

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. 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.

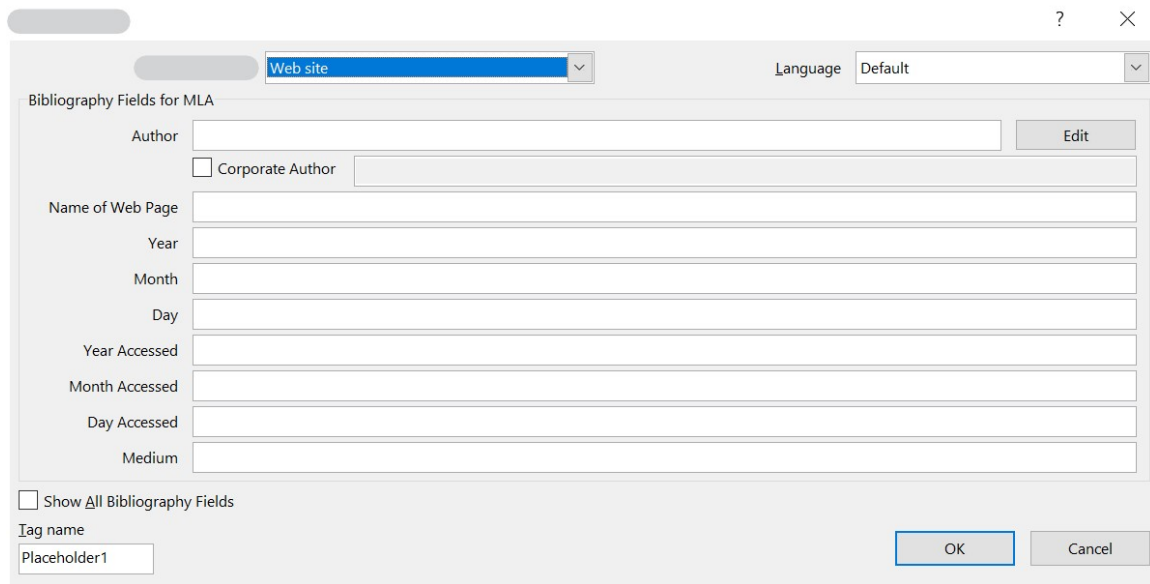
(Pages: 438 – 441) (7.14 points)

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

(Pages: 370) (7.14 points)

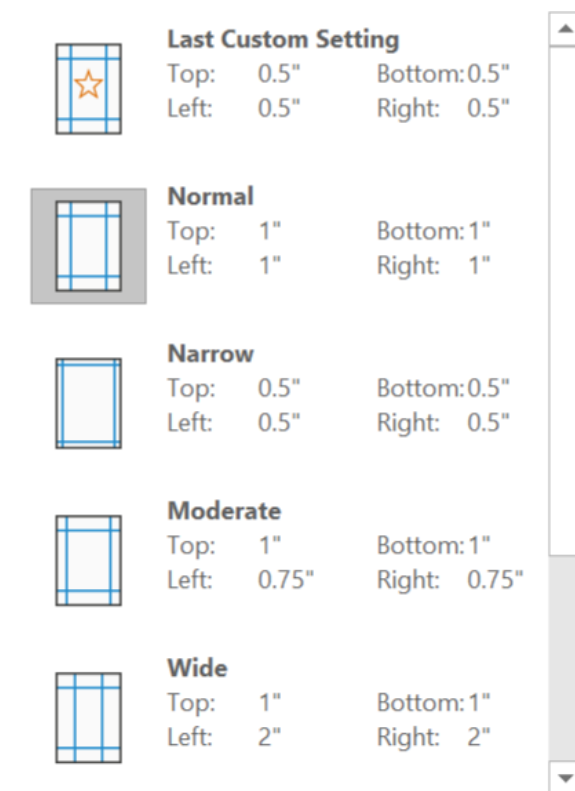
3. What is the purpose of the following partially-shown dialog box in Figure 1?

