

## 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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

2. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

3. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

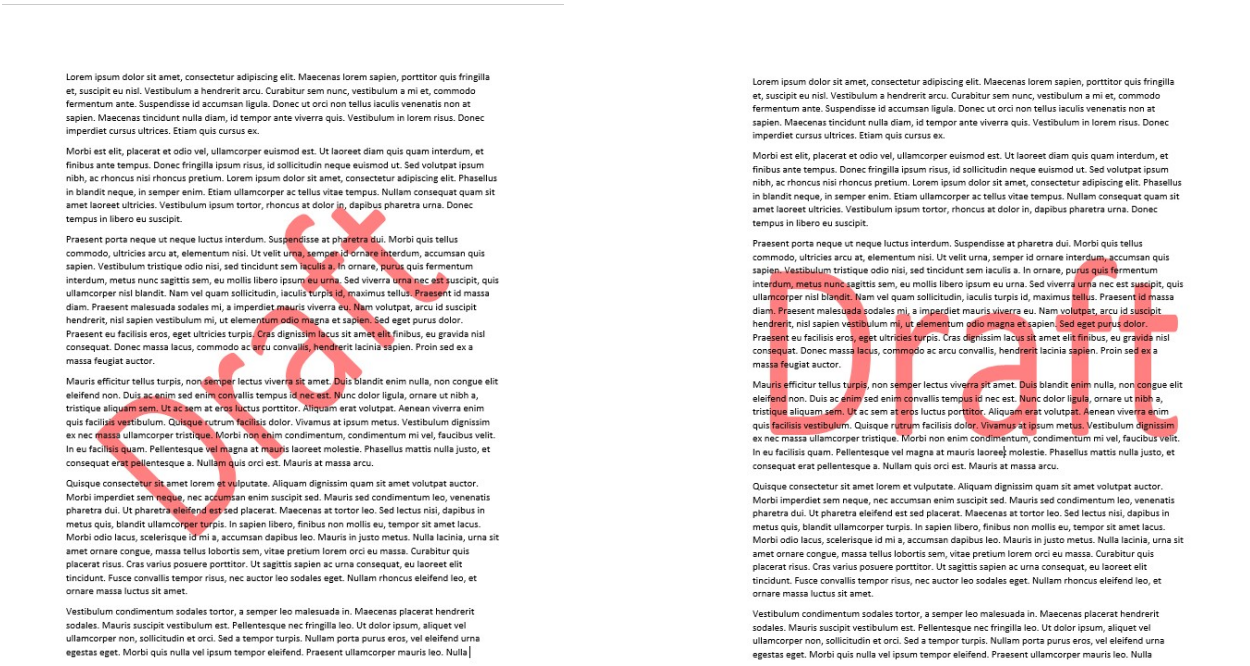


Figure 1: Watermark: Before

Figure 2: Watermark: After

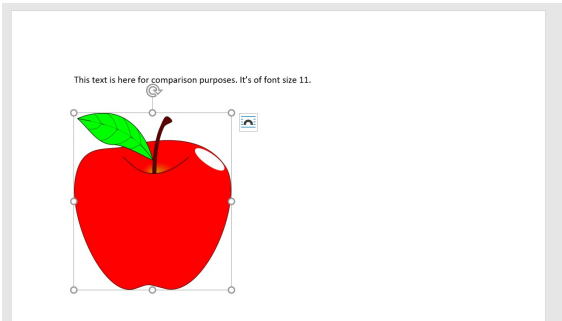


Figure 3: Apple: Before

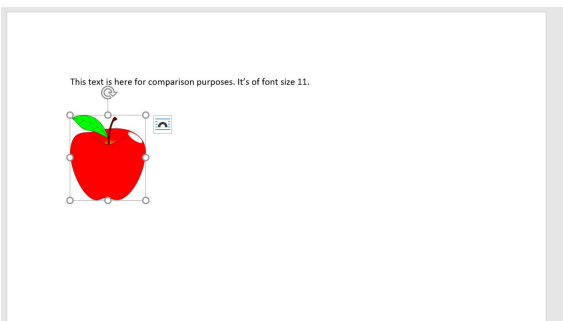


Figure 4: Apple: After

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

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

6. 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)

7. 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”?

