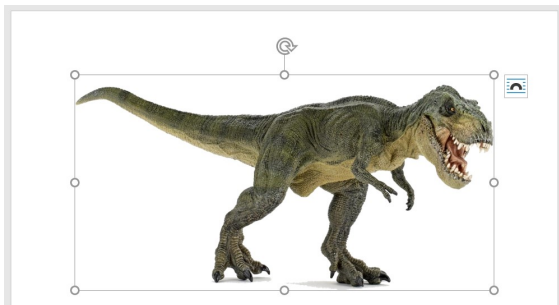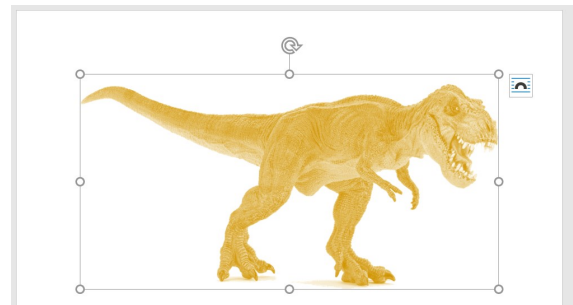
   Figure 1: Dino: Before   Figure 2: Dino: After

   (Pages: 514 – 516) (7.14 points)

   > .   The dinosaur picture was colored Gold or Yellow, which is why it is not green anymore. In order to make this change you would Select the picture and then Click the Picture Tools: Format Tab followed by clicking the Color button and then Click on the Gold or Yellow color.

3. 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)

> the Word user should click and drag the first sentence ("I walked on the street") to the end of the second sentence ("When I entered the store").
> Alternatively, the Word user can place the cursor at the end of the second sentence and press the "Backspace" key to delete the space between the two sentences, and then type in the first sentence to create the new order.
> from scratch.

4. Mention **two** ways to change the zoom of a Word document to 100%.

   (Pages: 370) (7.14 points)

   > 1.Using the Zoom Slider: In the bottom right corner of the Word window, there is a zoom slider that can be used to adjust the zoom level of the document. Click and drag the slider to the right until it shows "100%."
   > 2. Status Bar → Click the - or + buttons until 100% is displayed.
   > 3.View Tab → Click the "100%" button.

5. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

(Pages: 494 – 498) (7.14 points)

> Right-click inside the 2nd row, and select to insert a row below this 2nd row. Alternatively, right-click inside the 3rd row, and select to insert a row above this 3rd row.

6. Suppose you are working on the SmartArt graphic in Word in Figure 5, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 6, "SmartArt: After"?
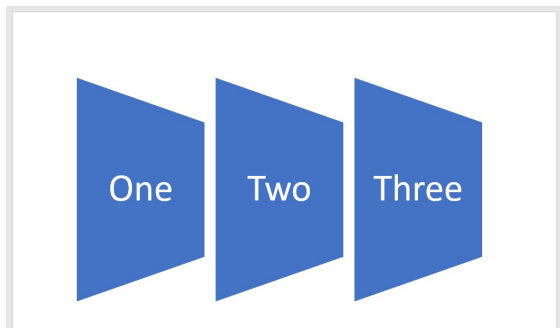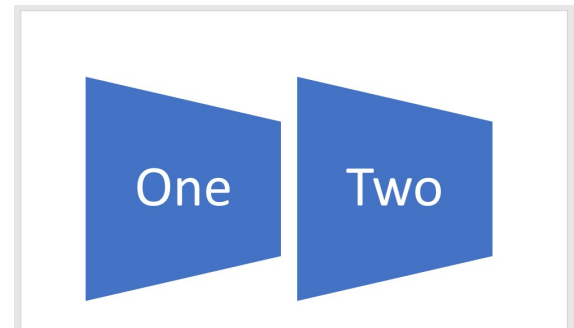

Figure 5: SmartArt: Before

Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

> Click on the SmartArt graphic to select it. This will display the SmartArt Tools tab in the ribbon. Click on the "Design" tab in the SmartArt Tools ribbon.
> In the "SmartArt Styles" group, click on the "Change Colors" button.
> "Colorful Range - Accent Colors 2 to 6" option in the drop-down menu to preview the new color scheme.Click on "Colorful Range - Accent Colors 2 to 6" to apply the new color scheme to the SmartArt graphic.