(Pages: 569 – 570) (7.14 points)



A dialog box titled "Bibliography Fields for MLA". At the top, there is a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". Below these are input fields for "Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". An "Edit" button is next to the "Author" field. A checkbox labeled "Corporate Author" is below the "Author" field. At the bottom left, there is a checkbox "Show All Bibliography Fields" and a "Tag name" field with "Placeholder1" entered. At the bottom right are "OK" and "Cancel" buttons.

Figure 1: Dialog Box



A dialog box titled "Five Buttons" showing five button styles with their dimensions. Each style is represented by a small icon and a list of dimensions: Top, Bottom, Left, and Right.

Style	Top	Bottom	Left	Right
Last Custom Setting	0.5"	0.5"	0.5"	0.5"
Normal	1"	1"	1"	1"
Narrow	0.5"	0.5"	0.5"	0.5"
Moderate	1"	1"	0.75"	0.75"
Wide	1"	1"	2"	2"

Figure 2: Five Buttons

4. What is the purpose of the buttons displayed in Figure 2?

(Pages: 772 — 774) (7.14 points)

5. What change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

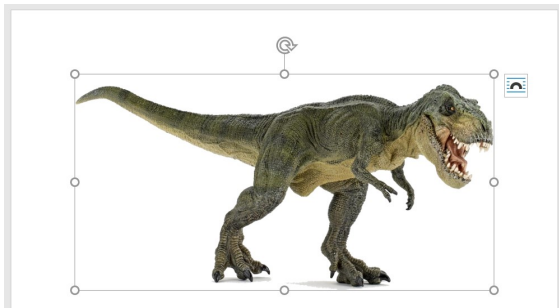


Figure 3: Dino: Before

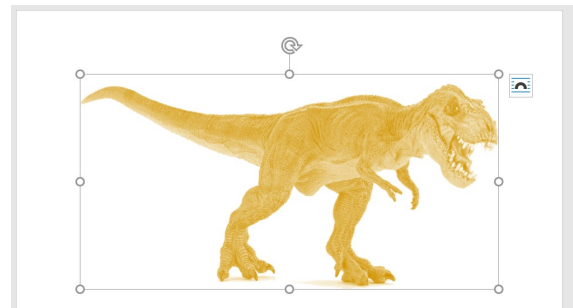


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

The girl eat this.

Figure 5: 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. Where should you click to change the text layout in picture 6, “My Text Layout: Before” to the one in the picture 7, “My Text Layout: After” inside a Word document?

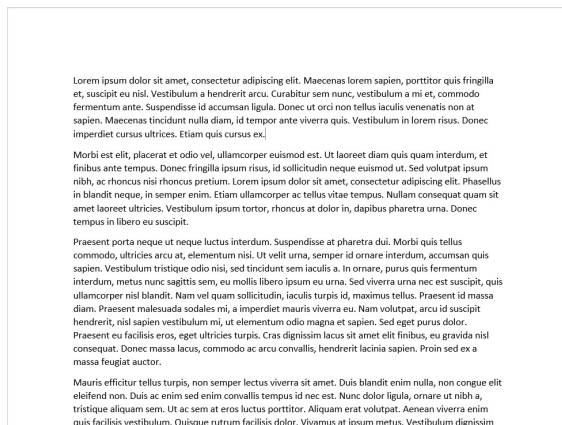


Figure 6: My Text Layout: Before

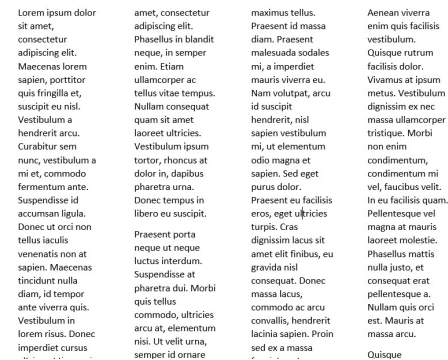



Figure 7: My Text Layout: After

(Pages: 465 – 469) (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. (a) What is the name of the PowerPoint object appearing in the Figure 8?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 8: Object/Box

(Pages: 880 – 883) (7.14 points)

9. 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.

