

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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

3. 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)

4. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

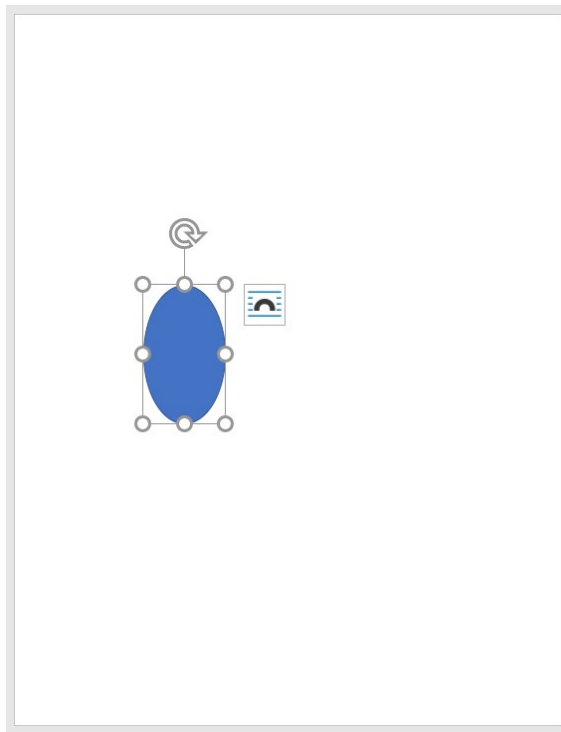


Figure 1: Added Oval Shape

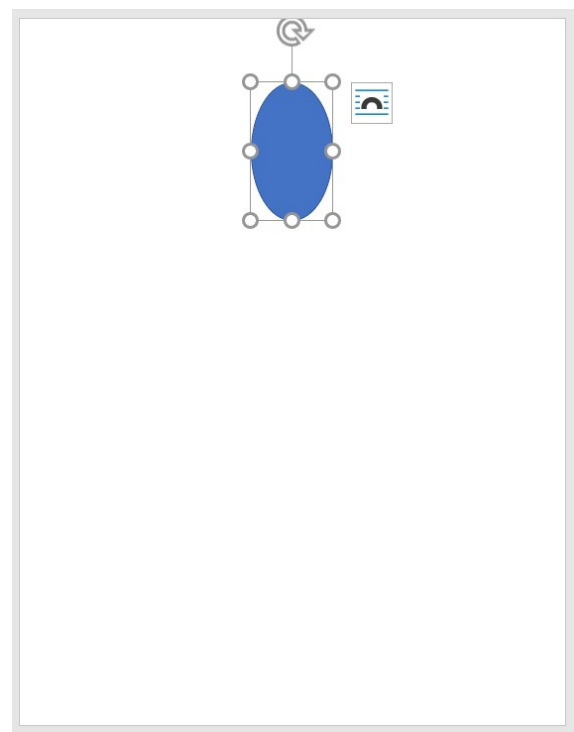


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

5. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

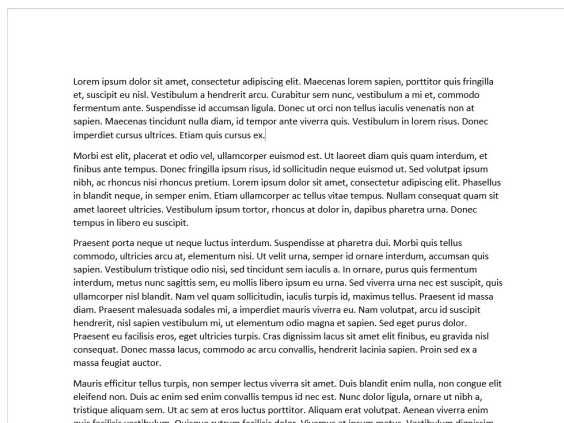


Figure 3: My Text Layout: Before

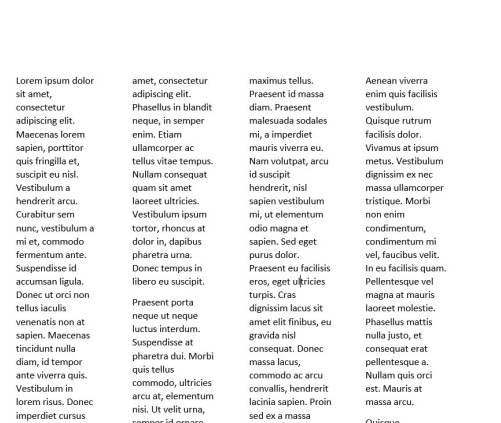


