

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. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

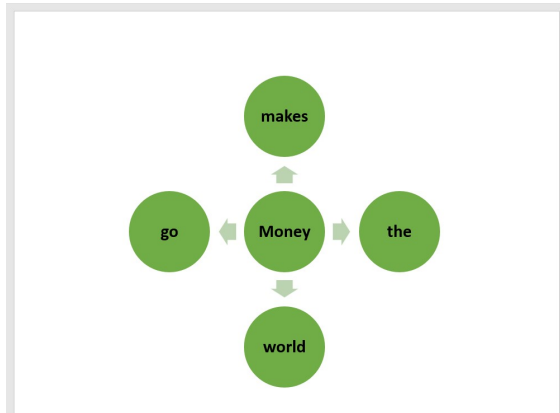


Figure 1: SmartArt: Before

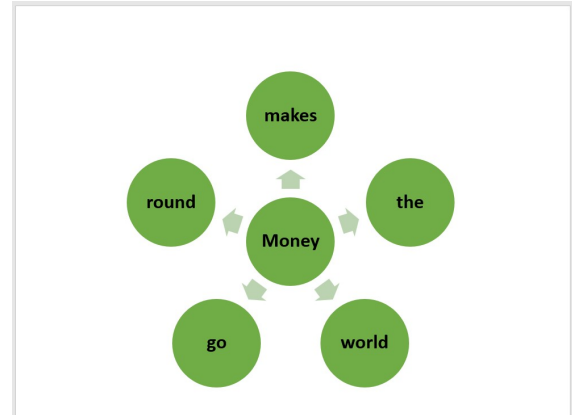


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

2. 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)

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

(Pages: 557) (7.14 points)

4. Which button in Word should you click to change the text:

Good morning!

to the following text:

~~Good morning!~~

(Pages: 396 – 399) (7.14 points)

5. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

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



Figure 3: 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)

7. What are the Rulers in Word used for? Describe **one** use.
(Pages: 454 – 459) (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. 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)

9. The bulleted list in Figure 4, “My List” was converted into the object displayed in Figure 5, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 5, “My New List”?)



Figure 4: My List

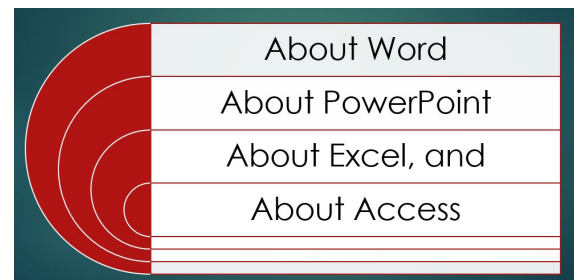


Figure 5: My New List

(Pages: 930 – 937) (7.14 points)

10. You are 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 6, “My

Slides”. Where should you click to change the Slides tab to the one in Figure 7, “My Slides: Changed”?



