

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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, “Apple: Before” to the picture shown in Figure 2, “Apple: After”.

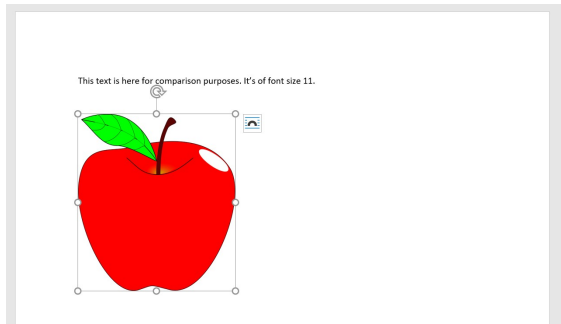


Figure 1: Apple: Before

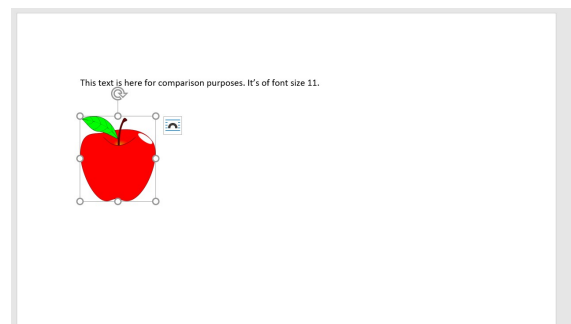


Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

2. 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)

3. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (7.14 points)

4. You inserted an oval shape into your Word document shown in Figure 3, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 4, “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.”]

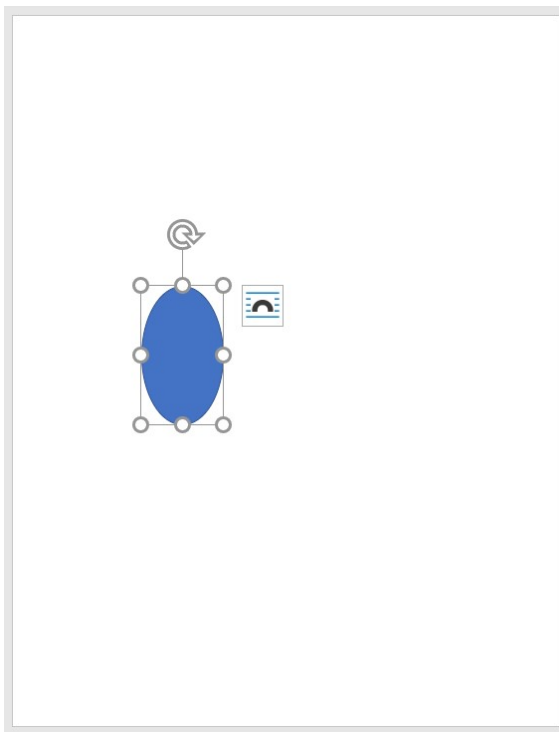


Figure 3: Added Oval Shape

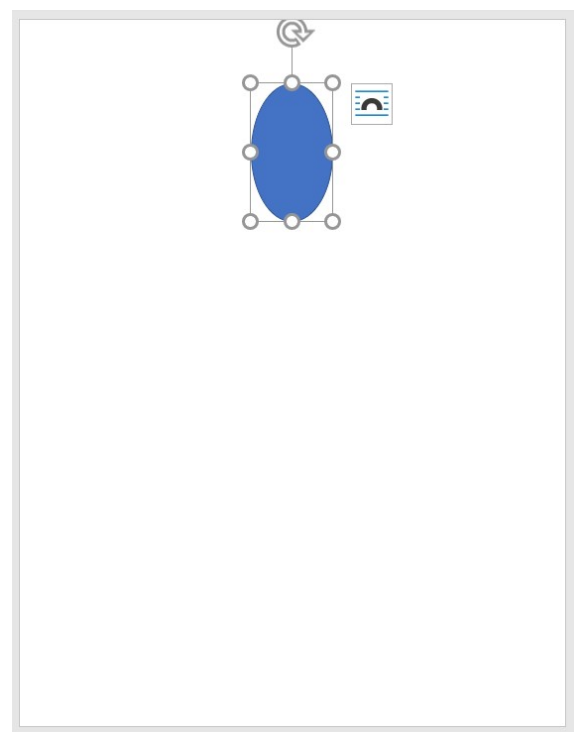


Figure 4: Moved Oval

(Pages: 519 – 521) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

6. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (7.14 points)

7. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (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 5, “Chart: Before” to the chart in Figure 6, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

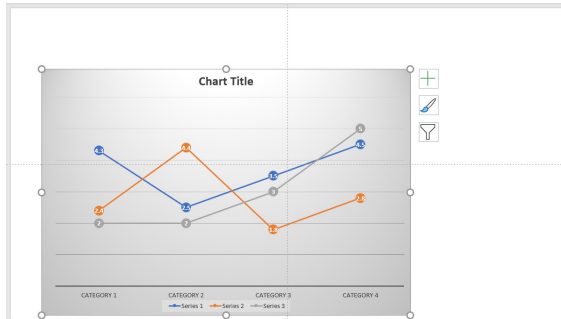


Figure 5: Chart: Before

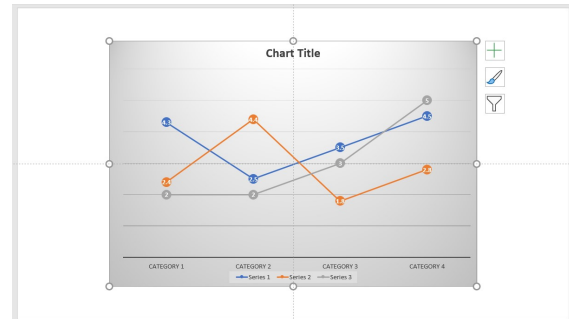


Figure 6: Chart: After

(Pages: 1126 – 1133) (7.14 points)

9. 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 7, “My Slides”. Where should you click to change the Slides tab to the one in Figure 8, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

10. (a) What is the object displayed in Figure 9?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 7: My Slides



Figure 8: My Slides: Changed

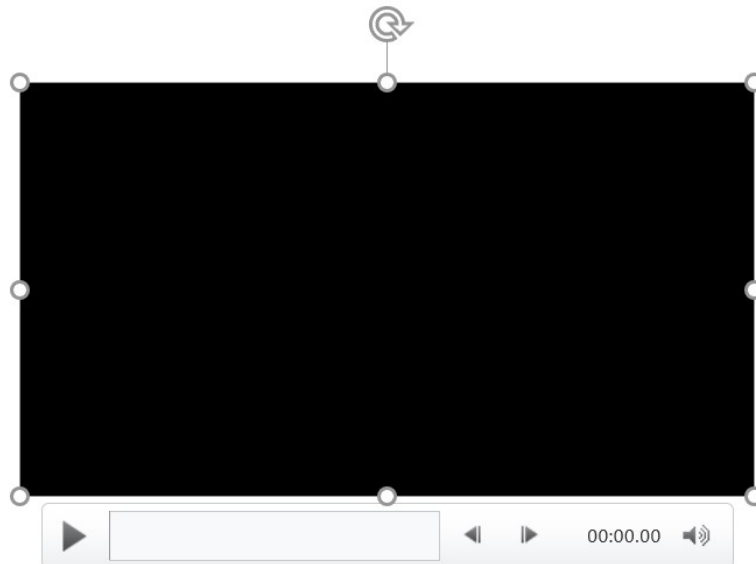


Figure 9: Object with Buttons

(Pages: 980 – 987) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “Three Shapes: Changed”?