7. 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)

> The following steps will include clicking the Insert tab, followed by Header button , and then the Blank option .

PowerPoint – Short Answer

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

8. 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.

   (Pages: 883) (7.14 points)

   > Word does not have Transitions or Animations tabs.

9. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

   (Pages: 1074 – 1078) (7.14 points)

   > If I click on any of the options in this figure, the style of the table on the PowerPoint slide will change to the table that I will select/click on from "Many Options".

10. 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)

    > For this change to occur, I will first select the table, then click on the Table Tools then select Design tab than click the Effects button then I will move the mouse over the Shadow option, then click on the Perspective: Upper Left shadow option.

11. The bulleted list in Figure 10, "My List" was converted into the object displayed in Figure 11, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 11, "My New List"?)
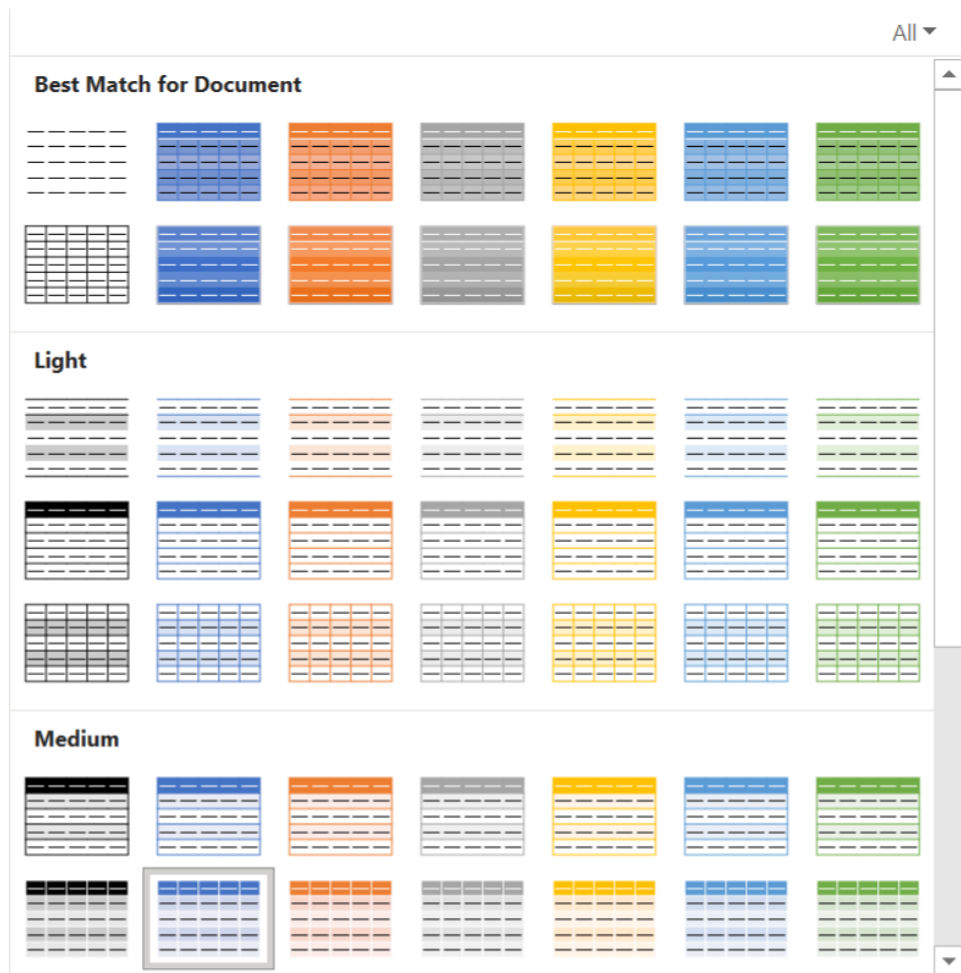
    (Pages: 930 – 937) (7.14 points)