Figure 6: My Slides



Figure 7: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

11. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

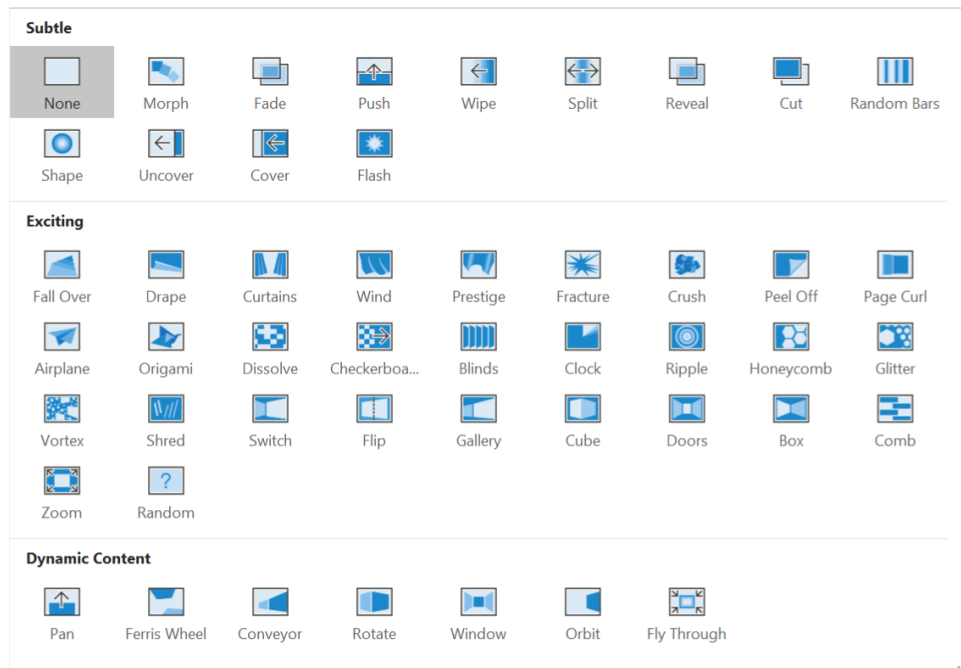


Figure 8: Many Options

12. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

13. Which button do you need to click to add the text pointed by the red arrows in Figure 10? (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.)

(Pages: 967 – 970) (7.14 points)

