

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”.

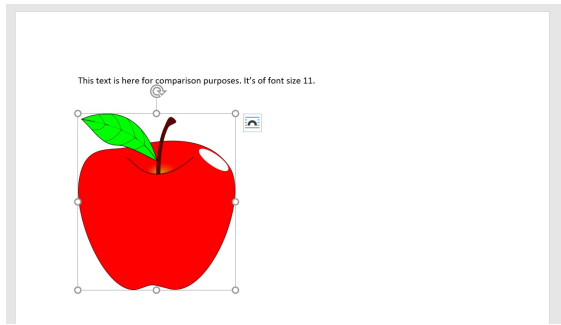


Figure 1: Apple: Before

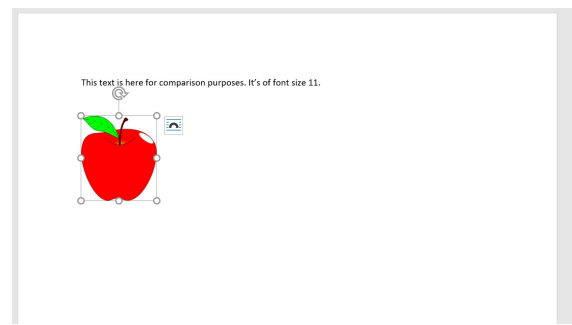


Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

drag the dot at the bottom right dot to resize the apple for it to look like "Apple: After"

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 3.

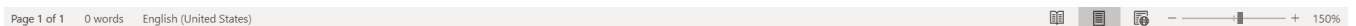


Figure 3: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

a. page count

b. the purpose of the page count is for people to see how many pages are in the document

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)

a. click the save icon on the top left corner
b. open word and then go to file - open - browse and select the document that you wish to open

4. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 14 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

12 points of space below the 1st paragraph, there are 16 points of space above the 2nd paragraph, $12+16=$ total of 28 points of space between the two paragraphs

5. What is the purpose of the following partially-shown dialog box in Figure 4?

(Pages: 569 – 570) (7.14 points)

the purpose of the dialog box in Figure 4 is to enter the in-text citation, it can insert/edit the details of a new bibliographic source

6. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “Table: After”?

(Pages: 494 – 498) (7.14 points)

right-click in the table on the first row and choose to insert one more columns below

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name Placeholder1

OK Cancel

Figure 4: Dialog Box

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

7. 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)

Click and drag the cursor across the text of "I walked on the street", and then cut the text. click on the end of the sentence(before the period) and then right click and paste.

PowerPoint – Short Answer

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

8. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

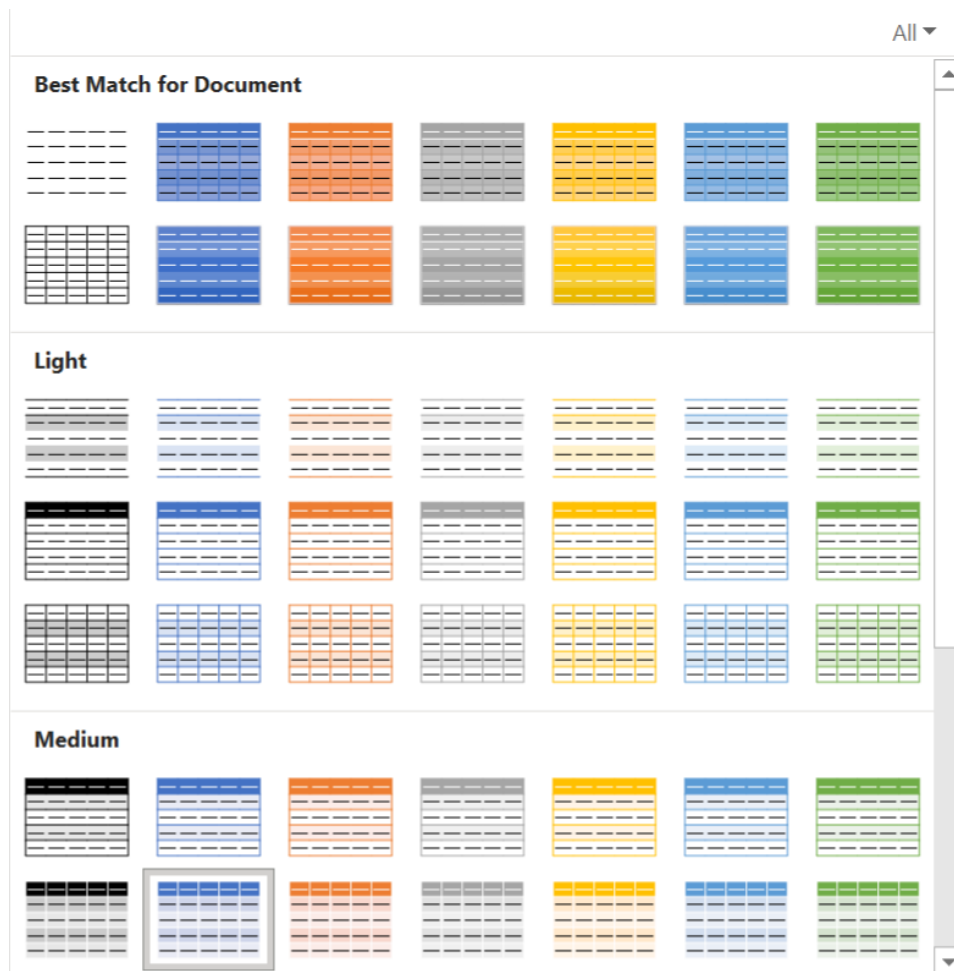


Figure 7: Many options

(Pages: 1074 – 1078) (7.14 points)

by click any table style format above, the style and the color of the table will change in the ppt slides automatially