Figure 7: Many options

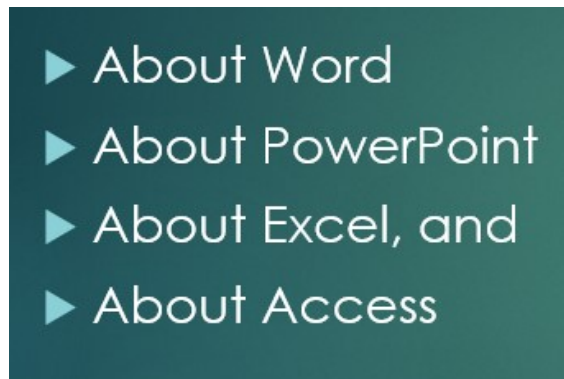Figure 8: Table: Before

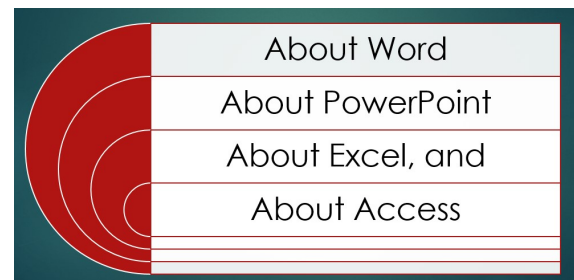Figure 9: Table: After

Figure 10: My List

Figure 11: My New List

The first list is the regular bulleted list and the second one is the list from the bulleted list converted to a different design by using Design --> Design Ideas.

12. (a) What is the object displayed in Figure 12?

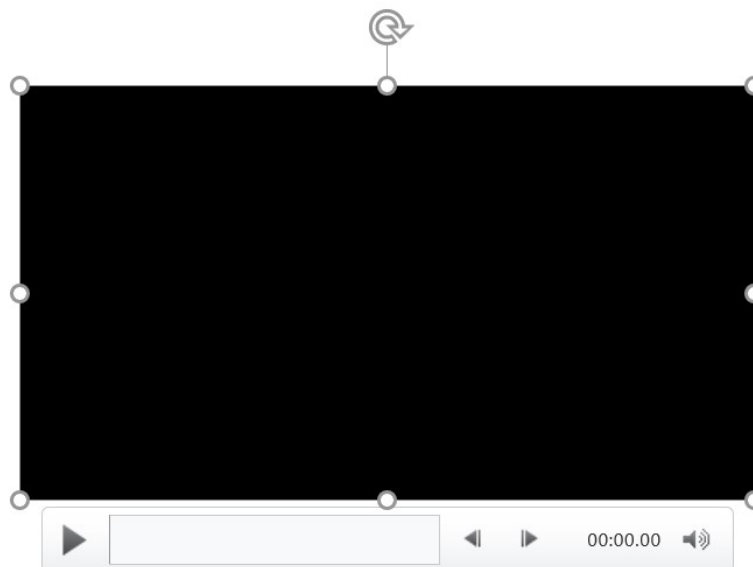(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

Figure 12: Object with Buttons

(Pages: 980 − 987) (7.14 points)

a) this is the video that was added to the Power Point Slide
b) If we click the triangle/play button, the video will start playing

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

(Pages: 1155 − 1156) (7.14 points)

The slide is called Title slide because it contains 2 placeholders: one for the title and one for the subtitle.

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.
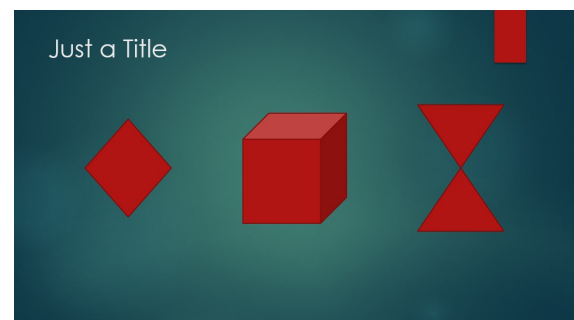

Figure 13: My Shapes

Figure 14: My Shapes: Moved

(Pages: 939 − 943) (7.14 points)

First I will select all 3 shapes; I will do it by clicking and holding the Control button on the keyboard and clicking on each shape then I click the Drawing Tools Format Tab then clicking Align button then clicking Align to Slide then Align button again and finally I click Distribute Horizontally.

Extra Credit

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

Word

15. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

    (2.5 points)

    > I can fix it by clicking the Undo button in the Quick Access Toolbar at the top left of the Word window.