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, “Apple: Before” to the picture shown in Figure 6, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

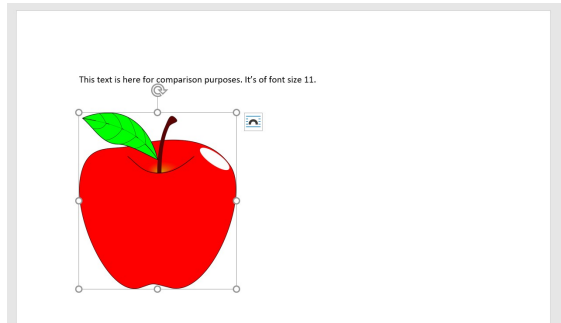


Figure 5: Apple: Before

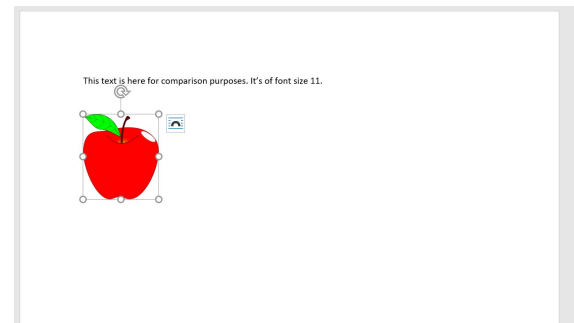


Figure 6: Apple: After

PowerPoint – Short Answer

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

8. Where do you need to click to change the chart in Figure 7, “Chart: Before” to the chart in Figure 8, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

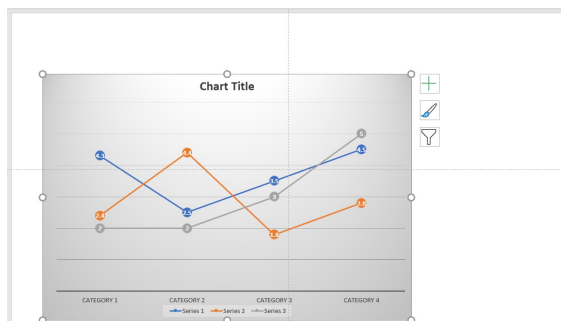


Figure 7: Chart: Before

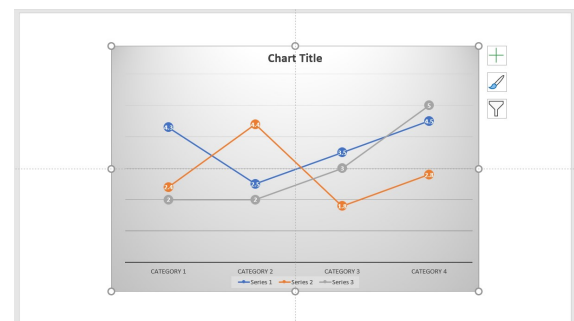


Figure 8: Chart: After

(Pages: 1126 – 1133) (7.14 points)

