

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

(Pages: 369 – 370) (7.14 points)

2. 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)

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

(Pages: 63 – 64) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 1?

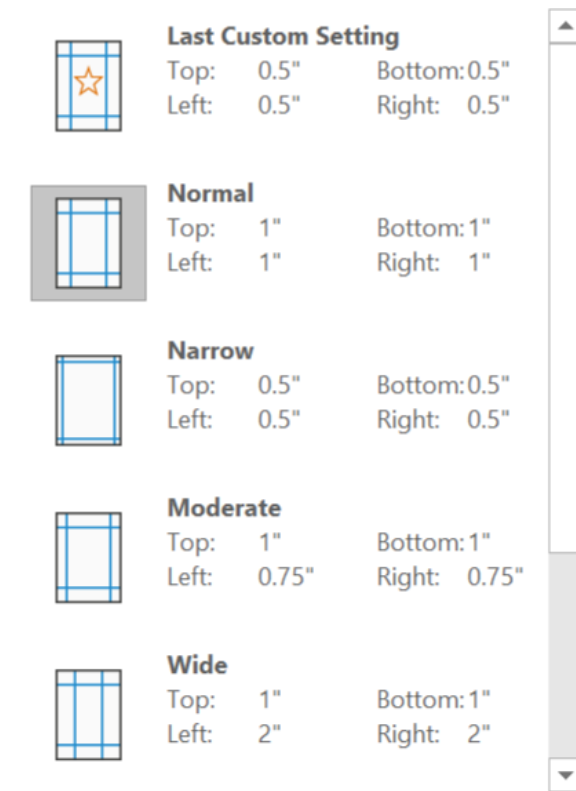


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

5. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

6. 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)

7. Suppose you are working on the SmartArt graphic in Word in Figure 2, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 3, “SmartArt: After”?

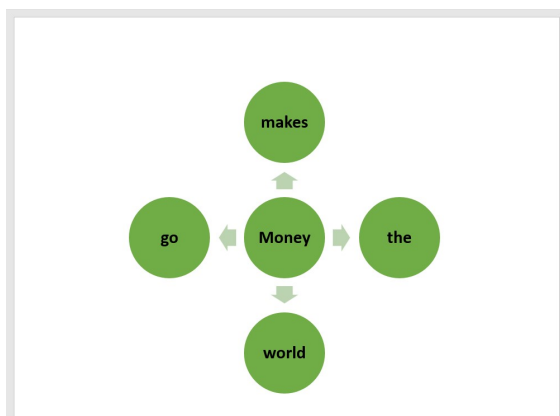


Figure 2: SmartArt: Before

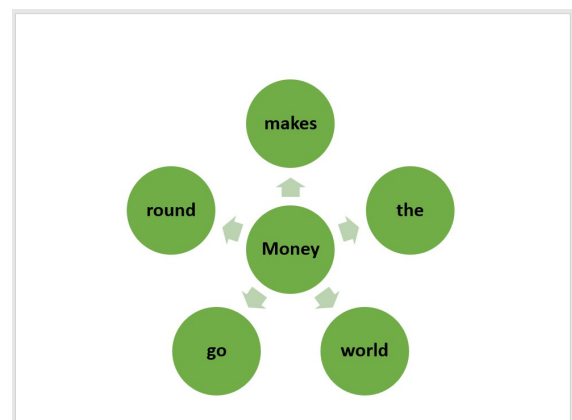


Figure 3: SmartArt: After

(Pages: 930 – 937) (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. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

9. 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?

(Pages: 1116 – 1123) (7.14 points)

10. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

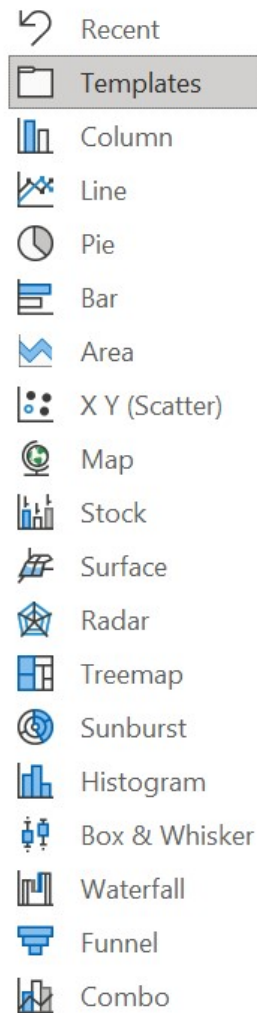


Figure 4: Long Menu

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)

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint:** Look at the screenshots given on the textbook pages listed below.

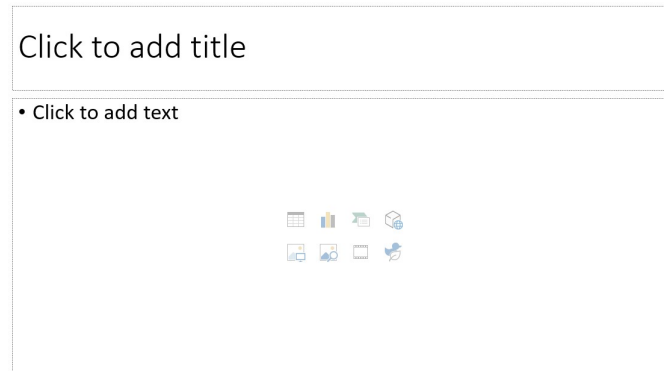


Figure 5: My Slide

(Pages: 900 – 903) (7.14 points)

12. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.)

