

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 ∞ 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 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)

2. 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)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: Window Area

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

(Pages: 368 – 370) (7.14 points)

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

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

Figure 2: Dialog Box

(Pages: 569 – 570) (7.14 points)

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

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

6. 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)

7. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “Dino: After”?

(Pages: 514 – 516) (7.14 points)

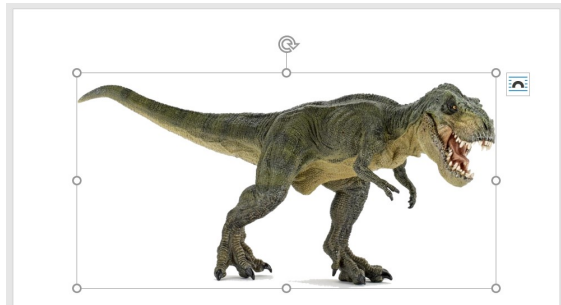


Figure 5: Dino: Before

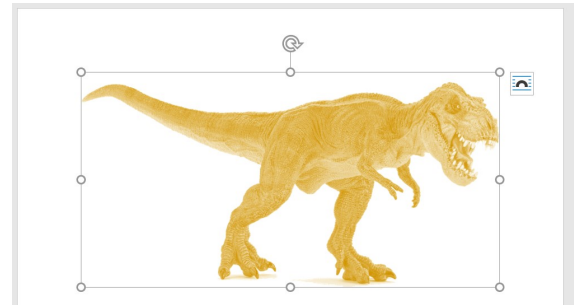


Figure 6: Dino: After

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 object displayed in Figure 7?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

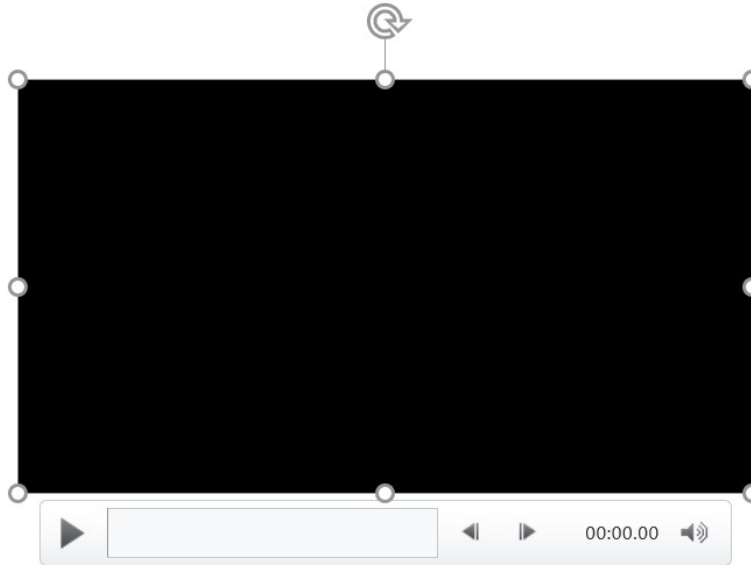


Figure 7: Object with Buttons

(Pages: 980 – 987) (7.14 points)

9. 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.

(Pages: 900 – 903) (7.14 points)

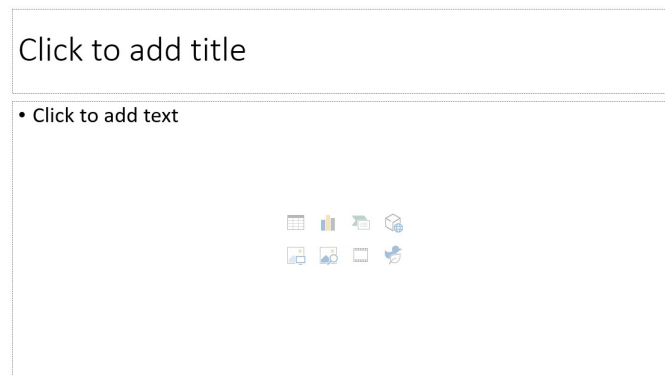


Figure 8: My Slide

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?

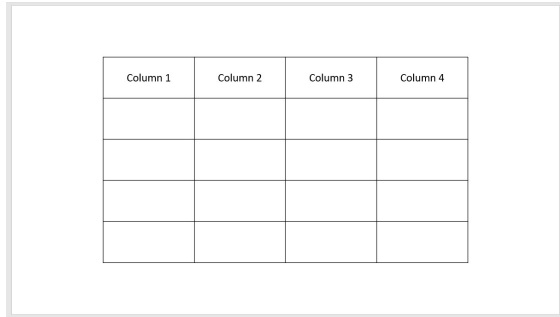


Figure 9: Button with Arrow

(Pages: 443 – 446) (7.14 points)

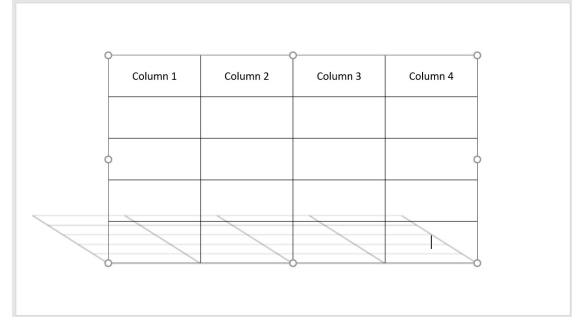
11. Where do you need to click to change the table in Figure 10, “Table: Before” to the table in Figure 11, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 11: Table: After

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. 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)

14. (a) What is the name of the PowerPoint object appearing in the Figure 12?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 12: Object/Box

(Pages: 880 – 883) (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. Mention **two** ways to change the zoom of a Word document to 100%.
(2.5 points)

16. Suppose you are working on the SmartArt graphic in Word in Figure 13, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 14, “SmartArt: After”?

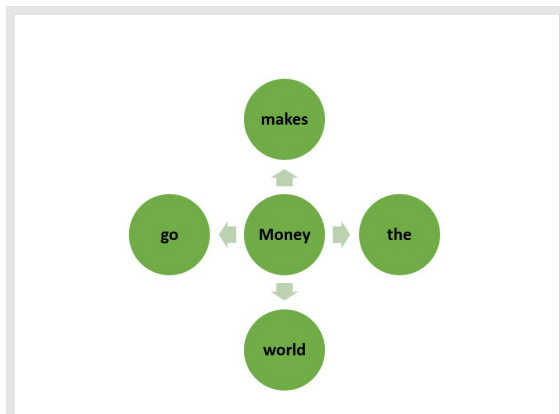


Figure 13: SmartArt: Before

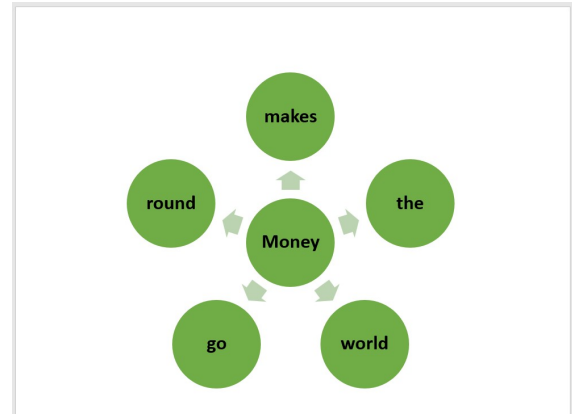


Figure 14: SmartArt: After

(2.5 points)

PowerPoint

17. How can you enter a hyperlink into an existing text?
(2.5 points)

18. How do you duplicate a slide? Mention **one** way.
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

