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: 11:00 AM – 12:15 PM. 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 ∞ 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. Name **three** commands/buttons on the Quick Access Toolbar.

   (Pages: 369) (7.14 points)

   Three commands are save, undo, and redo.

2. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 17 points of space above it, how much space is there between the two paragraphs?

   (Pages: 412 – 416) (7.14 points)

   25 points of space between the two paragraphs.

3. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

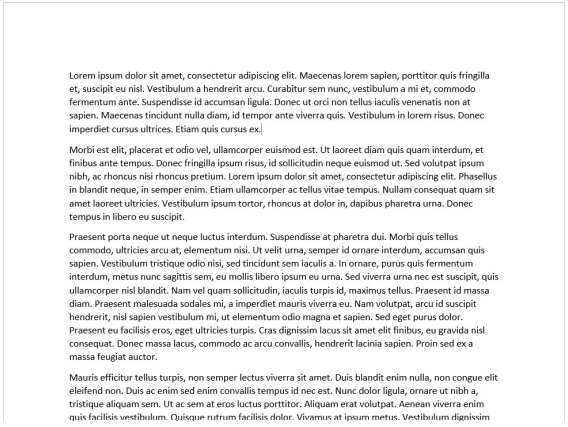

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Figure 1: My Text Layout: Before

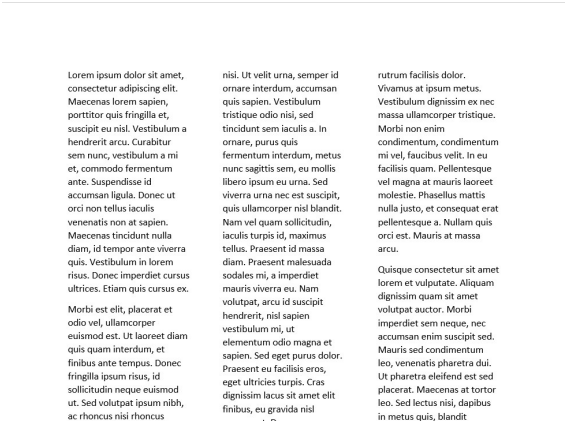

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Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

In order to change the layout, you need to add columns. In order to do that, you either select the text you want to arrange or place the cursor where you want the columns to start. Then go to layout>columns and select the number of columns. In the model you want want to click 3 columns. You can add a column break, by placing the cursor where you want the break, then select layout>breaks>column breaks. Adding a column break would end a column and send the text to the next column.

4. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".

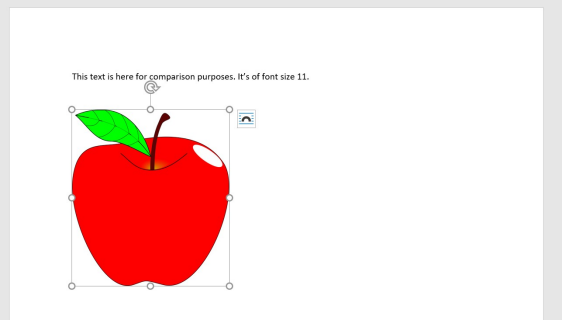


Figure 3: Apple: Before

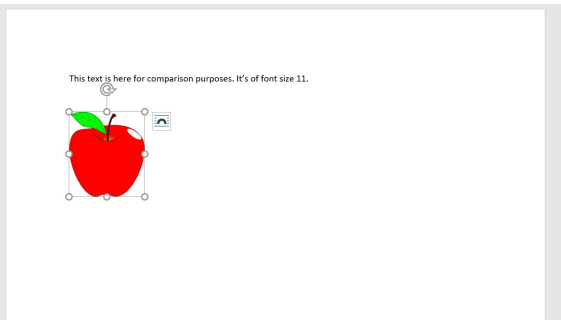


Figure 4: Apple: After

(Pages: 514 – 516) (7.14 points)

There are resize dots at each corner of the picture. You can increase or decrease the size of the picture by dragging the dots. You can maintain the proportions by holding down the shift key while dragging the resize dots. Click and drag the image to another spot if needed as well.

5. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

.docx word files is used in Microsoft Word version 2007 and later. Has improved scripts and macros and other features from the older .doc
.doc word file, was default file in Microsoft Word 2003 and older.