(Pages: 967 – 970) (7.14 points)

Just a Title

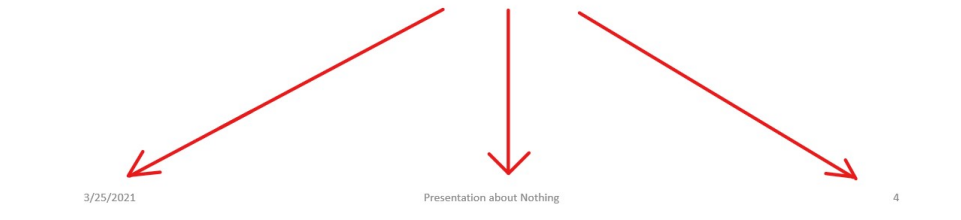


Figure 6: What is This

13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

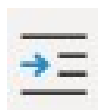


Figure 7: Button with Arrow

(Pages: 443 – 446) (7.14 points)

14. 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)

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 8, “Dino: Before”, so that it became the picture in Figure 9, “Dino: After”?

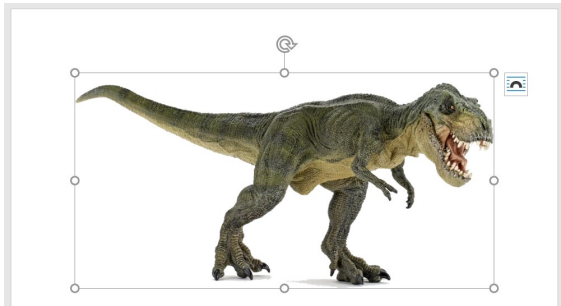


Figure 8: Dino: Before

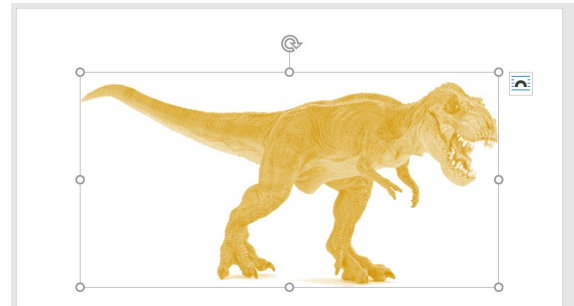


Figure 9: Dino: After

(2.5 points)

16. 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.)

(2.5 points)

PowerPoint

17. 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.

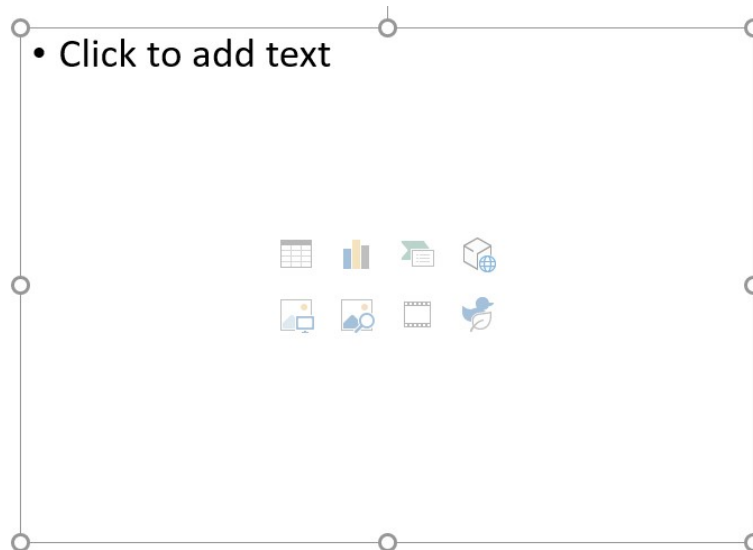


Figure 10: Insert Picture Here

(2.5 points)

18. (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?

(2.5 points)

– End of Midterm Exam –

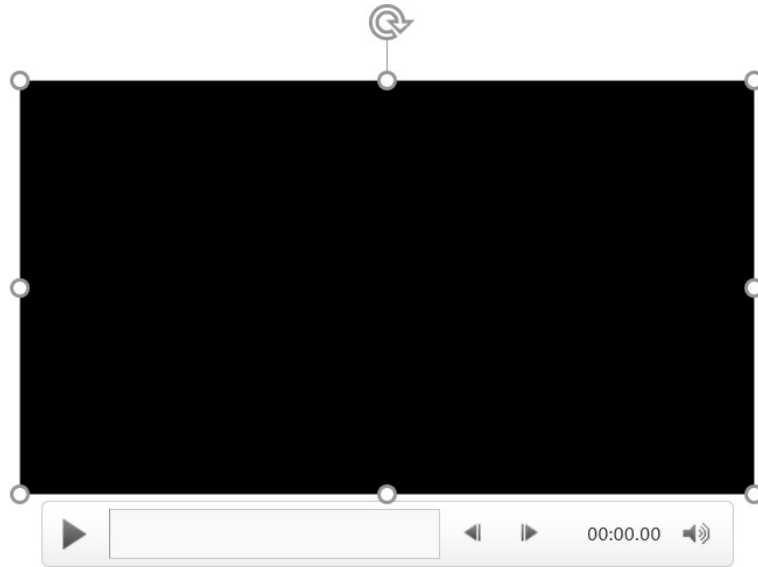


Figure 11: Object with Buttons

Congrats for completing the Midterm exam!