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

   (Pages: 370) (7.14 points)

2. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

   (Pages: 772 — 774) (7.14 points)

3. If a paragraph has 16 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)

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

   (Pages: 369 – 370) (7.14 points)

5. 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"?
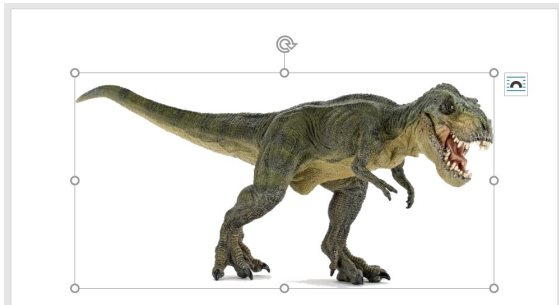
Figure 1: Dino: Before
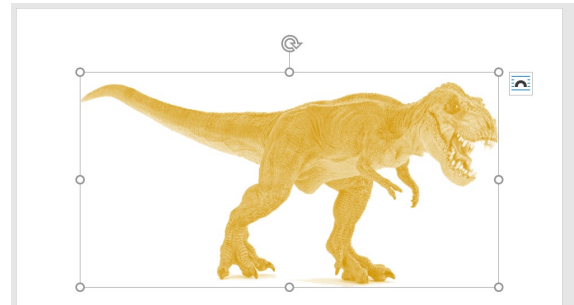
Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

6. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(Pages: 380 – 382) (7.14 points)

7. Where should you click to change the text layout in picture 3, "My Text Layout: Before" to the one in the picture 4, "My Text Layout: After" inside a Word document?

(Pages: 465 – 469) (7.14 points)

Figure 3: My Text Layout: Before

Figure 4: My Text Layout: After

PowerPoint – Short Answer

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

8. 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"?)
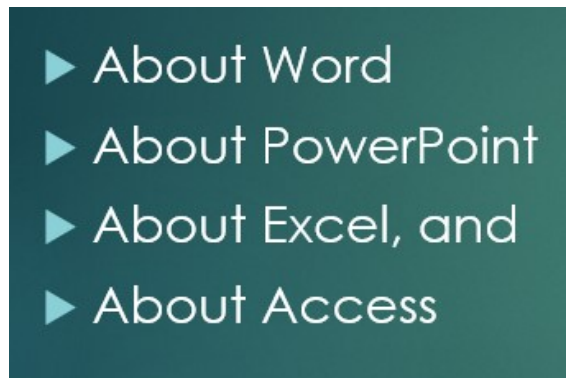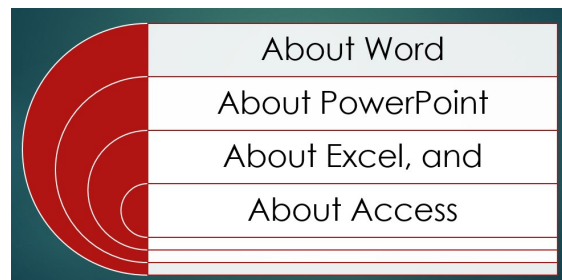

Figure 5: My List

Figure 6: My New List

(Pages: 930 – 937) (7.14 points)

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?

Click to add title

Figure 7: Object/Box

(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

10. 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)

11. 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.
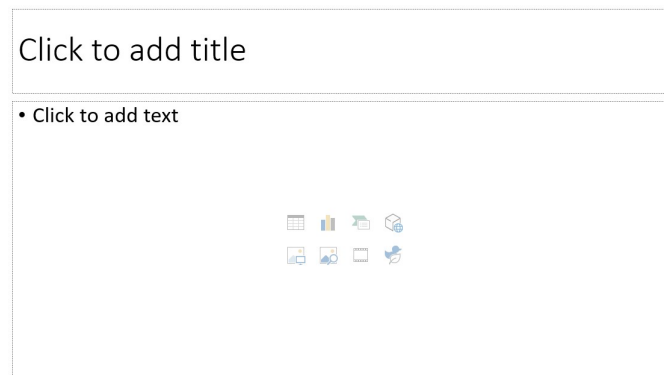
(Pages: 900 – 903) (7.14 points)

Figure 8: My Slide

12. If you click on any one of the squares in the picture in Figure 9, what will change in the PowerPoint presentation? Explain in general.

