

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

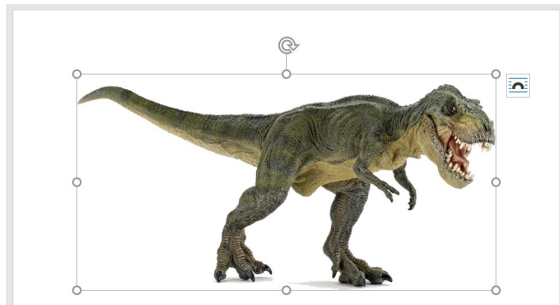


Figure 1: Dino: Before

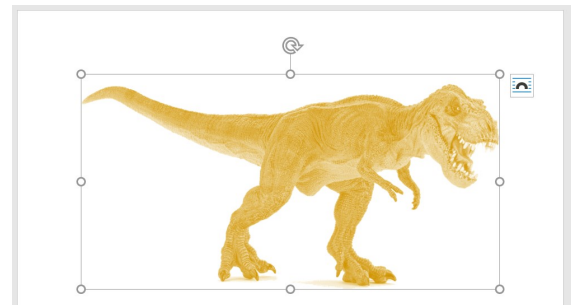


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

2. 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?

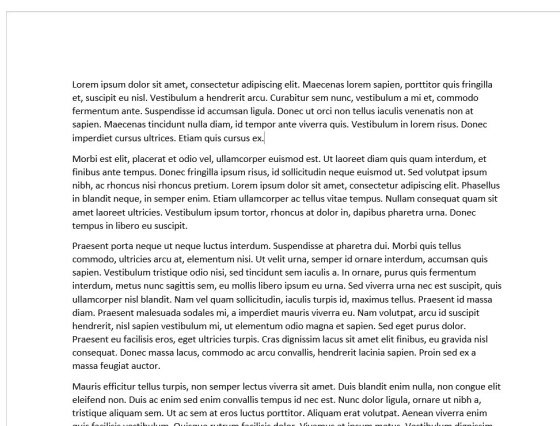


Figure 3: My Text Layout: Before

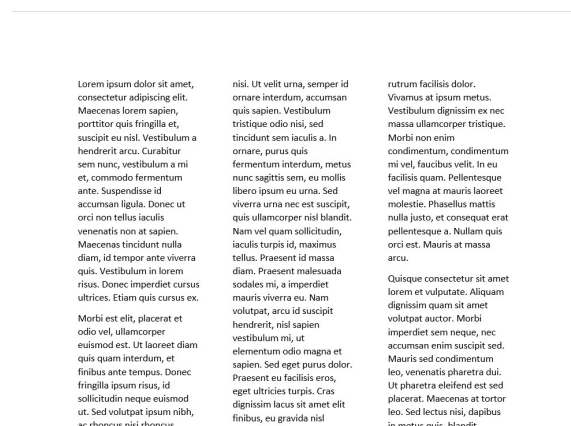


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

3. 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”.

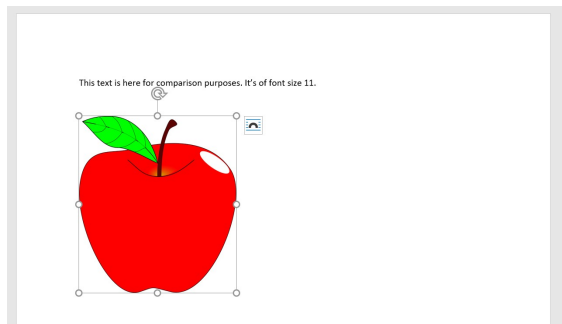


Figure 5: Apple: Before

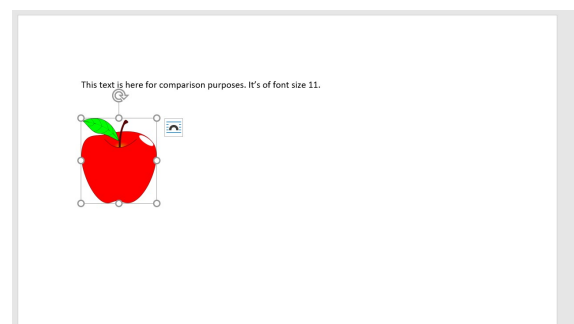


Figure 6: Apple: After

(Pages: 514 – 516) (7.14 points)

4. If a paragraph has 12 points of space below it, and the paragraph underneath has additional 18 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

5. You inserted an oval shape into your Word document shown in Figure 7, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 8, “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."]

