### Instructions

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- 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  $\rightarrow$  Midterm.
- Exam duration: 09:30 AM 10:45 AM. 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. 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)

2. 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"?

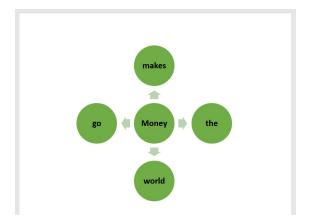


Figure 1: SmartArt: Before

round the Money go world

Figure 2: SmartArt: After

(Pages: 930 - 937) (7.14 points)

3. Where should you click to change the watermark in the picture 3, "Watermark: Before" to the watermark in the picture 4, "Watermark: After"?

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Figure 3: Watermark: Before

(Pages: 556 - 560) (7.14 points)

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Figure 4: Watermark: After

4. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 - 459) (7.14 points)

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5. 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)

6. Where should you click to change the table in Figure 5, "Table: Before" to the one in Figure 6, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

(Pages: 494 - 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 7.

Figure 7: 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)

## PowerPoint - Short Answer

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

8. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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 8: What is This

(Pages: 967 - 970) (7.14 points)

9. 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)

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10. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

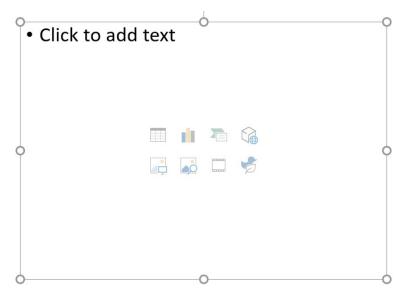


Figure 9: Insert Picture Here

(Pages: 921 - 924) (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?

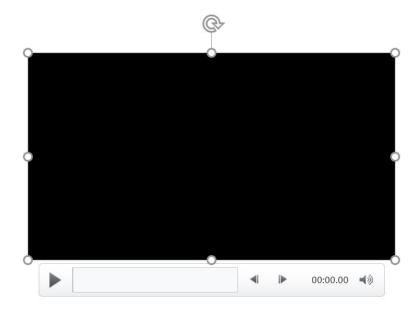


Figure 11: Object with Buttons

(Pages: 980 - 987) (7.14 points)

- 13. (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?

(Pages: 880 - 883) (7.14 points)

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Click to add title

Figure 12: Object/Box

14. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

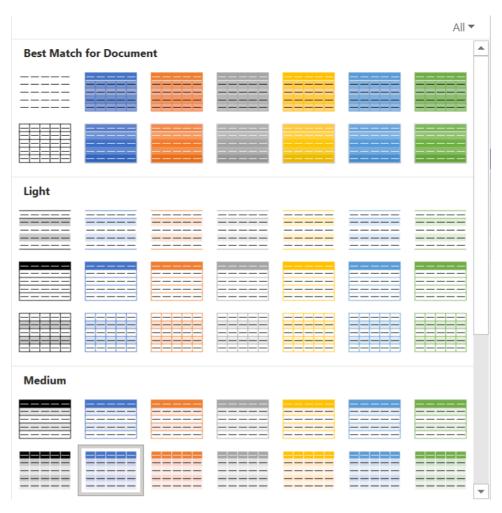


Figure 13: Many options

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

#### **PowerPoint**

17. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.



Figure 14: Many Options

(2.5 points)

- 18. What is the difference between this list:
  - Apple
  - Cherry
  - Banana
  - Strawberry

and this list:

- Fruit
  - Apple
  - Cherry
- Veggies
  - Banana
  - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