(Pages: 939 – 943) (7.14 points)

10. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?

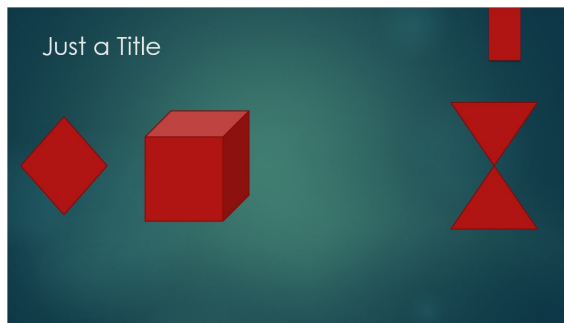


Figure 9: My Shapes

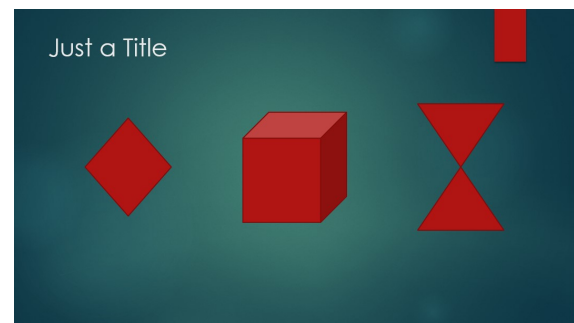


Figure 10: My Shapes: Moved

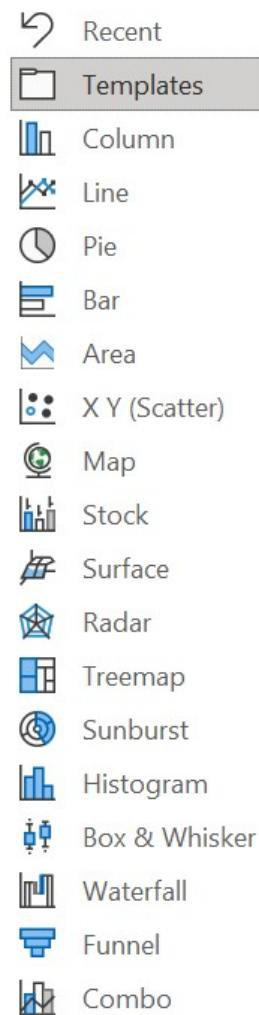


Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

12. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

13. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (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)

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 text:

Good morning!

to the following text:

Good morning!

(2.5 points)

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

(2.5 points)

PowerPoint

17. 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”?)

(2.5 points)

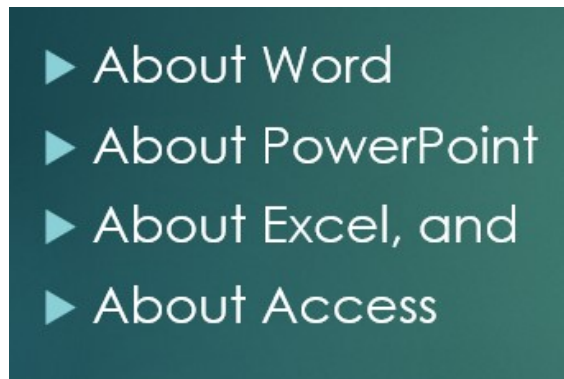


Figure 12: My List

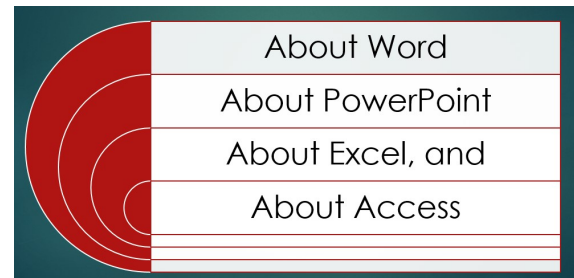


Figure 13: My New List

18. 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



Figure 15: Three Shapes: Changed

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

