

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. 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”?

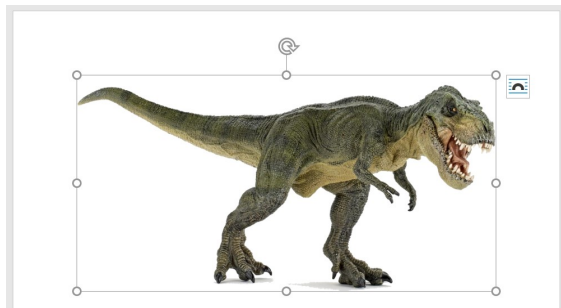


Figure 1: Dino: Before

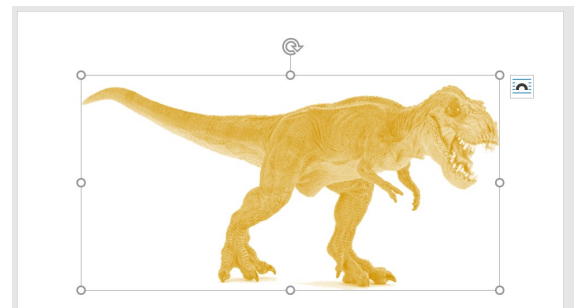


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

2. If a paragraph has 9 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs?
(Pages: 412 – 416) (7.14 points)

3. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

the colroful flower

Figure 3: 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)

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

(Pages: 365 – 366) (7.14 points)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (7.14 points)

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

(Pages: 369 – 370) (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. If you were to click on an option from the menu in the Figure 4, what kind of object would be added to the PowerPoint slide?

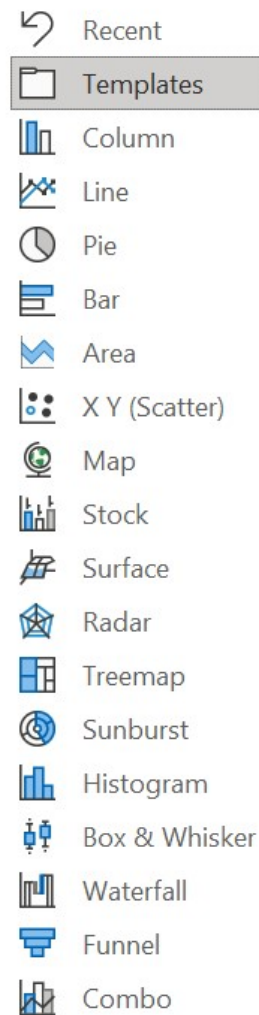


Figure 4: Long Menu

(Pages: 1116 – 1123) (7.14 points)

9. The bulleted list in Figure 5, “My List” was converted into the object displayed in Figure 6, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 6, “My New List”?)

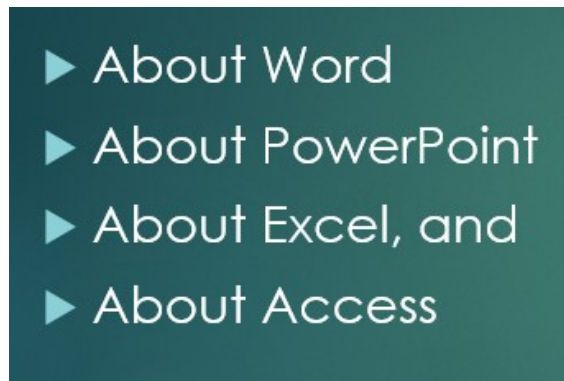


Figure 5: My List

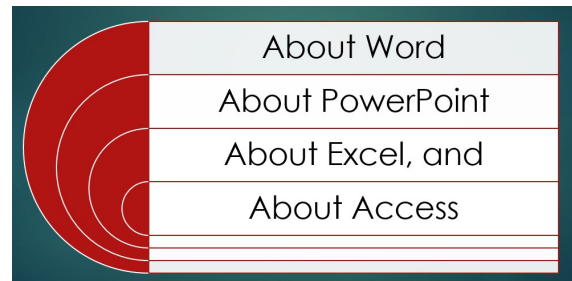


Figure 6: My New List

(Pages: 930 – 937) (7.14 points)

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?