9. The bulleted list in Figure 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)



Figure 8: My List

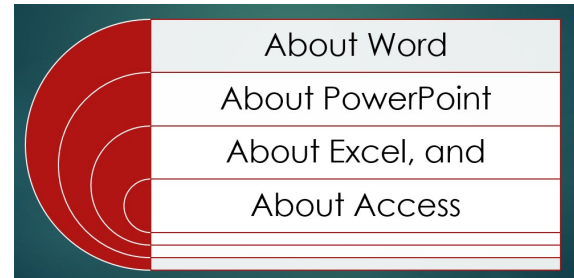


Figure 9: My New List

(Pages: 930 – 937) (7.14 points)

click on the smartart graphic can convert you form figure 8 to figure 9.
first select all the bulleted list>Click the Home Tab>Convert to SmartArt>Select
wish SmartArt graphic

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)

click on the second row, first icon, and then click on the desktop folder where you
place your picture and click insert

11. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

a chart will be added to the powerpoint slide

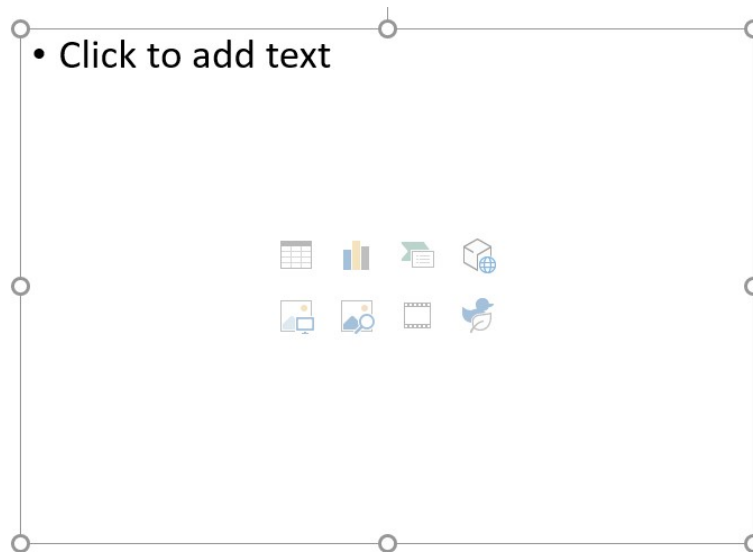


Figure 10: Insert Picture Here

12. 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 12, “My Slides”. Where should you click to change the Slides tab to the one in Figure 13, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

click and drag the 3rd slide and move above to the 2nd slides, it will automatically move the 2nd slide to the 3rd

13. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

Right-click the slide you want to delete, move the mouse above the Layout option and then you can click on the layout you wish to have

14. 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”?

(Pages: 945 – 949) (7.14 points)

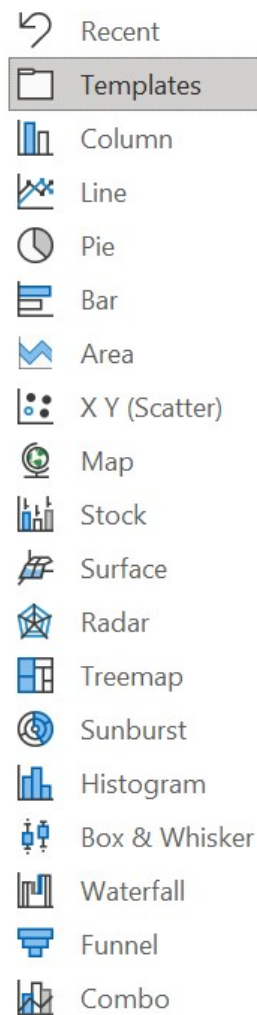


Figure 11: Long Menu



Figure 12: My Slides



Figure 13: My Slides: Changed



Figure 14: Three Shapes



Figure 15: Three Shapes: Changed

1. From a corner of the slide, hold the left-mouse and drag it to include all objects to be included in a group,
2. Release the mouse button and all the objects should be showing that they have been selected
3. On the Home tab, select the Arrange button, and in Group Objects, select Group.

Extra Credit

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

Word

15. 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.) (2.5 points)

Go to the "Insert" tab>Click "Header" and select "Blank.">Customize the header as needed for MLA.

16. Which button in Word should you click to change the text:
Good morning!
to the following text:
GOOD MORNING!
(2.5 points)

drag and select the all text and then press shift + F3

PowerPoint

17. 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.

(2.5 points)

The first list is a regular first-level bulleted list, second list is a multi-level bulleted list with 1st-level and 2nd-level items, for example categories and sub-categories

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

Just a Title

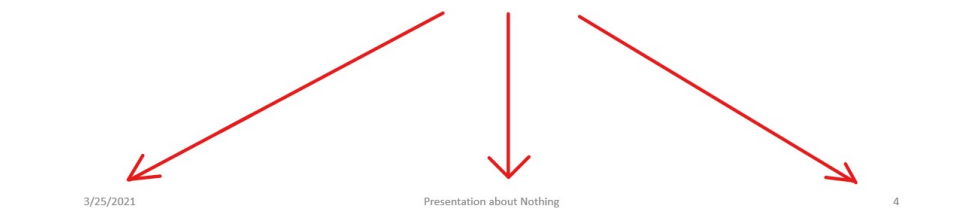


Figure 16: What is This

(2.5 points)

it is footer/footnote, click the Insert Tab>Header & Footer>Date and time box>
Click on the Fixed radio button>Check the Slide Number box >Check the Footer>
Type in Presentation about Nothing > and click apply to all button

– End of Midterm Exam –

Congrats for completing the Midterm exam!

