

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. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (7.14 points)

2. 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)

3. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

4. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (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. (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)

7. 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.)

(Pages: 470 – 473) (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?

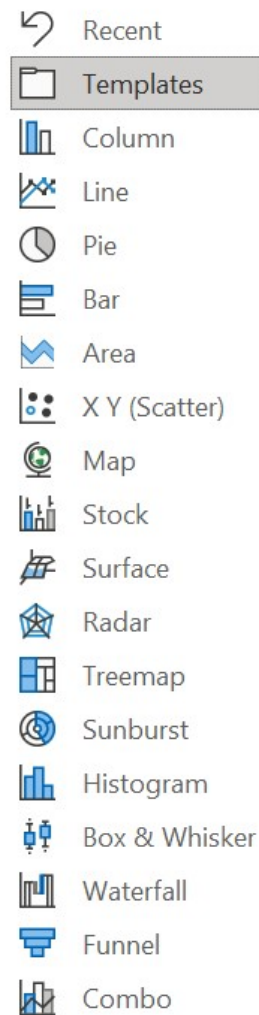


Figure 4: Long Menu

(Pages: 1116 – 1123) (7.14 points)

9. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?



Figure 5: Button with Arrow

(Pages: 443 – 446) (7.14 points)

10. How can you insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

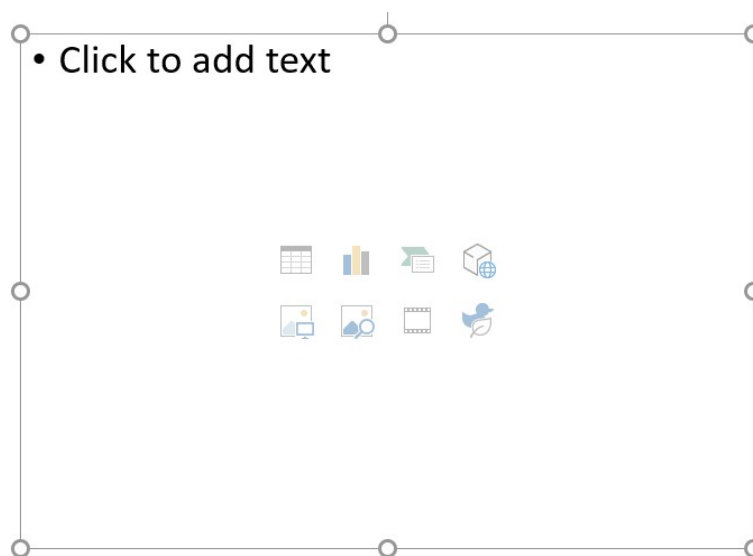


Figure 6: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?

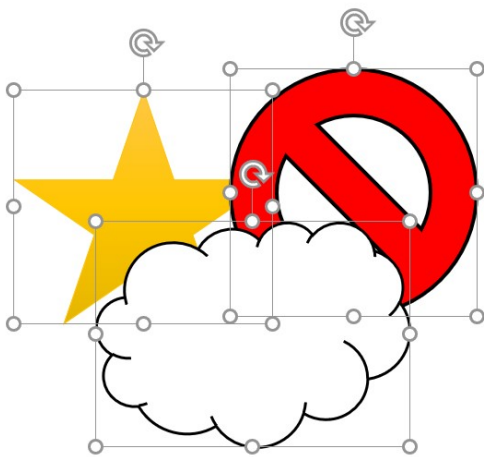


Figure 7: Three Shapes

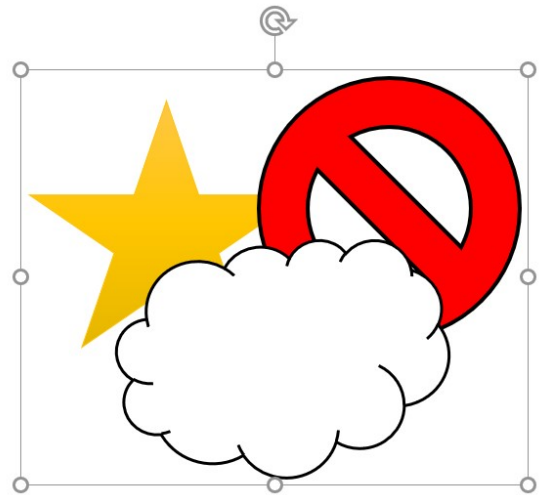


Figure 8: Three Shapes: Changed

(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. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