6. 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)

You can select and move the text. First select "I walked on the street" by dragging the cursor across it. It should be highlighted in gray to show that it was selected. Now you can press ctrl+c, move your cursor to a new location in the text, then press ctrl+v to paste it in the new location.\
Another way is dragging the selected paragraph or sentence into a new location.

7. Suppose you are working on the SmartArt graphic in Word in Figure 5, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 6, "SmartArt: After"?

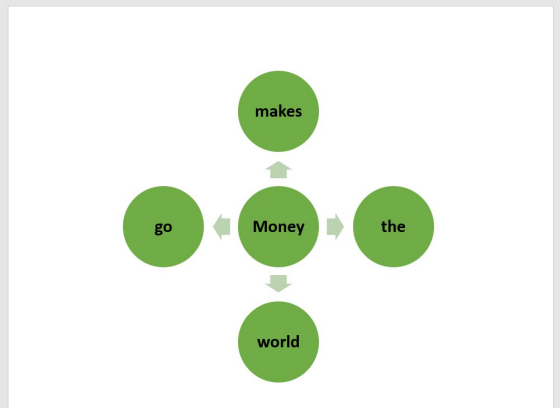


Figure 5: SmartArt: Before

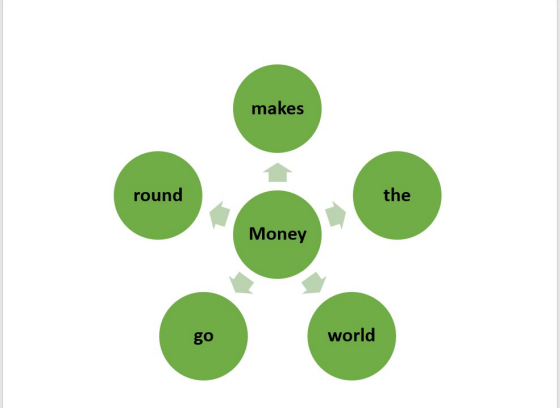


Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

If you want to change number of shapes in the graphic, or any other option, you can do so using the Design tab and the options available in that ribbon. This Design tab is only available after you have clicked on the SmartArt graphic.

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)

   The primary purpose of the "title slide" is to introduce the presentation's topic and provide other necessary details about the content. It usually contains the presentation's title, the presenter's name, even the date, or organization/event for which the presentation is prepared.

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?
   (b) Where do you need to click to delete/remove this object?

Figure 7: Object/Box

   (Pages: 880 – 883) (7.14 points)

   a)Title box or a textbox.
   b)You can click on the box, outer layer, and press delete.

10. If you were to click on an option from the menu in the Figure 8, what kind of object would be added to the PowerPoint slide?

    (Pages: 1116 – 1123) (7.14 points)

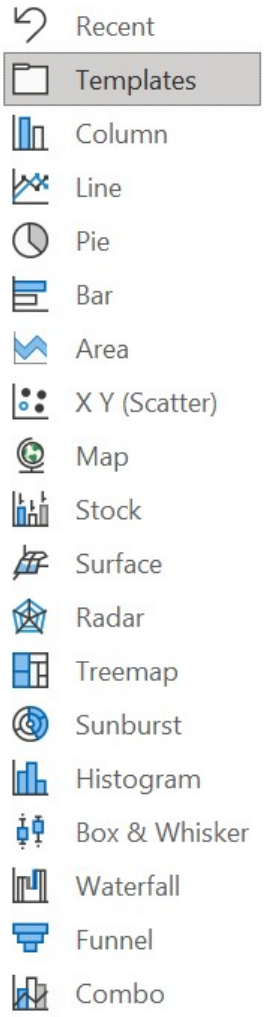


Figure 8: Long Menu

If you click on any of the following options it would give you want you click. For example if you click on "pie" it would give you a pie chart. If you click on column it would give you columns. You can then edit the data.

11. The bulleted list in Figure 9, "My List" was converted into the object displayed in Figure 10, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 10, "My New List"?)

Figure 9: My List

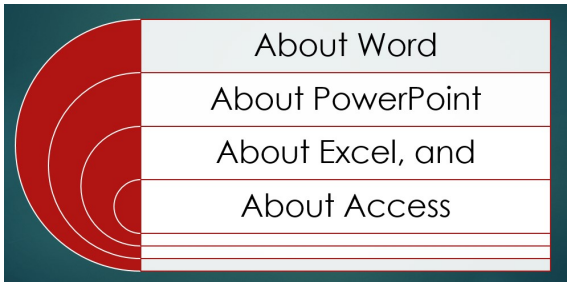


Figure 10: My New List

(Pages: 930 – 937) (7.14 points)

You would drag the cursor to select the bullet points then convert it into a table.

12. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

You can select the slide you want to delete on the normal view, which is on the left side of the power point. Then you can press the delete key on the keyboard.

13. How can you move the shapes in Figure 11, "My Shapes" so that they are positioned like those in Figure 12, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

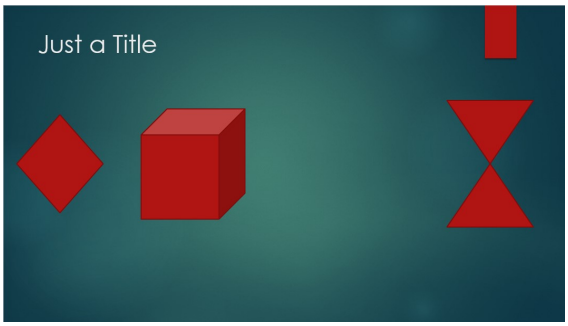


Figure 11: My Shapes

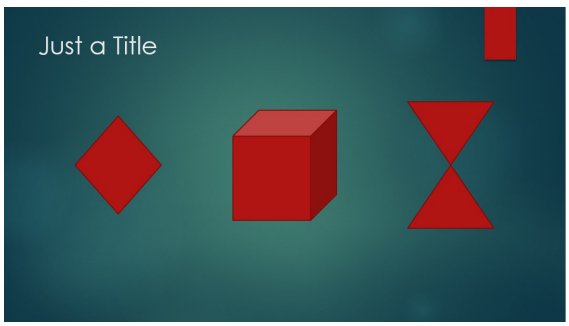


Figure 12: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

You would need to click the "arrange" option found in "drawing' group of the home tab. Then select the single object you would want to move and drag it to the location you want it at.

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

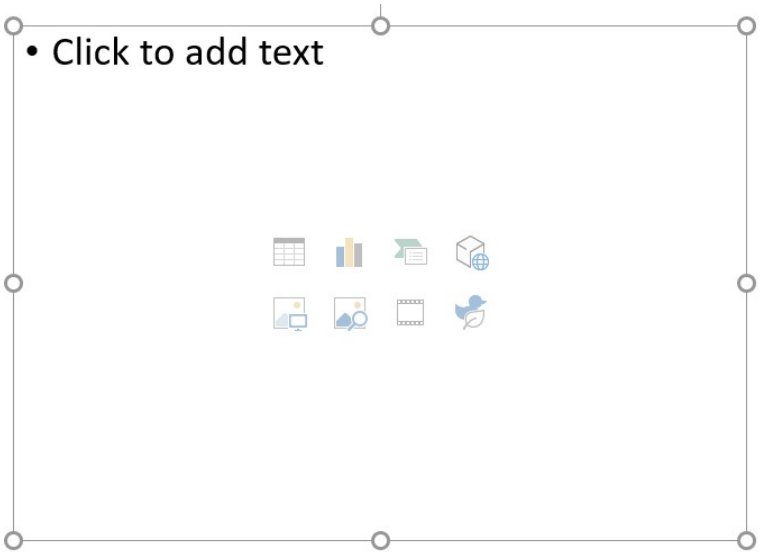


Figure 13: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

You'd click on the option at the bottom left corner. That has a computer on an image. Then you can click the image you want to insert from your computer's desktop folder. You can then edit the image and its' location on the slide.

Extra Credit

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

Word

15. 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!]

    (2.5 points)

    First you click and drag to select the linked text. Then right click on it, from the context menu select " remove hyperlink."

16. What is change has been made to the picture in Figure 14, "Dino: Before", so that it became the picture in Figure 15, "Dino: After"?

