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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- 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 **Course Documents** → "**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. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 - 459) (7.14 points)

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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)

3. 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?

(Pages: 465 - 469) (7.14 points)

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Figure 3: My Text Layout: After

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Figure 2: My Text Layout: Before

4. Name **two** commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

5. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> general assembly.
When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(Pages: 530 - 531) (7.14 points)

6. Where should you click to change the watermark in the picture 4, "Watermark: Before" to the watermark in the picture 5, "Watermark: After"?

(Pages: 556 - 560) (7.14 points)

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Figure 4: Watermark: Before

Figure 5: Watermark: After

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 6, "Apple: Before" to the picture shown in Figure 7, "Apple: After".

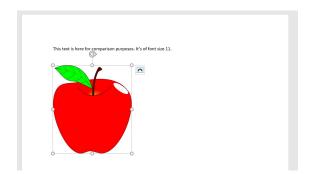


Figure 6: Apple: Before

(Pages: 514 - 516) (7.14 points)



Figure 7: Apple: After

PowerPoint - Short Answer

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

8. How do you duplicate a slide? Mention one way.

$$(Pages: 63 - 64, 900 - 901) (7.14 points)$$

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 8? Your answer must use the box shown in that Figure.

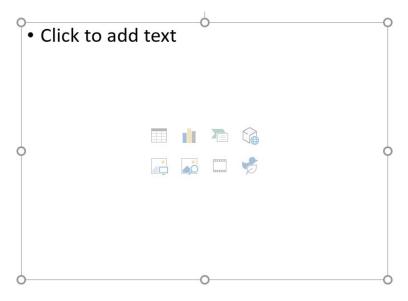


Figure 8: Insert Table Here

(Pages: 1055 - 1059) (7.14 points)



Figure 9: Button with Arrow

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?

(Pages: 443 - 446) (7.14 points)

11. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 10: My Shapes

Just a Title

Figure 11: My Shapes: Moved

(Pages: 939 - 943) (7.14 points)

12. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)

- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

Figure 12: My List

(Pages: 930 - 937) (7.14 points)

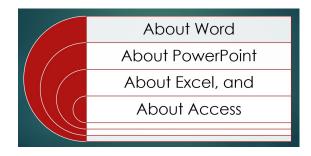


Figure 13: My New List

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"?

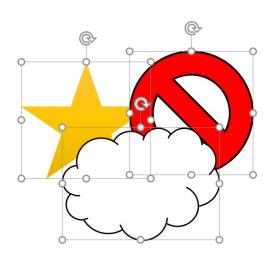


Figure 14: Three Shapes

(Pages: 945 - 949) (7.14 points)



Figure 15: Three Shapes: Changed

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

(Pages: 1155 – 1156) (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. 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)

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

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)

18. How can you insert a picture inside the object shown in Figure 16? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

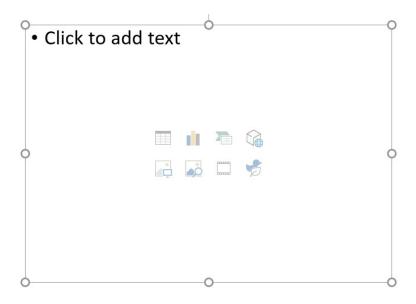


Figure 16: Insert Picture Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