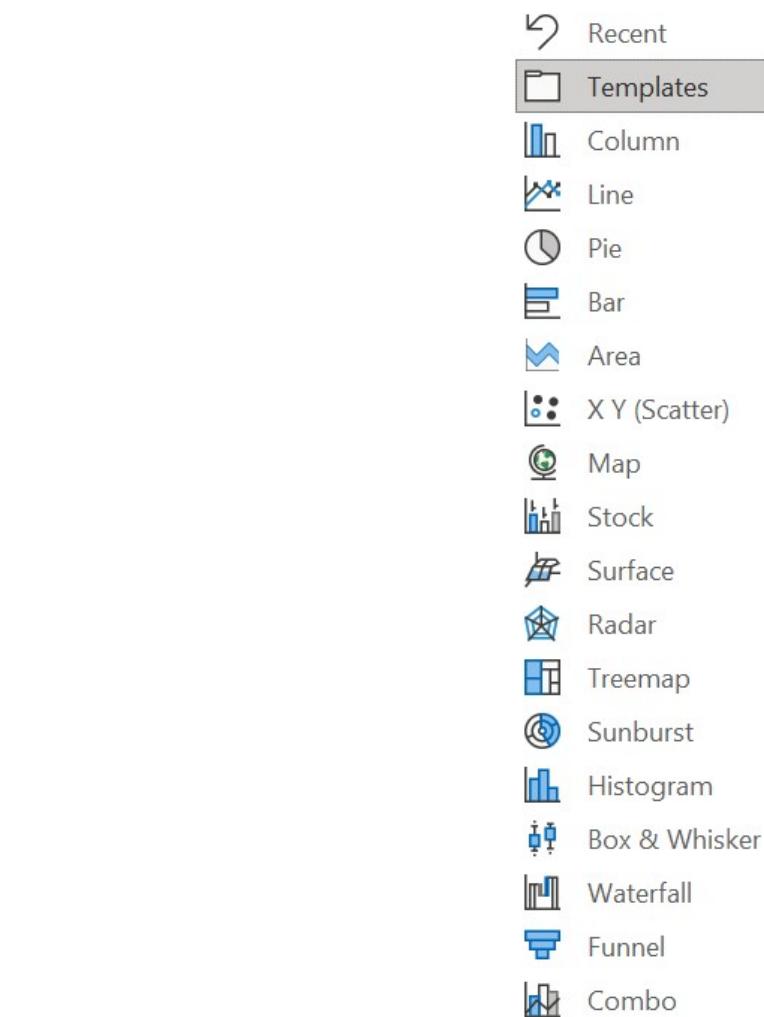


Figure 9: Long Menu

Just a Title

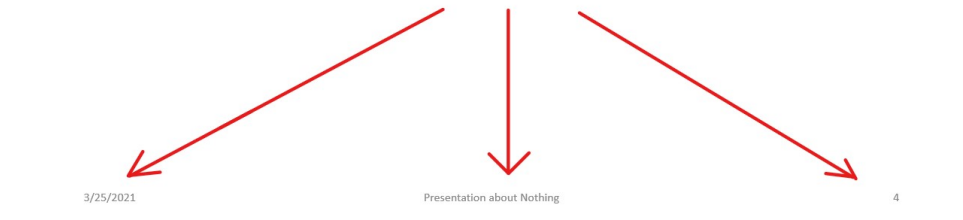


Figure 10: What is This

14. (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)

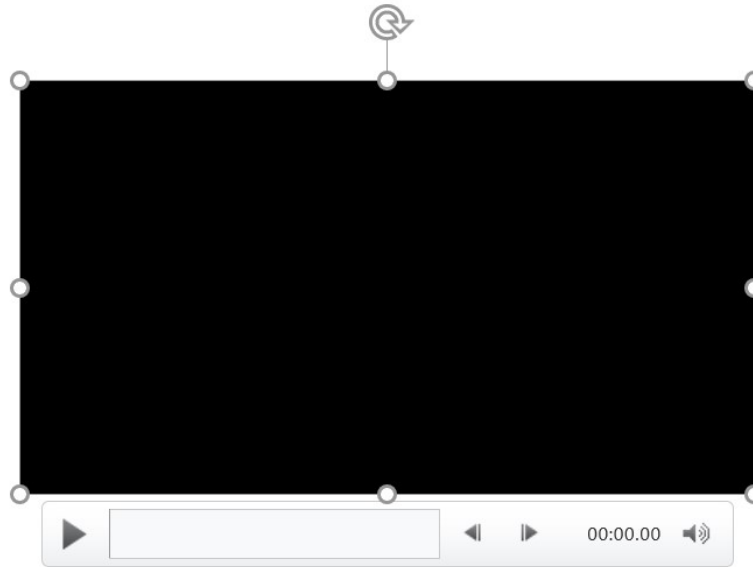


Figure 11: Object with Buttons

Extra Credit

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

Word

15. Explain **one** way to open the Word Application on a Windows 10 computer.
(2.5 points)

16. 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.)
(2.5 points)

PowerPoint

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

(2.5 points)

18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 12? Your answer must use the box shown in that Figure.

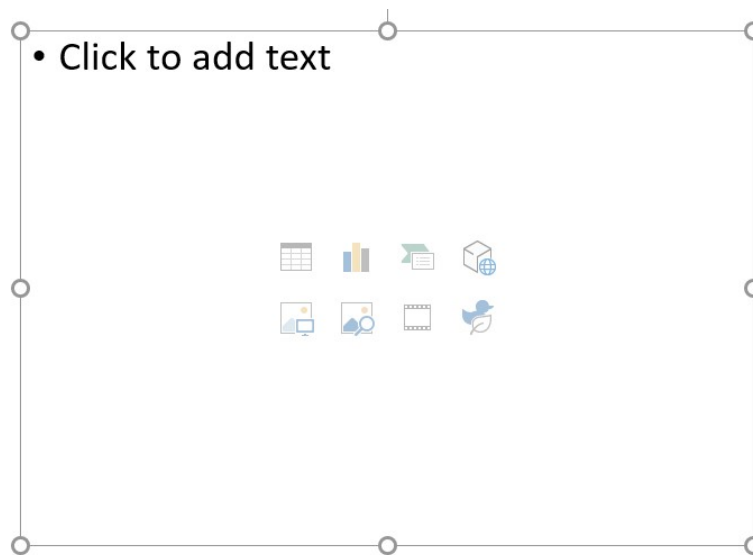


Figure 12: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