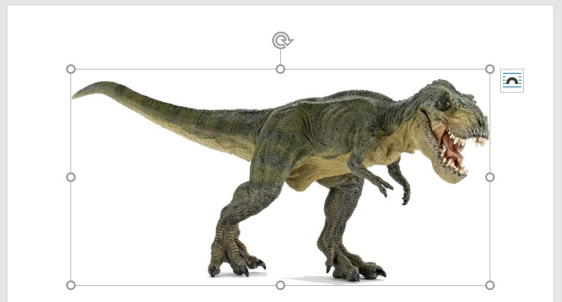


Figure 14: Dino: Before

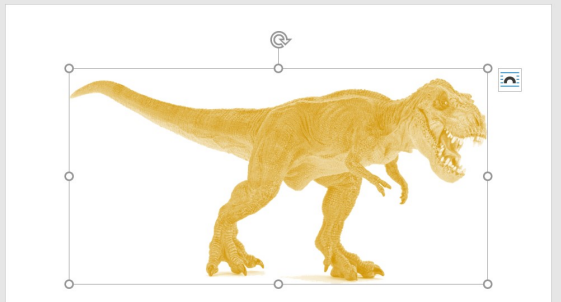


Figure 15: Dino: After

(2.5 points)

Click on the image, go to the format tab, look for "color" or "color adjustment". You can change the color saturation and tone there.

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 16? Your answer must use the box shown in that Figure.

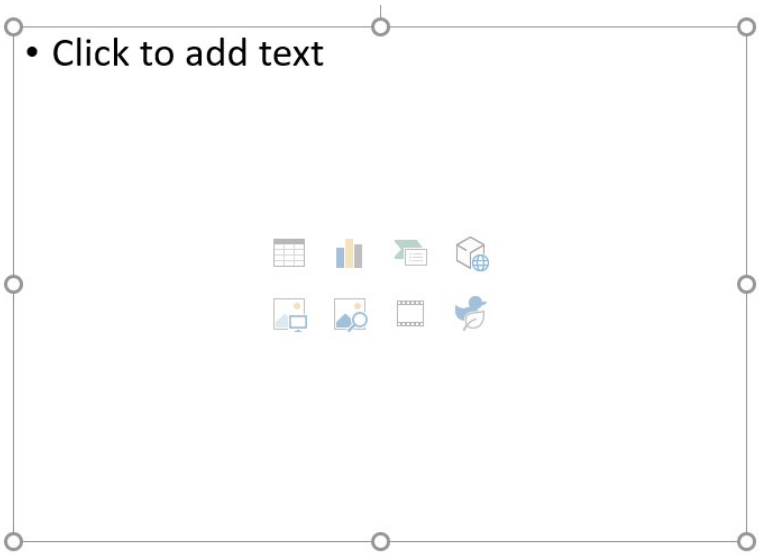


Figure 16: Insert Table Here

(2.5 points)

You can click on the table option that is located in the right top hand corner. You then can add 3 rows and 2 columns.

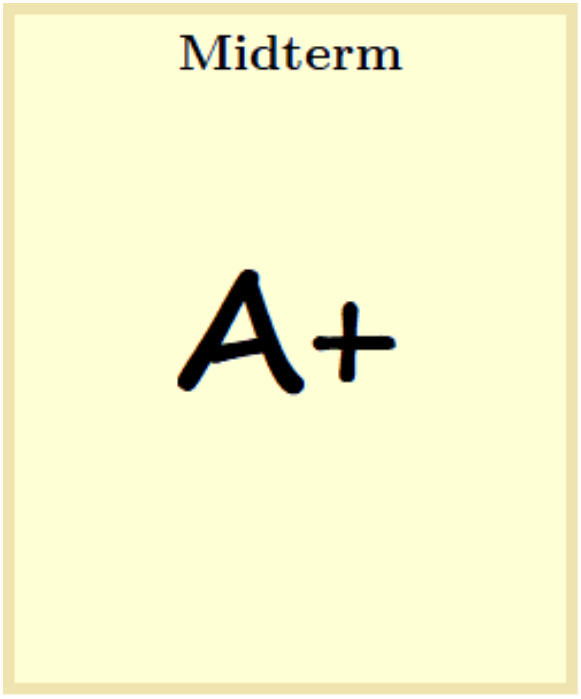
18. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 17, "My Slides". Where should you click to change the Slides tab to the one in Figure 18, "My Slides: Changed"?

(2.5 points)

You can click on "view" and select "slide sorter". You will see all the slides. Click on the slide you want to move, in this case slide 3. Then you drag it above slide 2. The dinosaur slide becomes slide 2 while previous slide 2 becomes slide 3.

– End of Midterm Exam –

Figure 17: My Slides

Figure 18: My Slides: Changed

Congrats for completing the Midterm exam!