

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. 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)

2. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

3. 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)

4. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: 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.”)

(Pages: 419 – 423) (7.14 points)

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

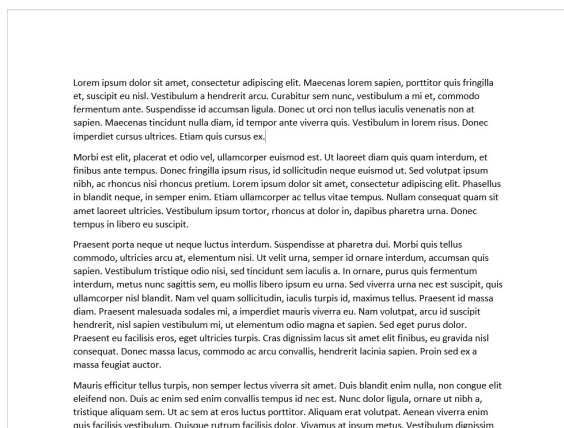


Figure 2: My Text Layout: Before



Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

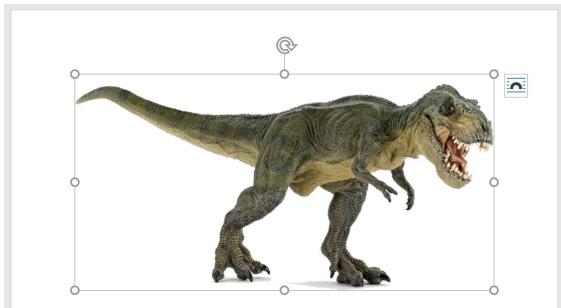


Figure 4: Dino: Before

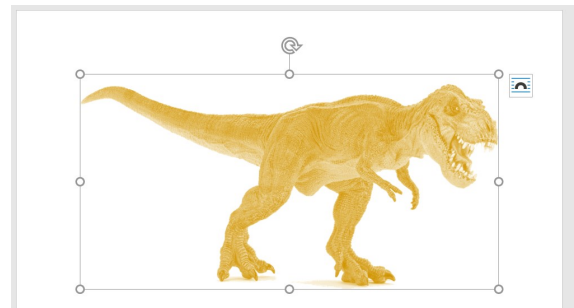


Figure 5: Dino: After

(Pages: 514 – 516) (7.14 points)

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

(Pages: 370) (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 6, “Chart: Before” to the chart in Figure 7, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

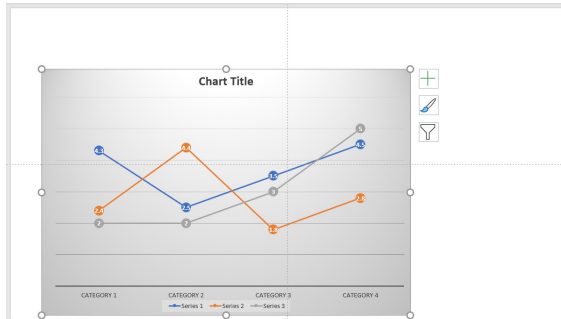


Figure 6: Chart: Before

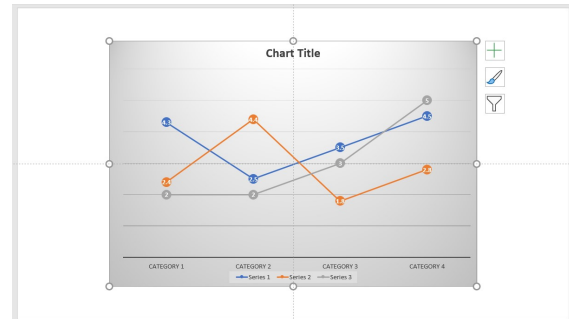


Figure 7: Chart: After

(Pages: 1126 – 1133) (7.14 points)

9. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint:** Look at the screenshots given on the textbook pages listed below.

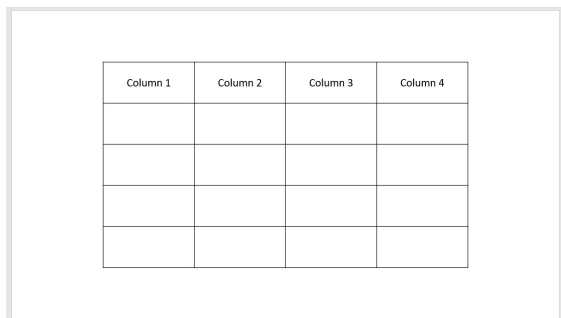
(Pages: 900 – 903) (7.14 points)

10. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

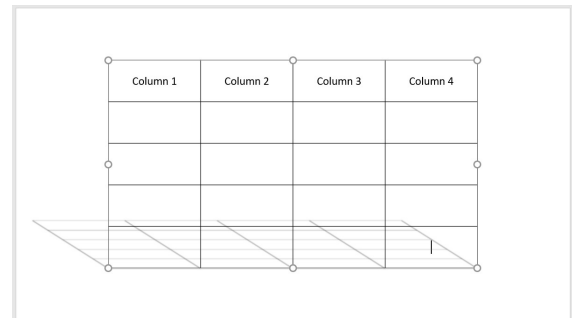
Click to add title

Figure 8: My Slide



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

11. How do you duplicate a slide? Mention **one** way.
(Pages: 63 – 64, 900 – 901) (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)
13. (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)
14. 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"?
(Pages: 945 – 949) (7.14 points)

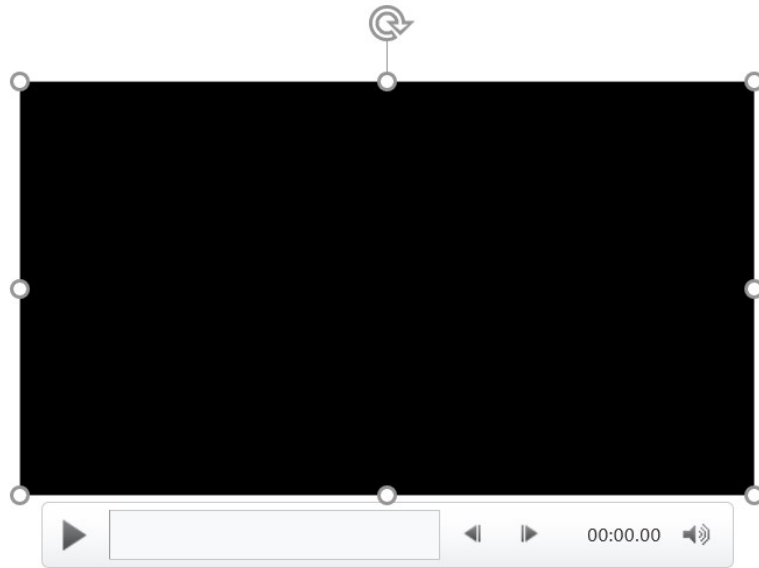


Figure 11: Object with Buttons

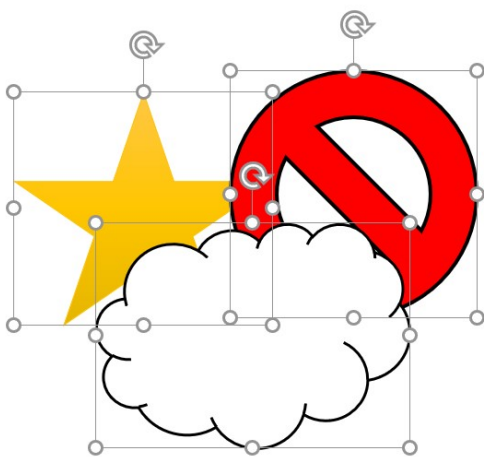


Figure 12: Three Shapes

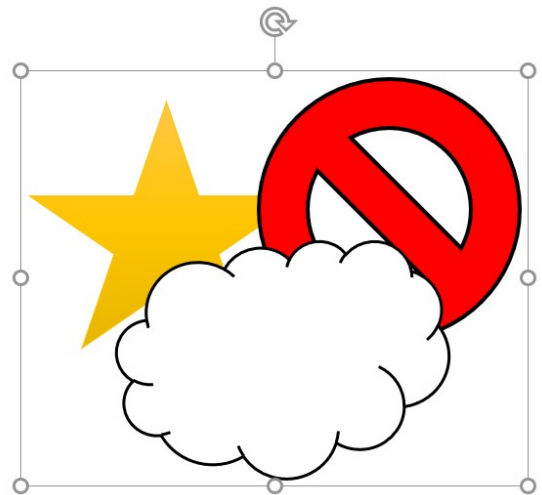


Figure 13: Three Shapes: Changed

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 14.



Figure 14: 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. Where should you click to change the watermark in the picture 15, “Watermark: Before” to the watermark in the picture 16, “Watermark: After”?

(2.5 points)

PowerPoint

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

(2.5 points)

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Figure 15: Watermark: Before

Figure 16: Watermark: After

18. How can you move the shapes in Figure 17, “My Shapes” so that they are positioned like those in Figure 18, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 17: My Shapes

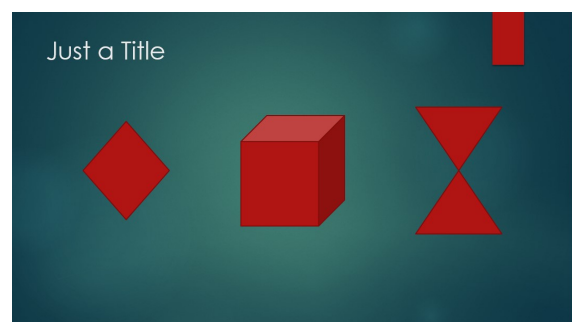


Figure 18: My Shapes: Moved

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

