

Instructions

- During the exam, you are **ALLOWED** to use the textbook, the Cheat Sheet on the next page, any notes, 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 105.
- **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. 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)

2. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

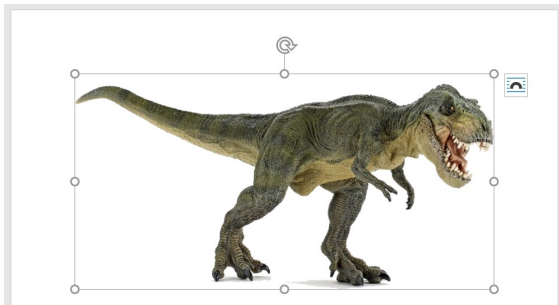


Figure 1: Dino: Before

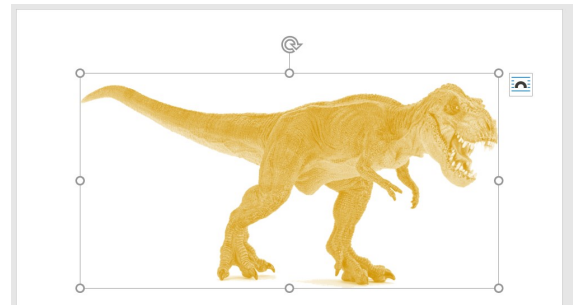


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

3. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(Pages: 380 – 382) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 3?

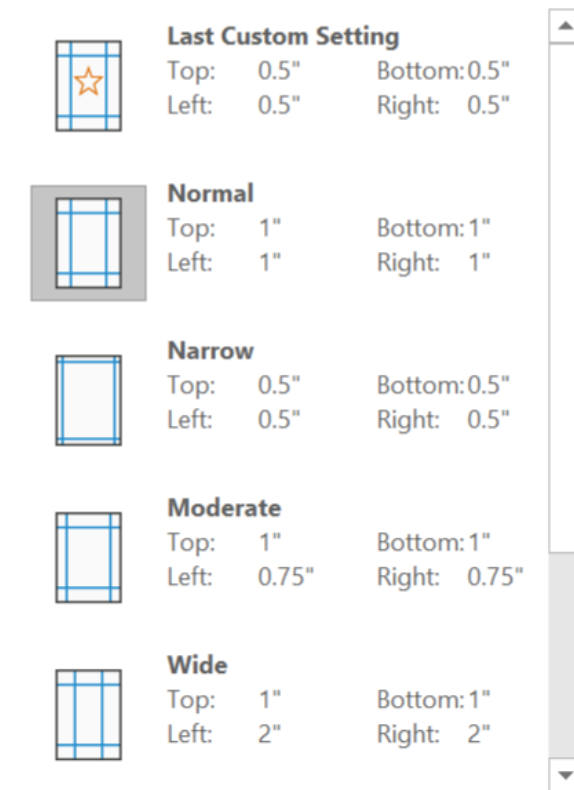


Figure 3: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

6. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. How can you move the shapes in Figure 4, “My Shapes” so that they are positioned like those in Figure 5, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