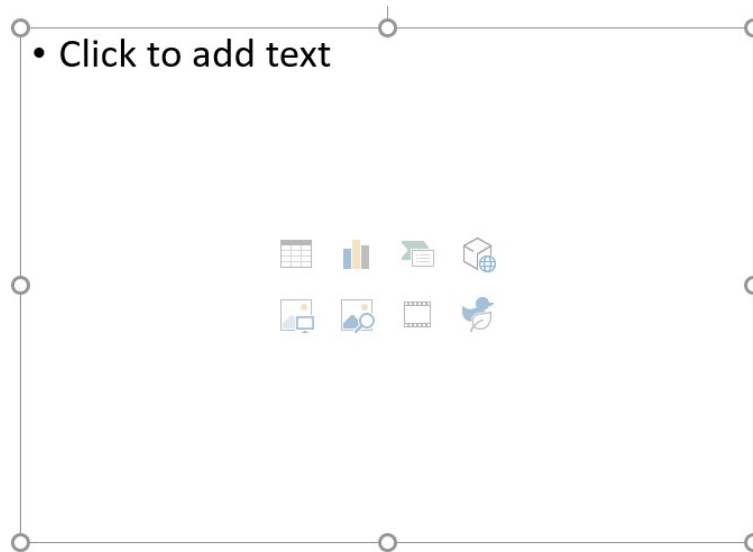


Figure 7: Insert Table Here



Figure 8: Three Shapes

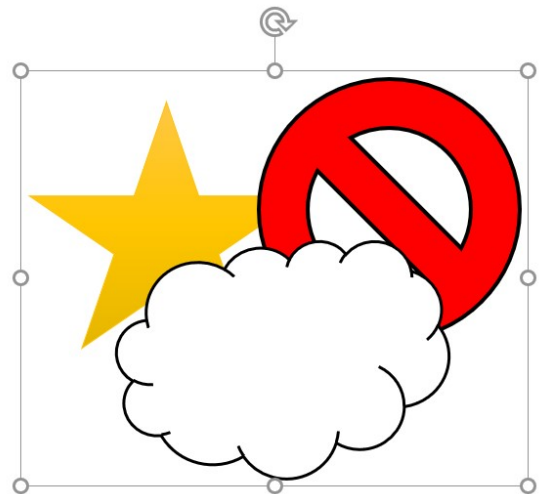


Figure 9: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

13. 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)

14. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (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. Suppose you are working on the SmartArt graphic in Word in Figure 10, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 11, “SmartArt: After”?

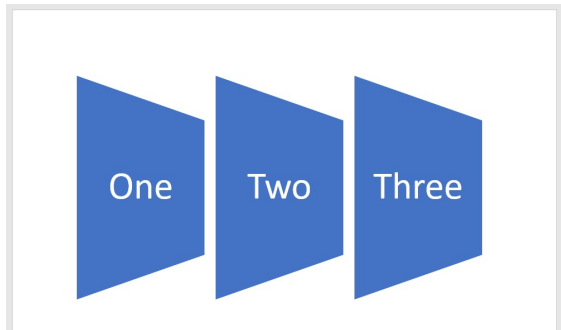


Figure 10: SmartArt: Before

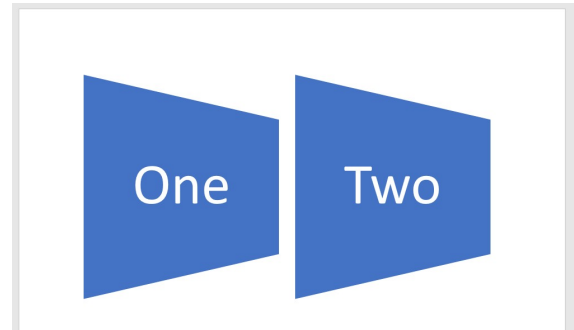


Figure 11: SmartArt: After

(2.5 points)

16. Where should you click to change the text layout in picture 12, “My Text Layout: Before” to the one in the picture 13, “My Text Layout: After” inside a Word document?