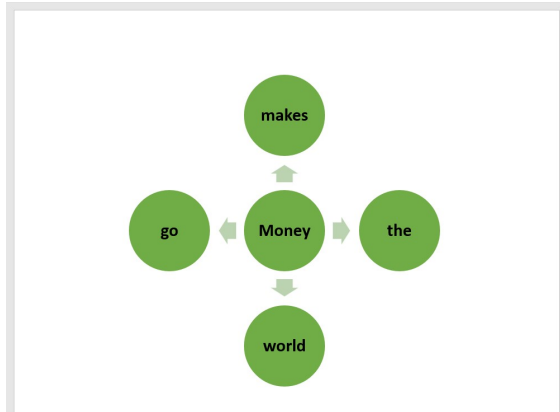


Figure 5: SmartArt: Before

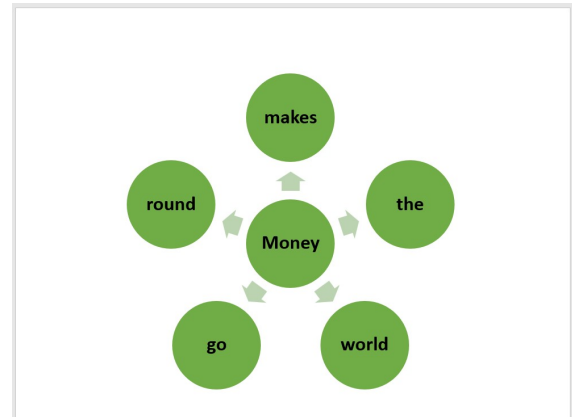


Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

## 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 picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

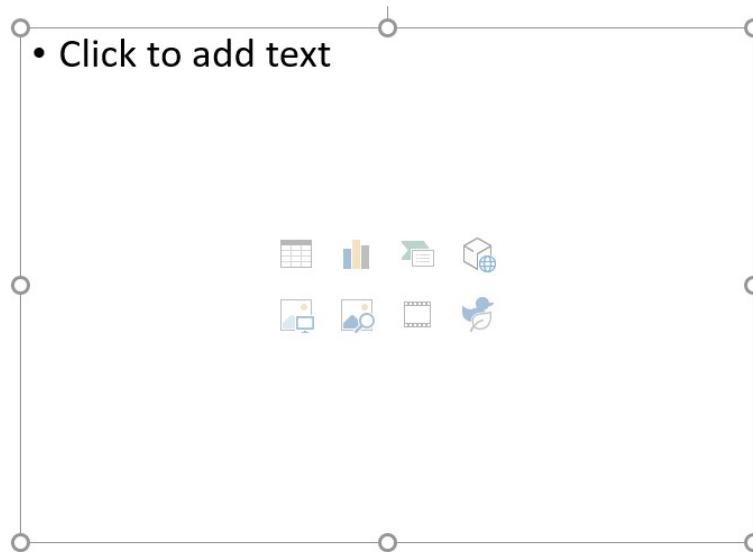


Figure 7: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)

(Pages: 930 – 937) (7.14 points)

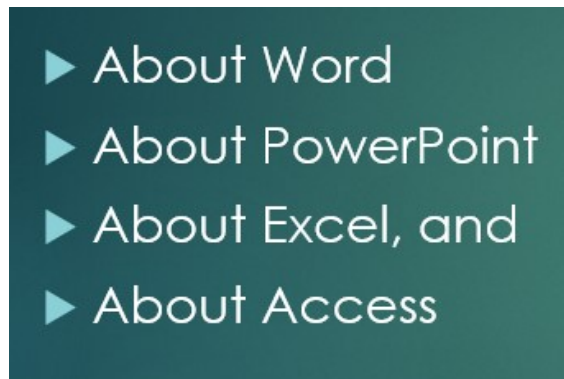


Figure 8: My List

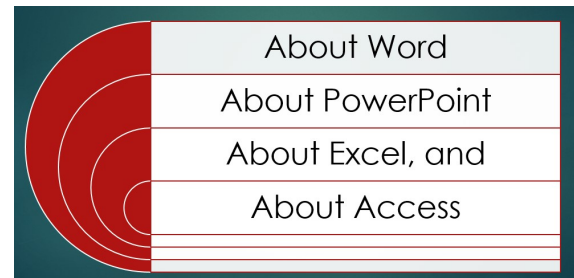


Figure 9: My New List

10. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

11. 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)

12. (a) What is the object displayed in Figure 11?

