### 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**  $\rightarrow$  **Midterm**.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- 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. If a paragraph has 18 points of space below it, and the paragraph underneath has additional 20 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 - 416) (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"?

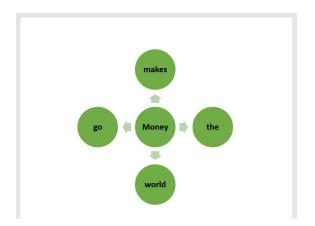


Figure 1: SmartArt: Before

round the Money go world

Figure 2: SmartArt: After

(Pages: 930 - 937) (7.14 points)

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

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Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 4: My Text Layout: After

4. 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)

5. Where should you click to change the watermark in the picture 5, "Watermark: Before" to the watermark in the picture 6, "Watermark: After"?

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Figure 5: Watermark: Before

(Pages: 556 - 560) (7.14 points)

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Figure 6: Watermark: After

6. 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)

7. What does the button displayed in the Figure 7 do?

(Pages: 370) (7.14 points)

**■** Multiple Pages

Figure 7: Multiple Pages

# PowerPoint - Short Answer

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

8. 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?

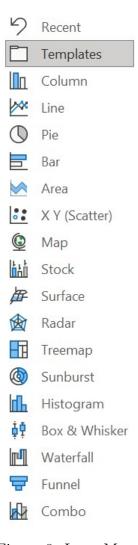


Figure 8: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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



Figure 9: Many Options

(Pages: 885 - 889) (7.14 points)

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

(Pages: 921 - 924) (7.14 points)

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

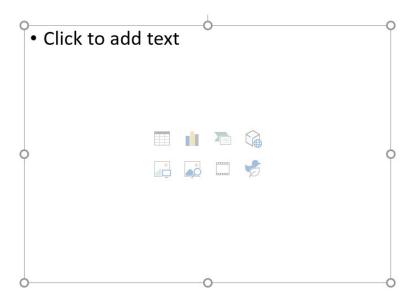


Figure 10: Insert Picture Here

(Pages: 1155 – 1156) (7.14 points)

12. 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 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)

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



Figure 11: My Slides



Figure 12: My Slides: Changed

• 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. 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)

# Extra Credit

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

### Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file. (2.5 points)

16. Where should you click to change the table in Figure 13, "Table: Before" to the one in Figure 14, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Column 1 Column 2

Info Info

Info

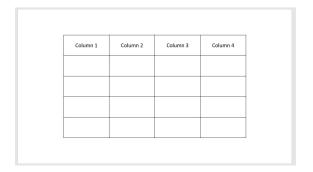
Figure 13: Table: Before

Figure 14: Table: After

(2.5 points)

### **PowerPoint**

17. Where do you need to click to change the table in Figure 15, "Table: Before" to the table in Figure 16, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



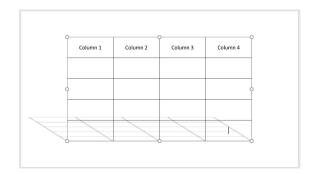


Figure 15: Table: Before

Figure 16: Table: After

(2.5 points)

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

<sup>–</sup> End of Midterm Exam –

Click to add title

Figure 17: Object/Box

Congrats for completing the Midterm exam!