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

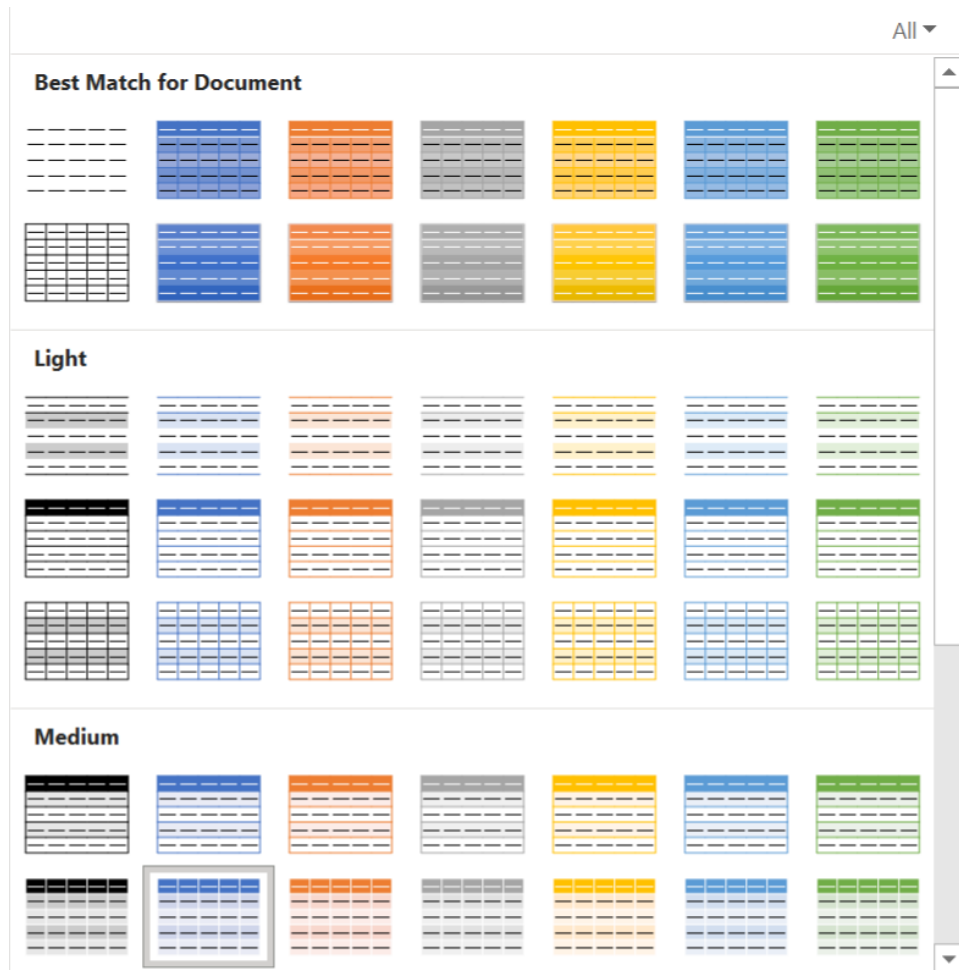


Figure 9: Many options

10. 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.)

Just a Title

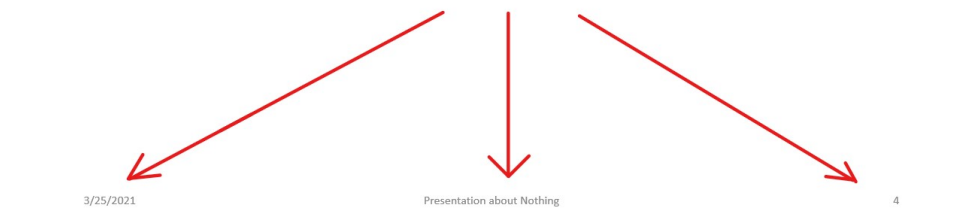


Figure 10: What is This

(Pages: 967 – 970) (7.14 points)

11. (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)