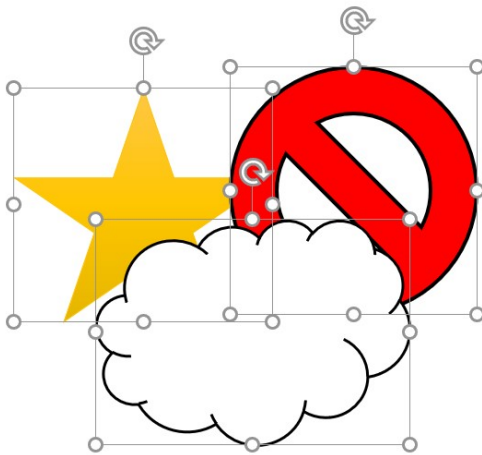


Figure 10: Three Shapes

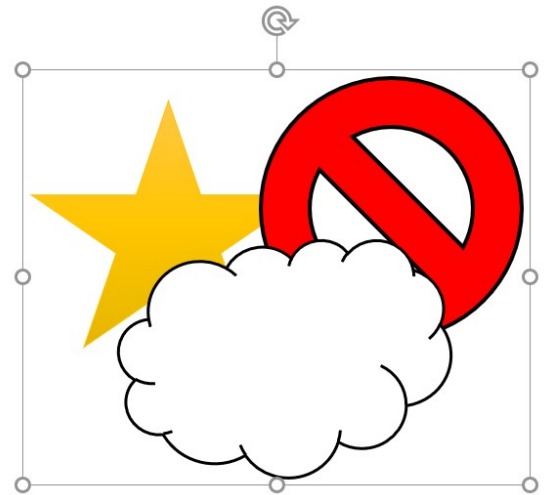


Figure 11: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

12. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

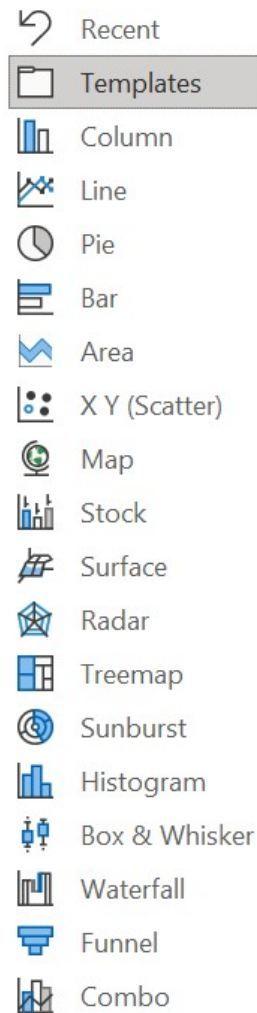


Figure 12: Long Menu

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

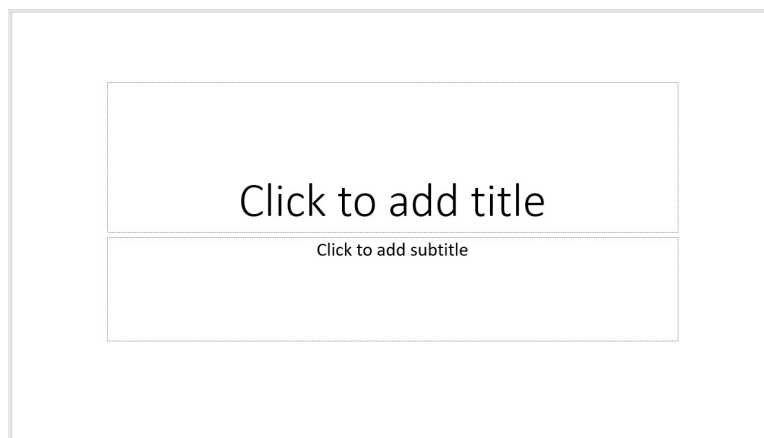


Figure 13: My Slide

(Pages: 900 – 903) (7.14 points)

14. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

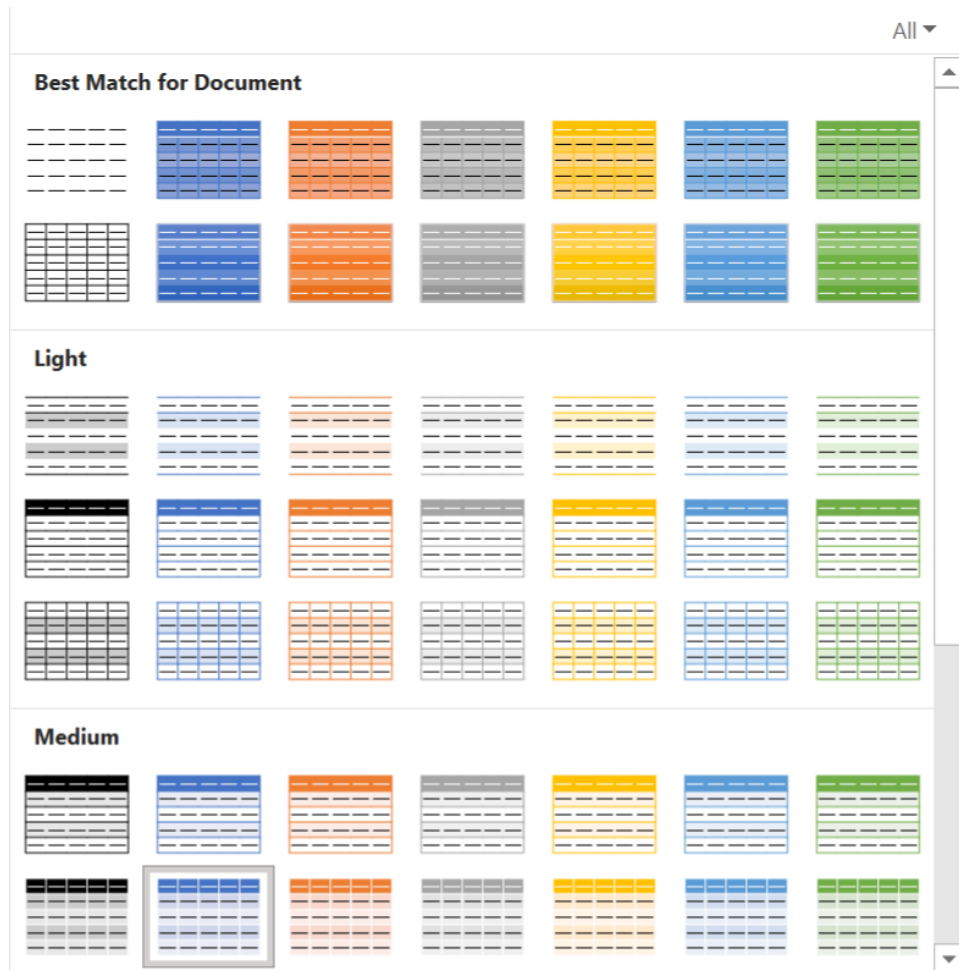


Figure 14: Many options

Extra Credit

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

Word

15. What is the purpose of the following partially-shown dialog box in Figure 15?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu at the top. Below this, there are several input fields: "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". An "Edit" button is located next to the "Author" field. A checkbox labeled "Corporate Author" is also present. At the bottom, there is a checkbox labeled "Show All Bibliography Fields", a "Tag name" field with "Placeholder1" as the text, and "OK" and "Cancel" buttons.

Figure 15: Dialog Box

(2.5 points)

16. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

PowerPoint

17. 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.
- (2.5 points)

18. 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.

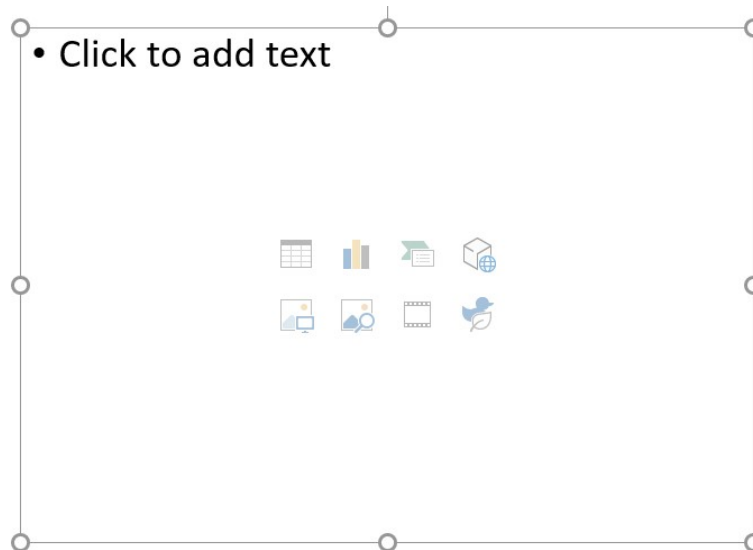


Figure 16: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