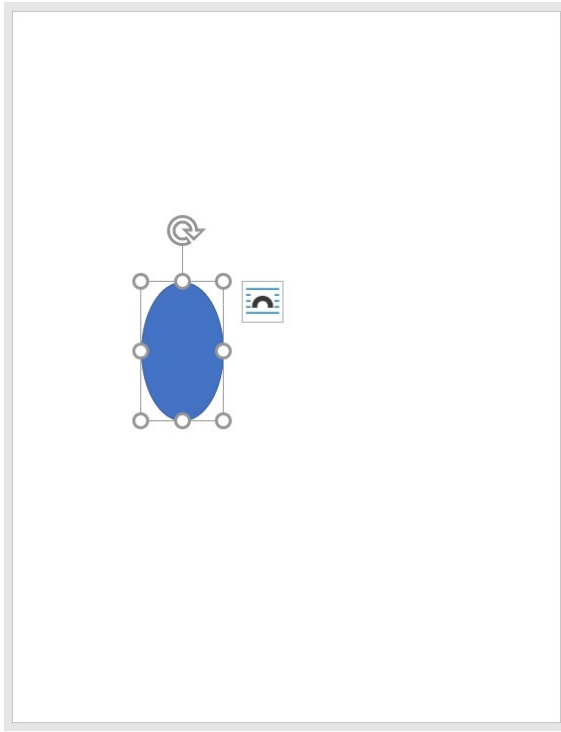


Figure 7: Added Oval Shape

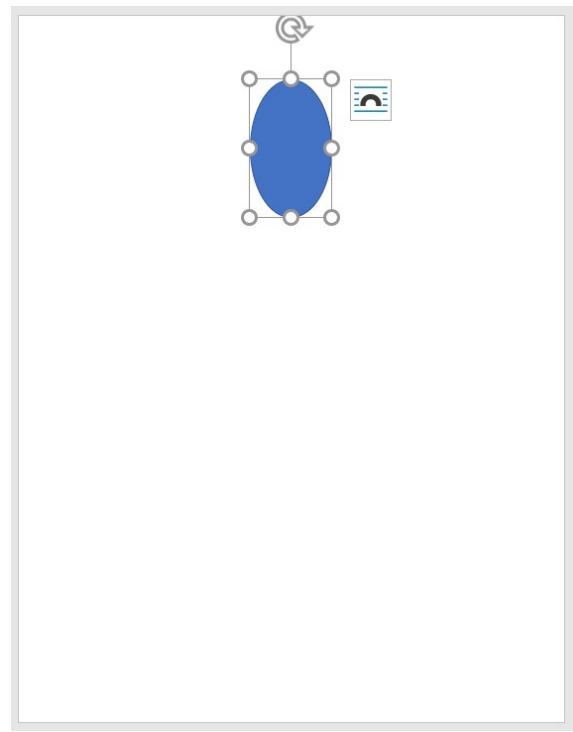


Figure 8: Moved Oval

(Pages: 519 – 521) (7.14 points)

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

(Pages: 454 – 459) (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. Where do you need to click to change the chart in Figure 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

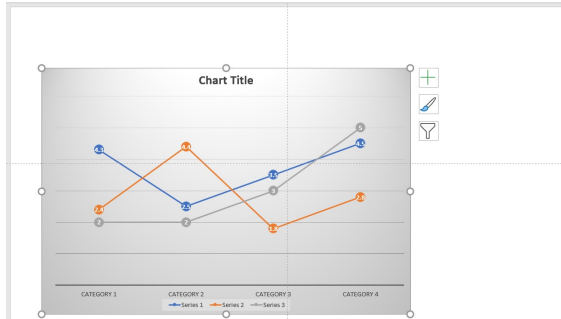


Figure 9: Chart: Before

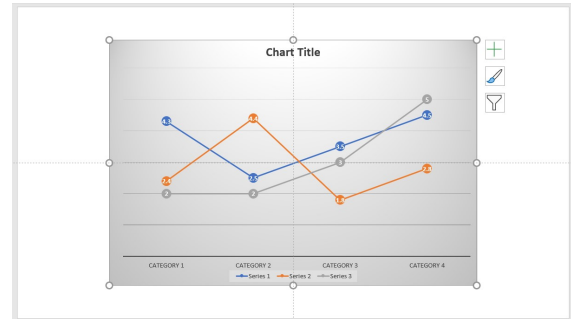


Figure 10: Chart: After

(Pages: 1126 – 1133) (7.14 points)

9. 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)

10. 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)

11. 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)

12. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)