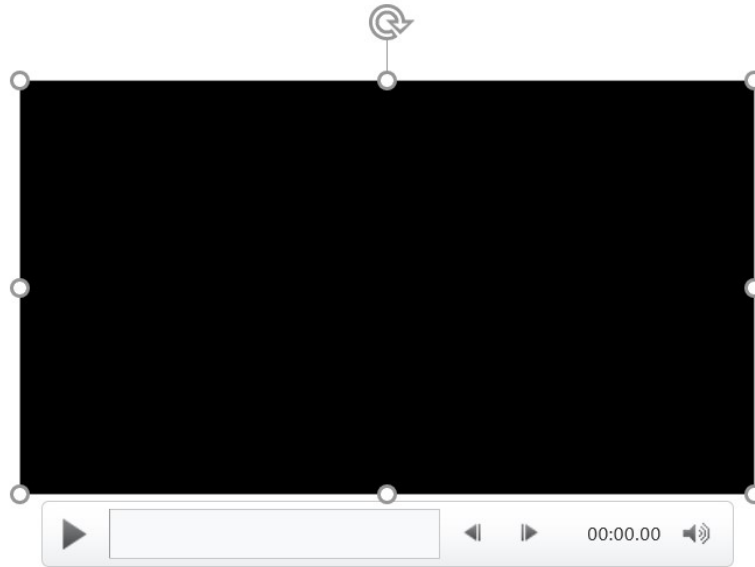


Figure 11: Object with Buttons

12. How do you change the shapes on a PowerPoint slide shown in Figure 12, “Three Shapes” to the shape in Figure 13, “Three Shapes: Changed”?



Figure 12: Three Shapes



Figure 13: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

13. 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.

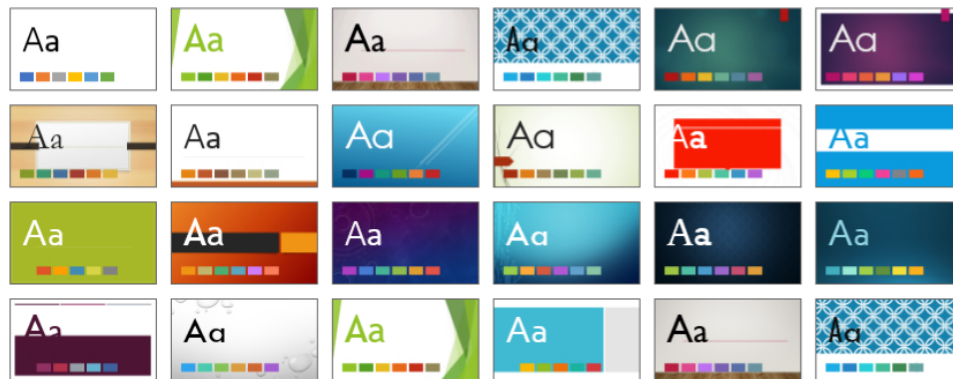


Figure 14: Many Options

(Pages: 885 – 889) (7.14 points)

14. 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)

Extra Credit

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

Word

15. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(2.5 points)

16. (a) Why does Word show a strange colorful underline in the phrase in Figure 15?

The girl eat this.

Figure 15: 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.”)

(2.5 points)

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.

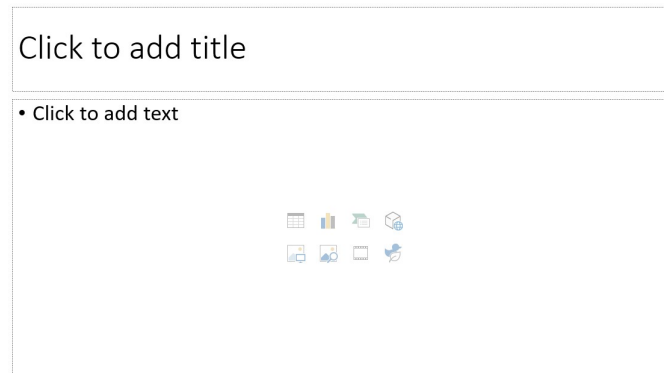


Figure 16: My Slide

(2.5 points)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

