

## 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  $\infty$  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. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (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. 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)

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

## The girl eat this.

Figure 2: 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)

5. The following text appears in a Word document:

Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer’s browser. However, you don’t want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 – 531) (7.14 points)

6. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

7. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (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. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

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

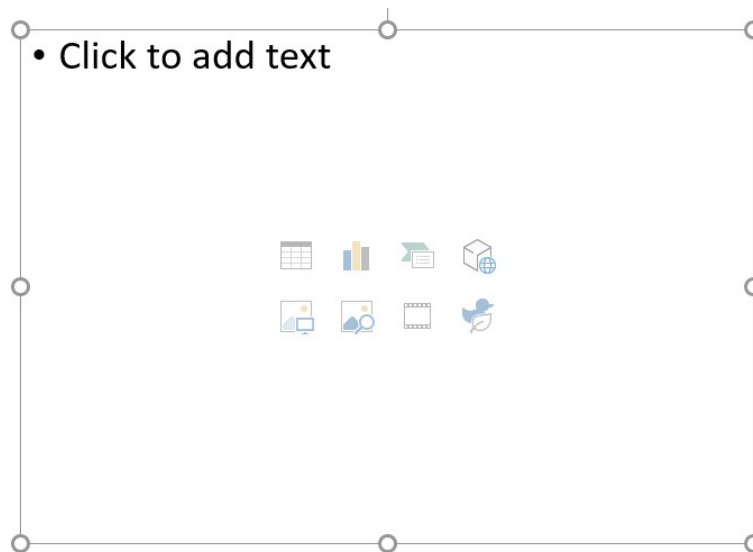


Figure 3: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

10. If you click on any of the options shown in Figure 4, what object will change on the PowerPoint slide, and how?

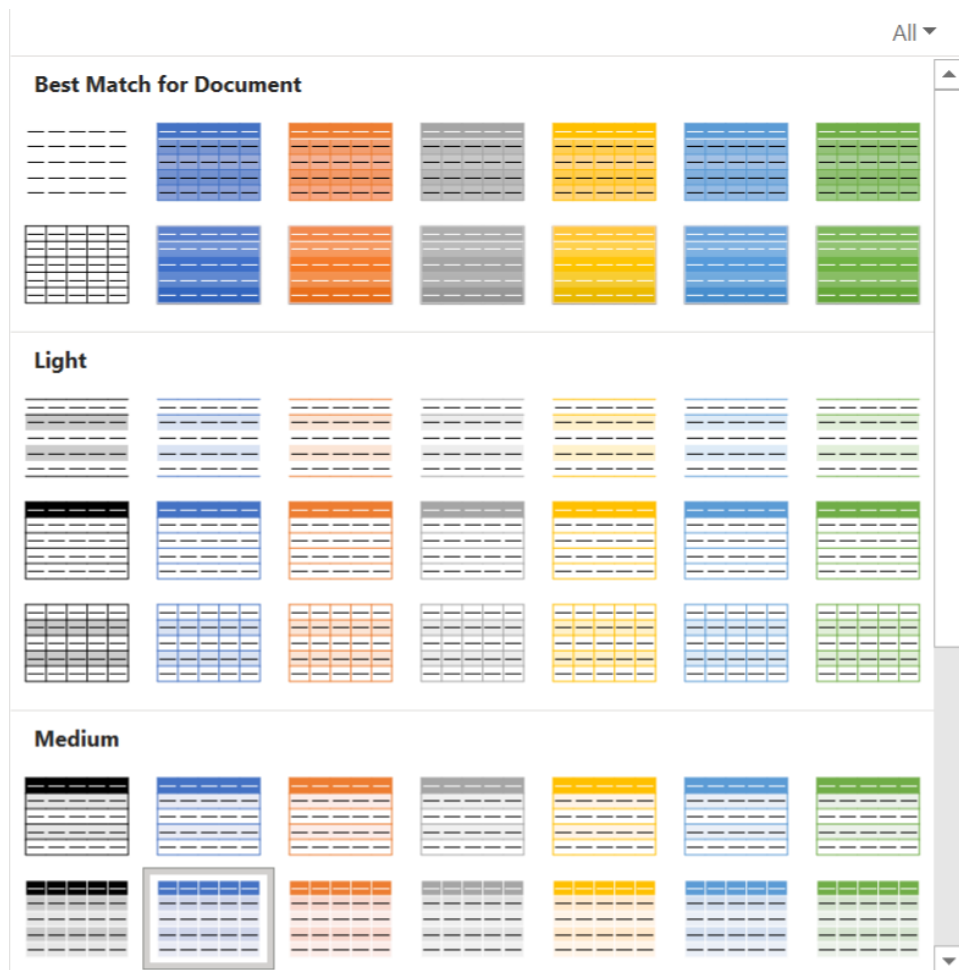


Figure 4: Many options

