Instructions

Updated: 08/23/2023, 05:15

- 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 \rightarrow Midterm.
- Exam duration: 09:30 AM 10:45 AM. Exam Location: at the West End Building (WEB), Room 105 (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. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 6 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

2. What is the purpose of the following partially-shown dialog box in Figure 1?

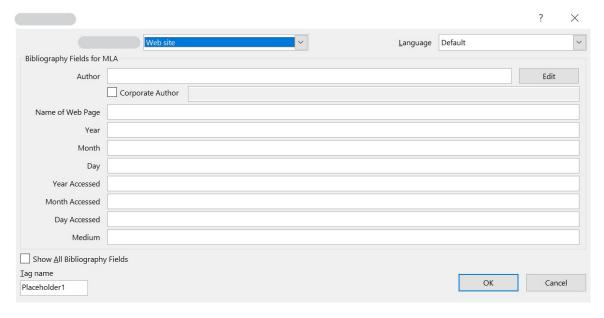


Figure 1: Dialog Box

(Pages: 569 - 570) (7.14 points)

Updated: 08/23/2023, 05:15

3. What is change has been made to the picture in Figure 2, "Dino: Before", so that it became the picture in Figure 3, "Dino: After"?

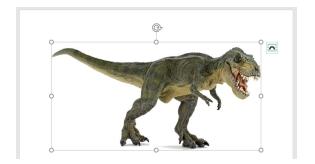


Figure 2: Dino: Before

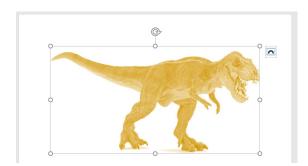


Figure 3: Dino: After

(Pages: 514 - 516) (7.14 points)

4. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

- 5. 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)

6. Where should you click to change the text layout in picture 4, "My Text Layout: Before" to the one in the picture 5, "My Text Layout: After" inside a Word document?

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Figure 4: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 5: My Text Layout: After

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 6?

The girl eat this.

Figure 6: 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)

Updated: 08/23/2023, 05:15

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. If you were to click on an option from the menu in the Figure 7, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (7.14 points)

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 8? **Hint**: Look at the screenshots given on the textbook pages listed below.

(Pages: 900 - 903) (7.14 points)

11. Where do you need to click to change the table in Figure 9, "Table: Before" to the table in Figure 10, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 - 551) (7.14 points)



Figure 7: Long Menu

Click to add title

Figure 8: My Slide

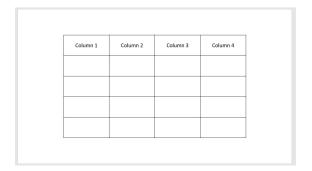


Figure 9: Table: Before

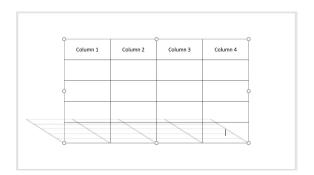


Figure 10: Table: After

12. Where do you need to click to change the chart in Figure 11, "Chart: Before" to the chart in Figure 12, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

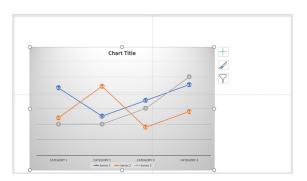


Figure 11: Chart: Before

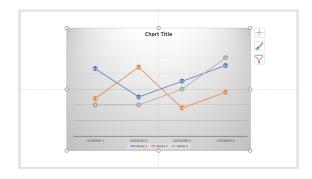


Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

- 13. (a) What is the object displayed in Figure 13?
 - (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

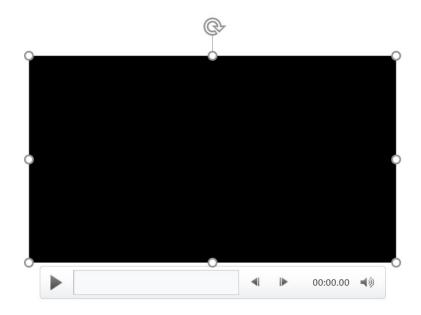


Figure 13: Object with Buttons

(Pages: 980 - 987) (7.14 points)

14. 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)

Updated: 08/23/2023, 05:15

Extra Credit

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

Word

15.	Which button	in	Word	should	you	click to	change	the 3	paragraphs:
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My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(2.5 points)

16. 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!]

(2.5 points)

PowerPoint

- 17. 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.(2.5 points)
- 18. (a) What is the name of the PowerPoint object appearing in the Figure 14?
 - (b) Where do you need to click to delete/remove this object?

Click to add title

Figure 14: Object/Box

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

