

## 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: 11:00 AM – 12:15 PM. 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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

2. What is the purpose of the following partially-shown dialog box in Figure 1?

The dialog box is titled "Bibliography Fields for MLA". It contains the following elements:

- A dropdown menu set to "Web site".
- A "Language" dropdown menu set to "Default".
- An "Author" text field with an "Edit" button.
- A checkbox for "Corporate Author" followed by a text field.
- Text fields for "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium".
- A checkbox for "Show All Bibliography Fields".
- A "Tag name" field containing the text "Placeholder1".
- "OK" and "Cancel" buttons at the bottom right.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

3. You inserted an oval shape into your Word document shown in Figure 2, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 3, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

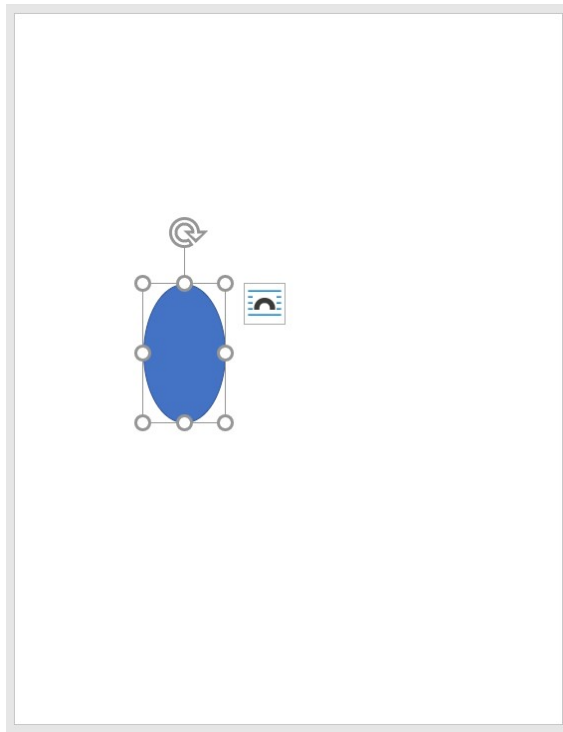


Figure 2: Added Oval Shape

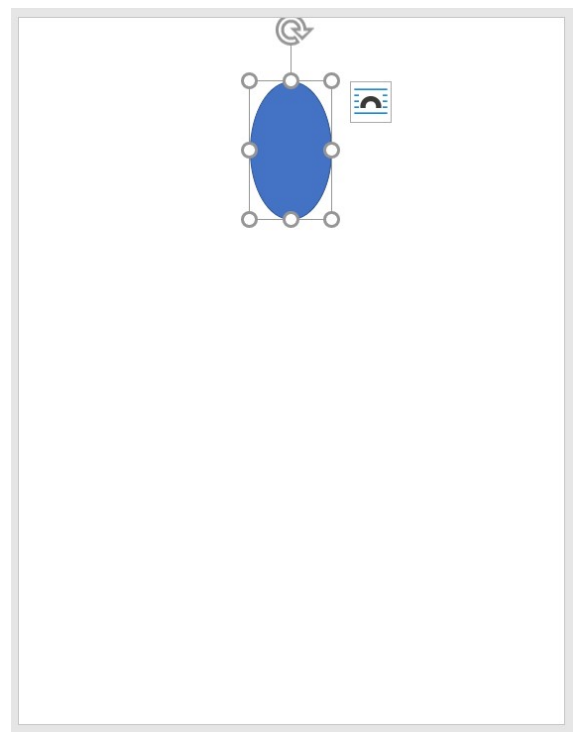


Figure 3: Moved Oval

(Pages: 519 – 521) (7.14 points)

4. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

the colorful flower

Figure 4: 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)

6. Where should you click to change the text layout in picture 5, “My Text Layout: Before” to the one in the picture 6, “My Text Layout: After” inside a Word document?

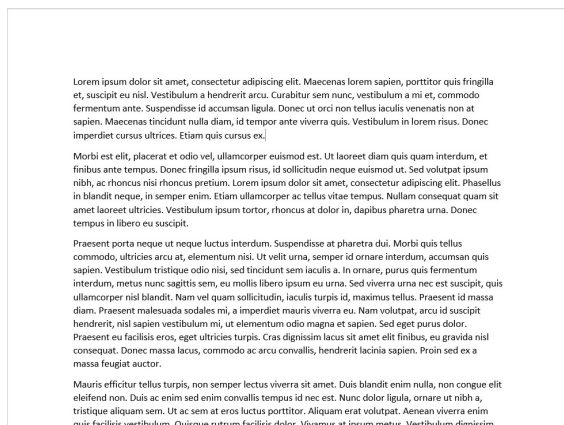


Figure 5: My Text Layout: Before

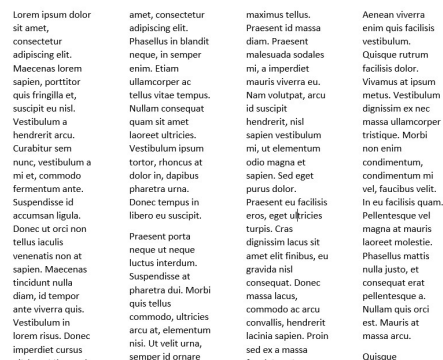


Figure 6: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

7. 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)