(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)

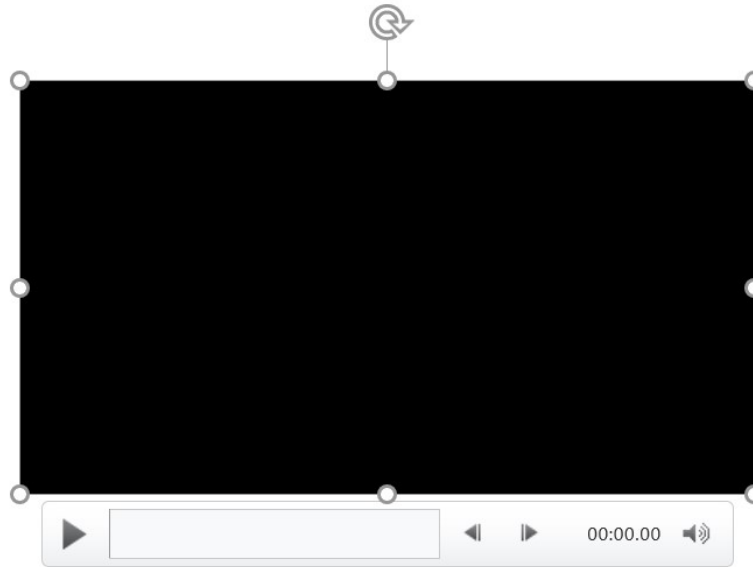


Figure 11: Object with Buttons

13. Where do you need to click to change the chart in Figure 12, “Chart: Before” to the chart in Figure 13, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

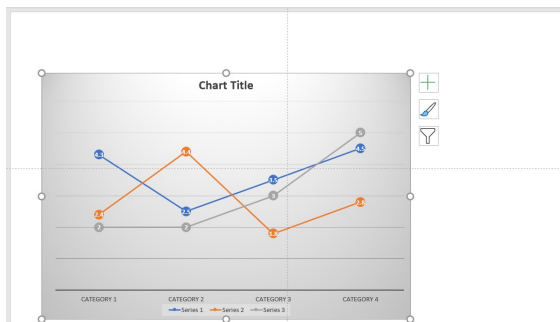


Figure 12: Chart: Before

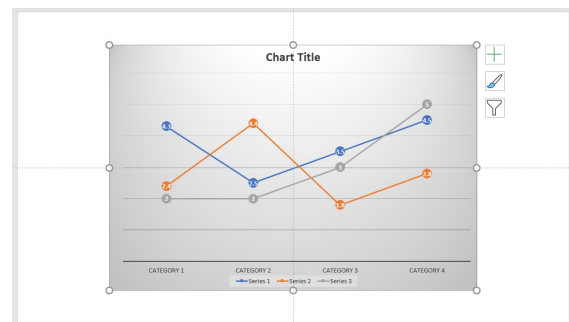


Figure 13: Chart: After

(Pages: 1126 – 1133) (7.14 points)



14. How do you change the shapes on a PowerPoint slide shown in Figure 14, “Three Shapes” to the shape in Figure 15, “Three Shapes: Changed”?



Figure 14: Three Shapes



Figure 15: Three Shapes: Changed

(Pages: 945 – 949) (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. What is the purpose of the following partially-shown dialog box in Figure 16?

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 the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 16: Dialog Box

(2.5 points)

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

(2.5 points)

## PowerPoint

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

(2.5 points)

18. Which button do you need to click to add the text pointed to by the red arrows in Figure 17? (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.)

Just a Title

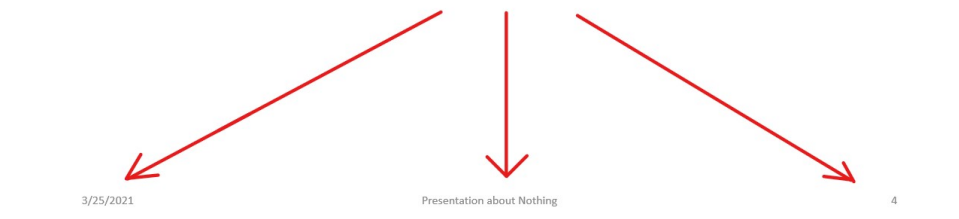


Figure 17: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