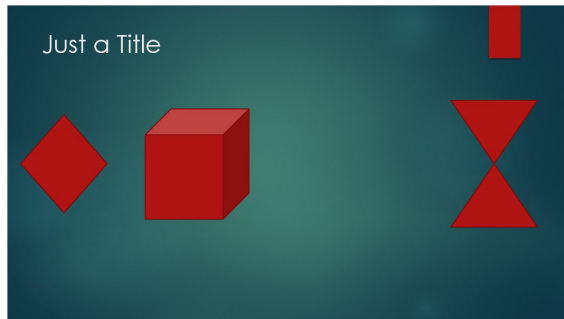


Figure 4: My Shapes

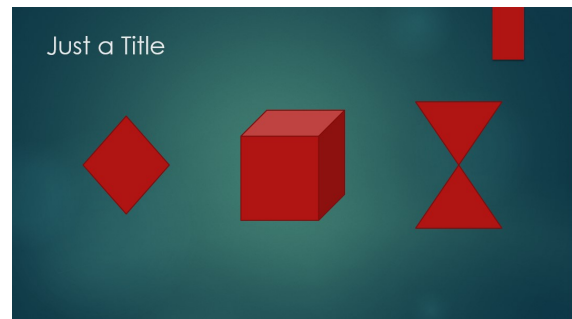


Figure 5: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

10. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

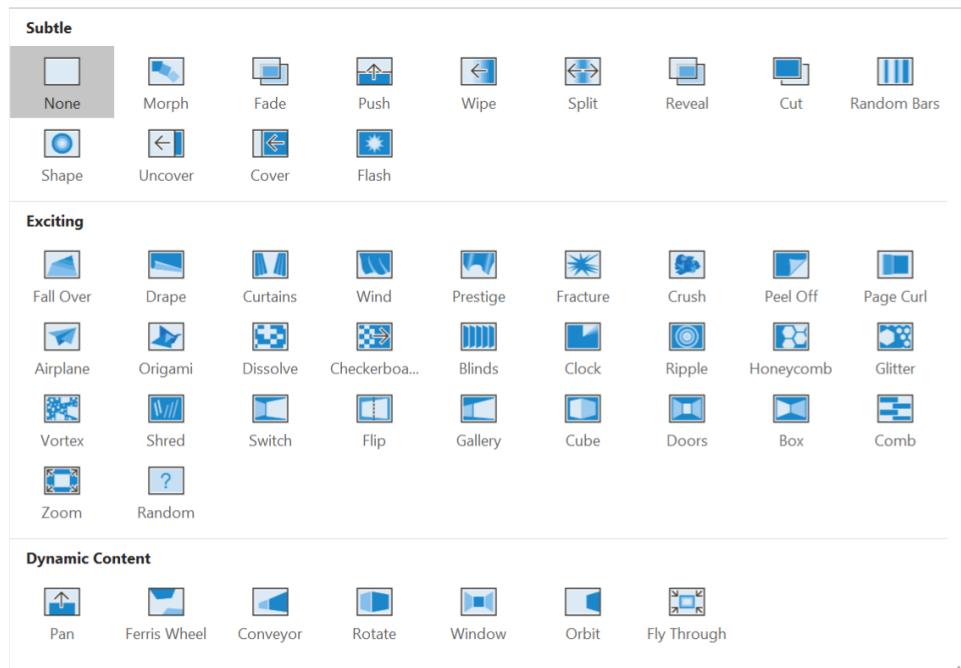


Figure 6: Many Options

11. Where do you need to click to change the table in Figure 8, “Table: Before” to the table in Figure 9, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

12. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint’s tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

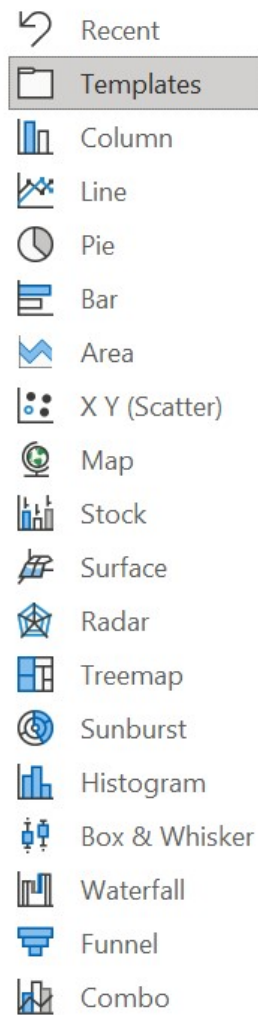


Figure 7: Long Menu

| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Figure 8: Table: Before

| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Figure 9: Table: After

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 10? **Hint:** Look at the screenshots given on the textbook pages listed below.

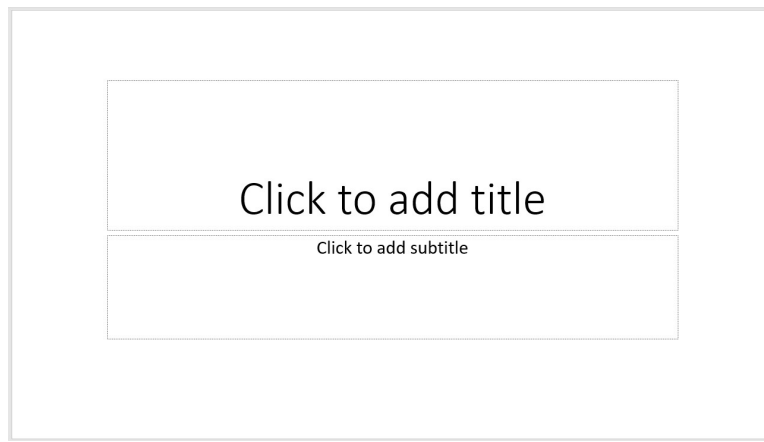


Figure 10: My Slide

(Pages: 900 – 903) (7.14 points)

14. You 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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 11: My Slides



Figure 12: My Slides: Changed

Extra Credit

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

Word

15. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 13.



Figure 13: Window Area

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

(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. (a) What is the name of the PowerPoint object appearing in the Figure 14?



Click to add title

Figure 14: Object/Box

(b) Where do you need to click to delete/remove this object?
(2.5 points)

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

– End of Midterm Exam –

Congrats for completing the Midterm exam!