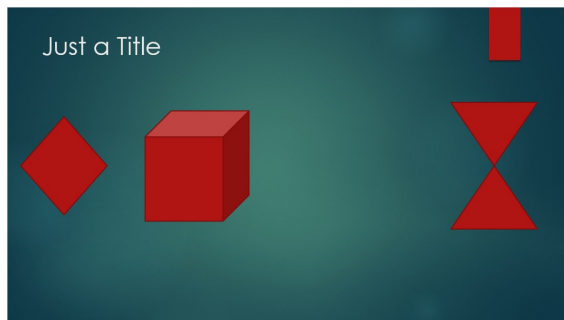


Figure 9: My Shapes

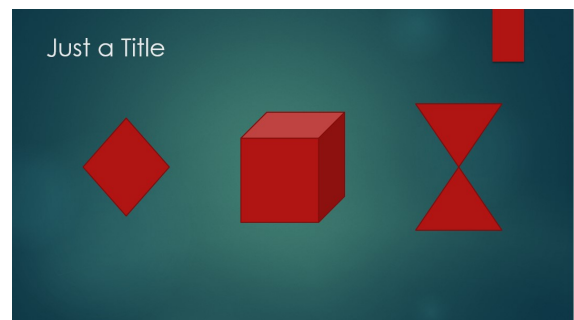



Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

14. (a) What is the name of the PowerPoint object appearing in the Figure 11?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)



Click to add title

Figure 11: Object/Box

Extra Credit

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

Word

15. 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)

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 12.

Figure 12: Window Area

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

PowerPoint

17. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

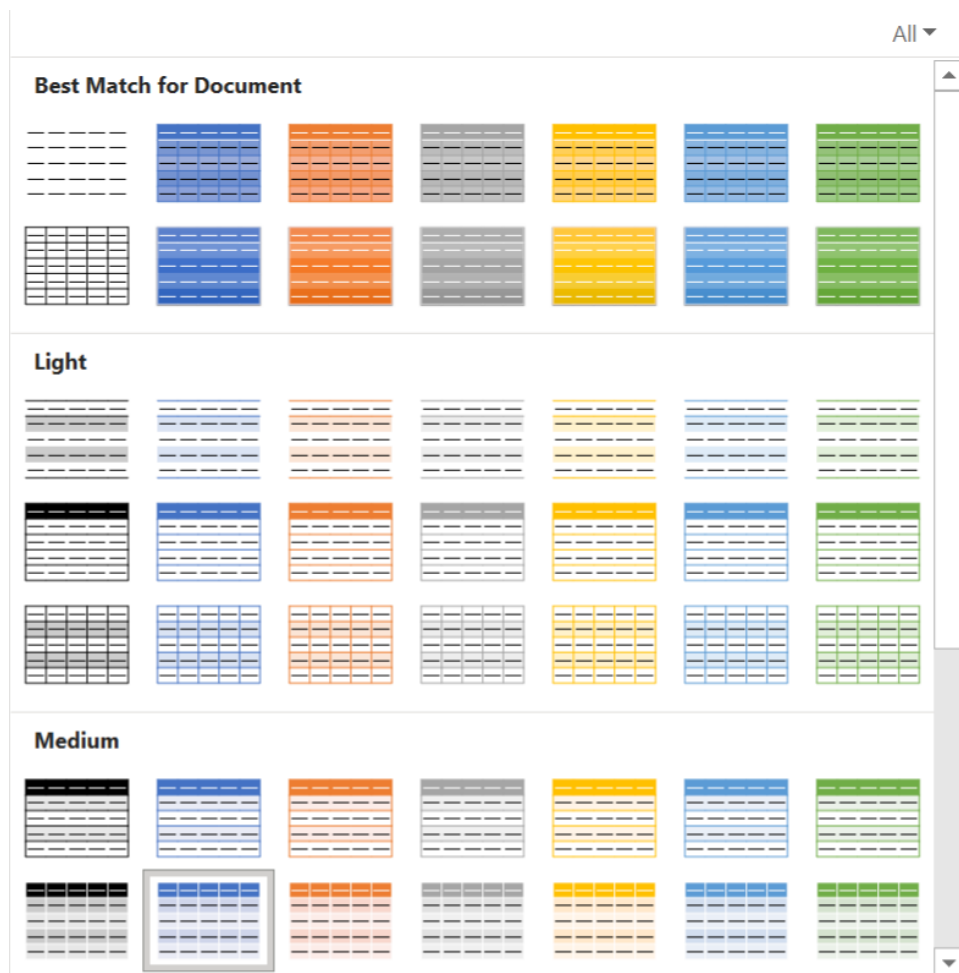


Figure 13: Many options

(2.5 points)

18. (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)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