(2.5 points)



Figure 12: My Text Layout: Before

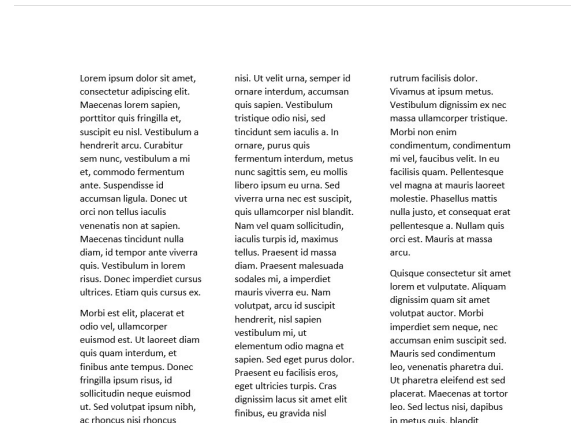


Figure 13: My Text Layout: After

PowerPoint

17. (a) What is the object displayed in Figure 14?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

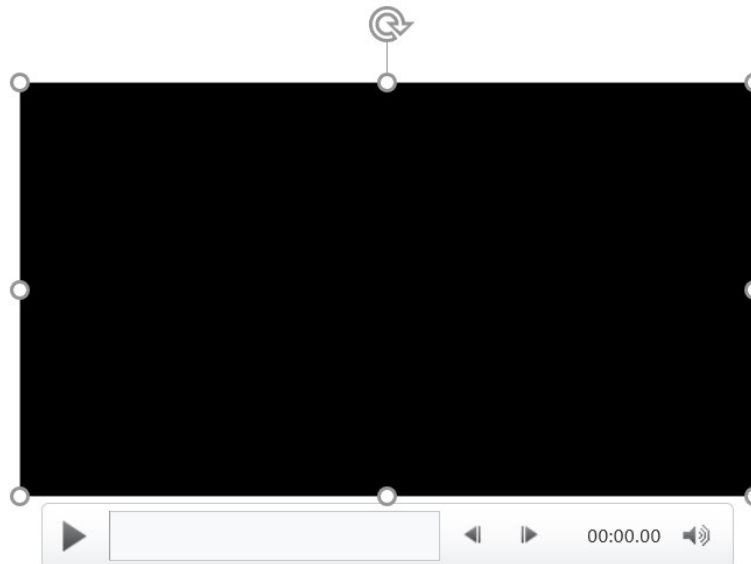


Figure 14: Object with Buttons

(2.5 points)

18. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

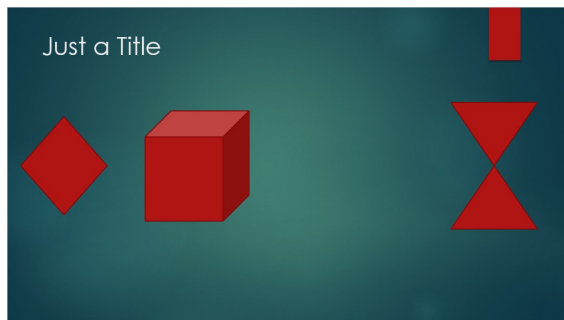


Figure 15: My Shapes

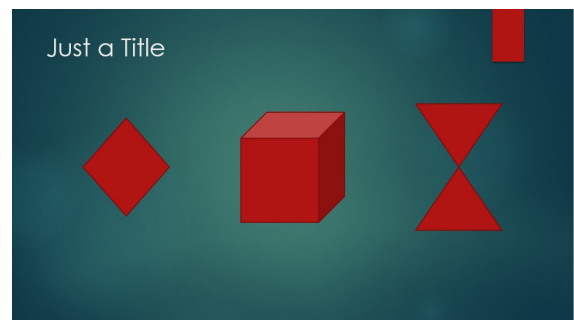


Figure 16: My Shapes: Moved

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