(Pages: 1074 – 1078) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 5, “Three Shapes” to the shape in Figure 6, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)



Figure 5: Three Shapes

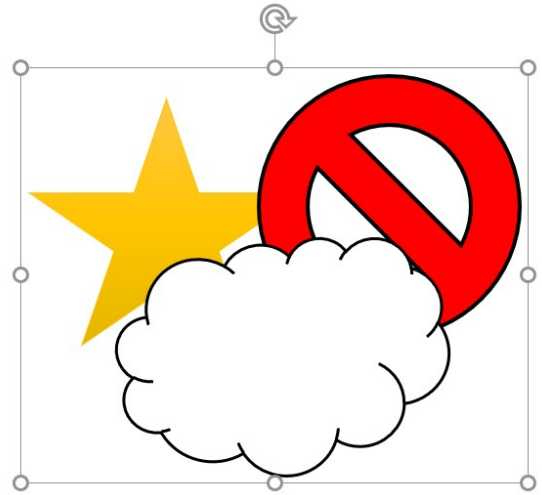


Figure 6: Three Shapes: Changed

12. How do you duplicate a slide? Mention **one** way.  
(Pages: 63 – 64, 900 – 901) (7.14 points)

13. 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.

(Pages: 443 – 446) (7.14 points)

14. The bulleted list in Figure 7, “My List” was converted into the object displayed in Figure 8, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 8, “My New List”?)

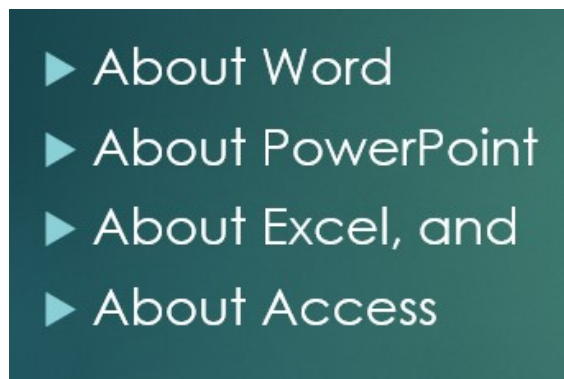


Figure 7: My List

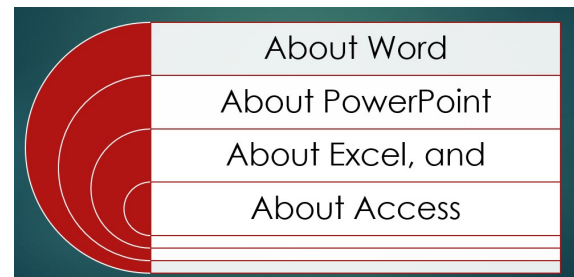


Figure 8: My New List

(Pages: 930 – 937) (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. 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."

(2.5 points)

16. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

### PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 9?  
(b) Where do you need to click to delete/remove this object?

(2.5 points)

Click to add title

Figure 9: Object/Box

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

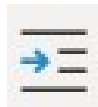


Figure 10: Button with Arrow

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