## PowerPoint – Short Answer

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

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

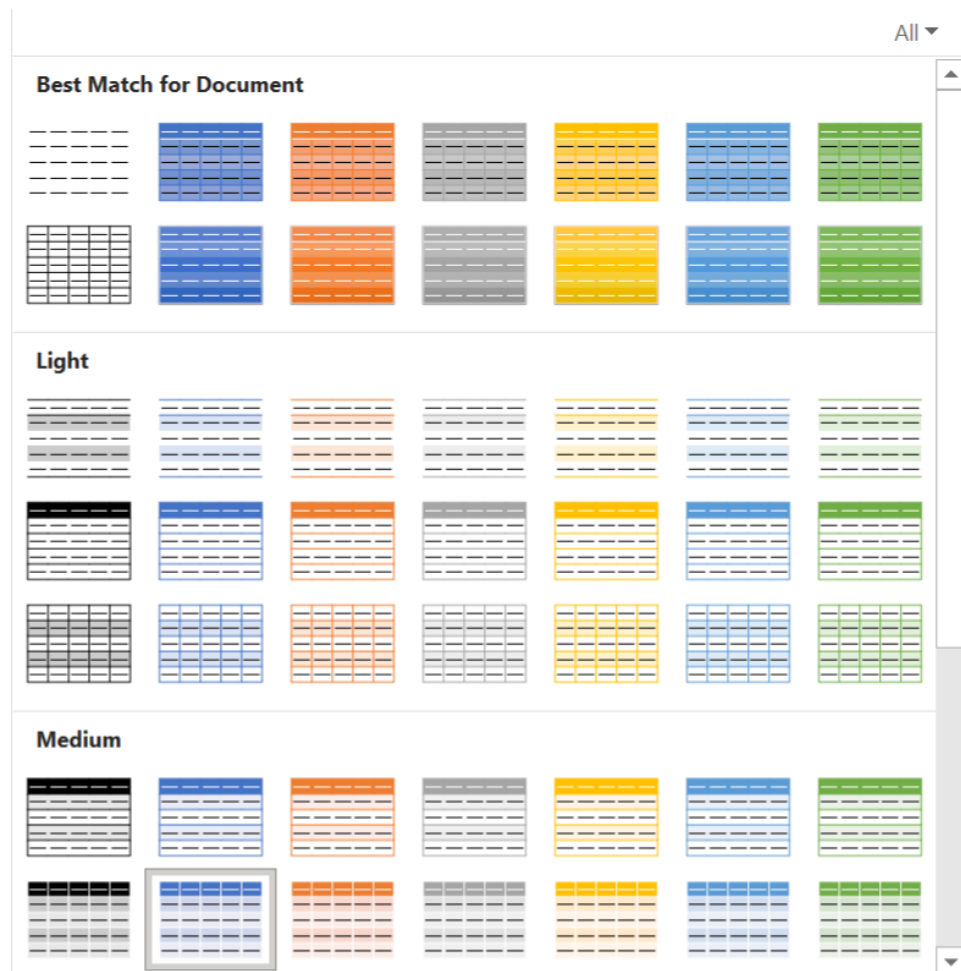


Figure 7: Many options

(Pages: 1074 – 1078) (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”?)



Figure 8: My List

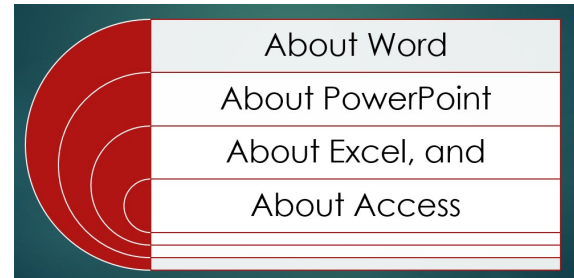


Figure 9: My New List

(Pages: 930 – 937) (7.14 points)

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

(Pages: 921 – 924) (7.14 points)

11. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

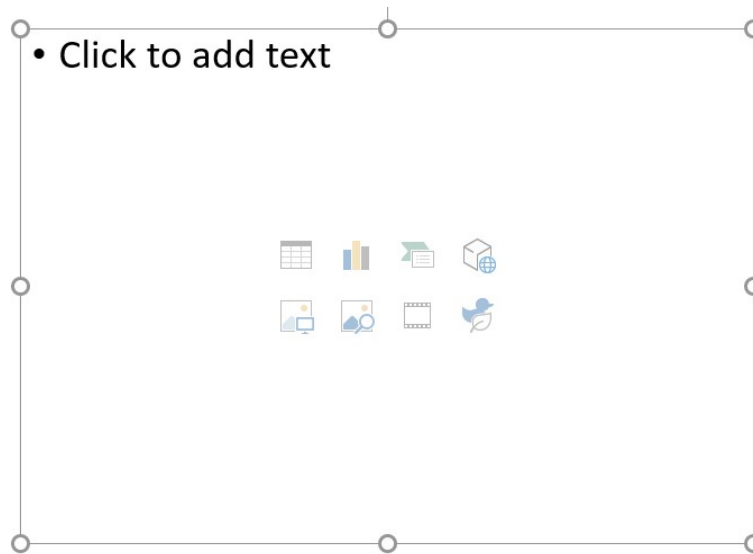


Figure 10: Insert Picture Here

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

(Pages: 1155 – 1156) (7.14 points)

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

(Pages: 549 – 551) (7.14 points)

14. 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)



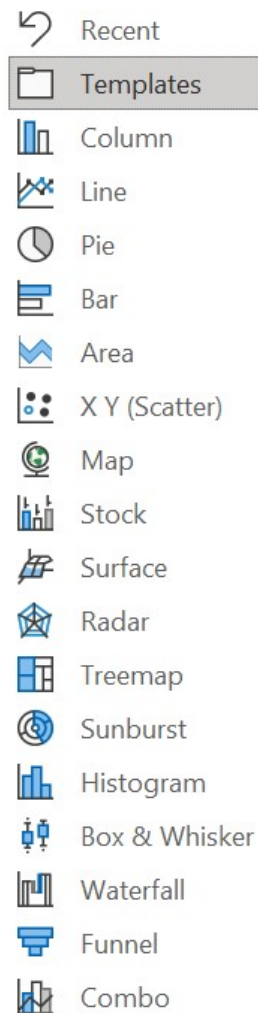


Figure 11: Long Menu

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 13: Table: After



## 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)

16. Where should you click to change the watermark in the picture 14, “Watermark: Before” to the watermark in the picture 15, “Watermark: After”?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem laculis a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac enim at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem laculis a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac enim at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 14: Watermark: Before

(2.5 points)

Figure 15: Watermark: After

## PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint:** Look at the screenshots given on the textbook pages listed below.

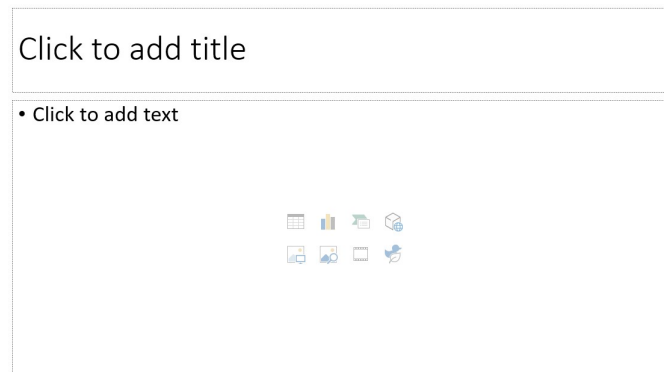


Figure 16: My Slide

(2.5 points)

18. (a) What is the object displayed in Figure 17?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(2.5 points)

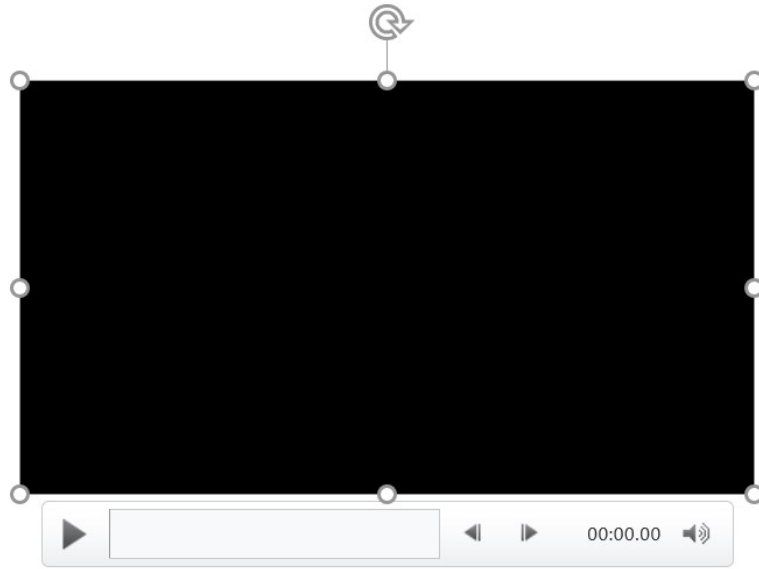


Figure 17: Object with Buttons

– End of Midterm Exam –

Congrats for completing the Midterm exam!