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 15, "Apple: Before" to the picture shown in Figure 16, "Apple: After".
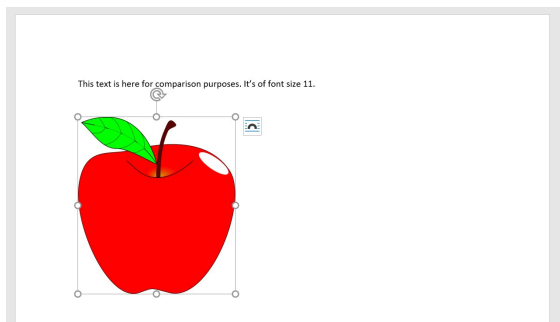
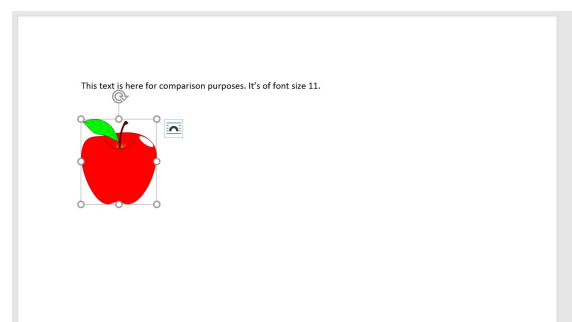

Figure 15: Apple: Before

Figure 16: Apple: After

    (2.5 points)

    > The picture can be changed by selecting the picture then click the corner size handle and slowly drag it inward (towards the opposite corner) until the desired size of the picture.

PowerPoint

17. Where do you need to click to change the chart in Figure 17, "Chart: Before" to the chart in Figure 18, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
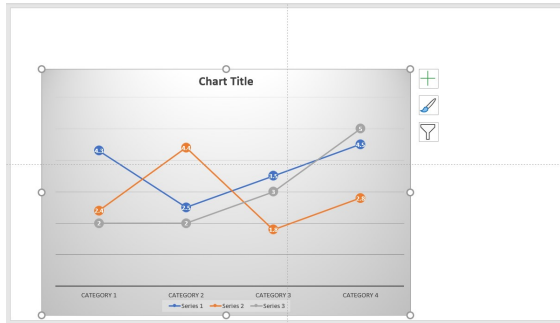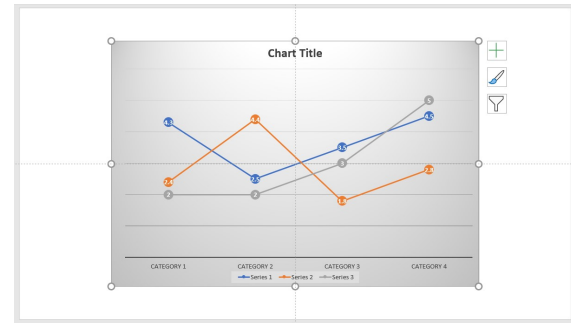
Figure 17: Chart: Before

Figure 18: Chart: After

(2.5 points)

> I can select the Chart then Chart Tools then Format tab then click the Align Button then click Align Center then click the Align button again and click Align Middle.

18. If you were to click on an option from the menu in the Figure 19, what kind of object would be added to the PowerPoint slide?

    (2.5 points)

> The option that I click/select from this menu will add the selected chart/graph to the Power Point.
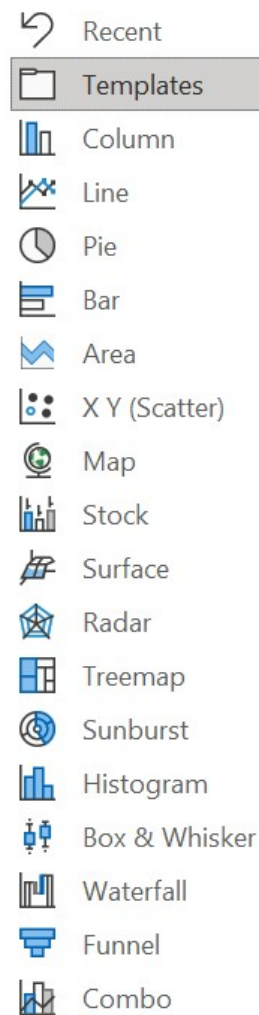
– End of Midterm Exam –

Figure 19: Long Menu

Congrats for completing the Midterm exam!