Figure 11: My Slides



Figure 12: My Slides: Changed



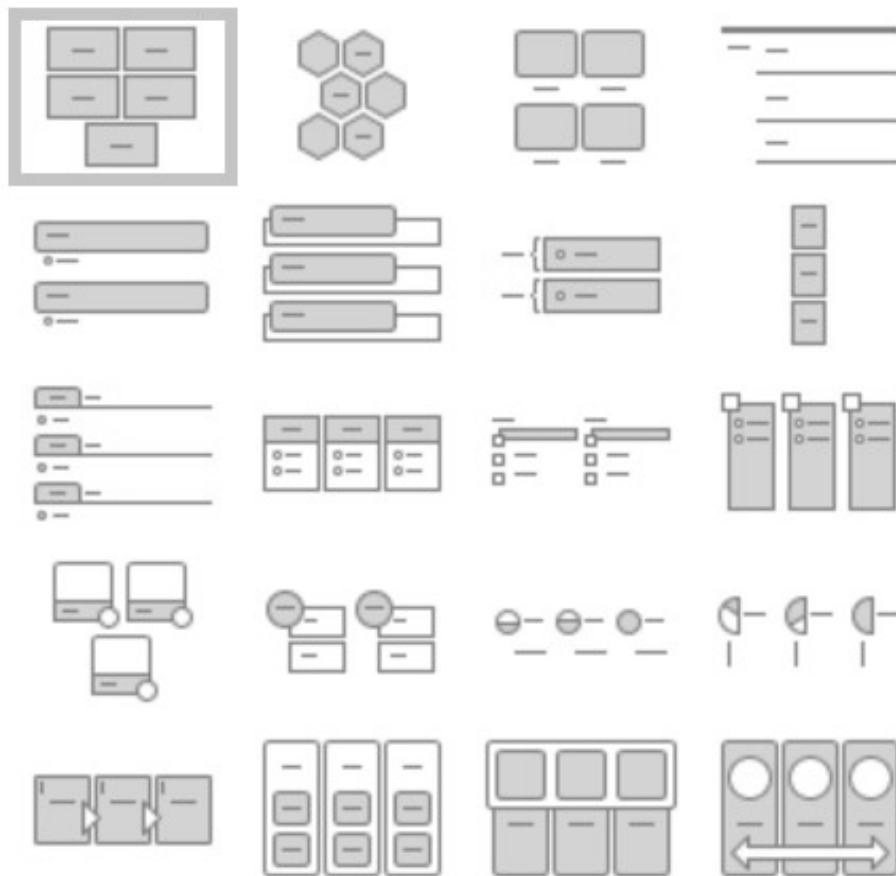


Figure 13: Many Options

13. How do you change the shapes on a PowerPoint slide shown in Figure 14, “Three Shapes” to the shape in Figure 15, “Three Shapes: Changed”?

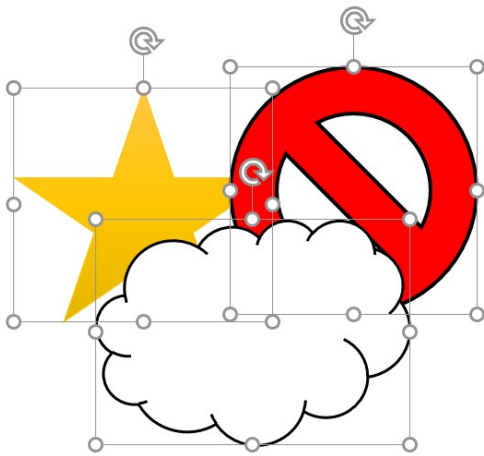


Figure 14: Three Shapes



Figure 15: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

14. 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)

## 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. What is the purpose of the following partially-shown dialog box in Figure 16?

The dialog box is titled "Bibliography Fields for MLA". It features a dropdown menu for "Web site" and a "Language" dropdown set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with "Placeholder1", and "OK" and "Cancel" buttons.

Figure 16: Dialog Box

(2.5 points)

## PowerPoint

17. The bulleted list in Figure 17, “My List” was converted into the object displayed in Figure 18, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 18, “My New List”?)

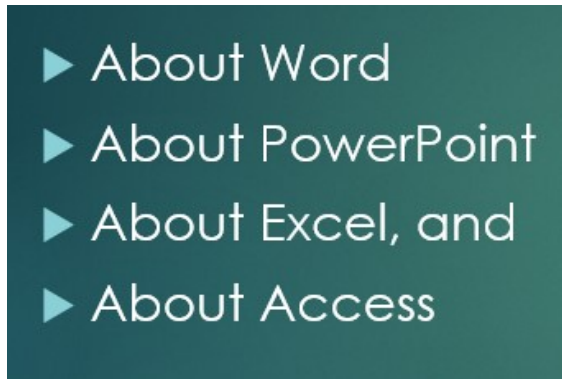


Figure 17: My List

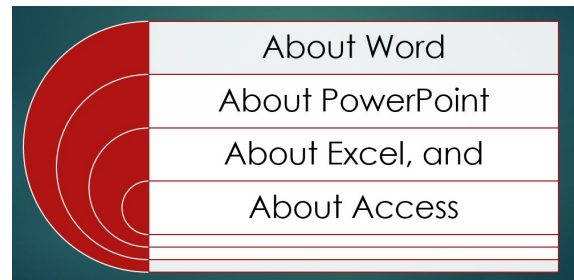


Figure 18: My New List

(2.5 points)

18. (a) What is the name of the PowerPoint object appearing in the Figure 19?  
(b) Where do you need to click to delete/remove this object?



Figure 19: Object/Box

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