    (Pages: 962 – 964) (7.14 points)

13. How do you change the shapes on a PowerPoint slide shown in Figure 10, "Three Shapes" to the shape in Figure 11, "Three Shapes: Changed"?

    (Pages: 945 – 949) (7.14 points)

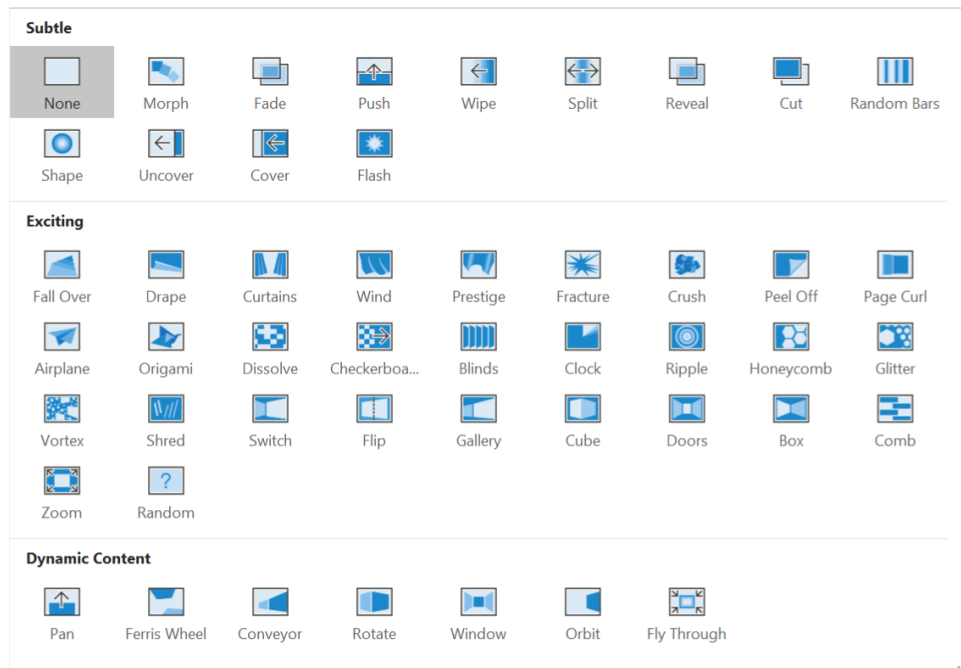14. What is the difference between this list:
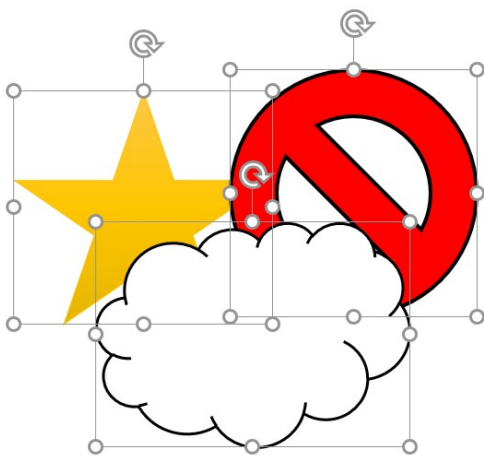
Figure 9: Many Options

Figure 10: Three Shapes

Figure 11: Three Shapes: Changed

- 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. You inserted an oval shape into your Word document shown in Figure 12, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 13, "Moved Oval"? [**Note**: you must use a button on the Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]
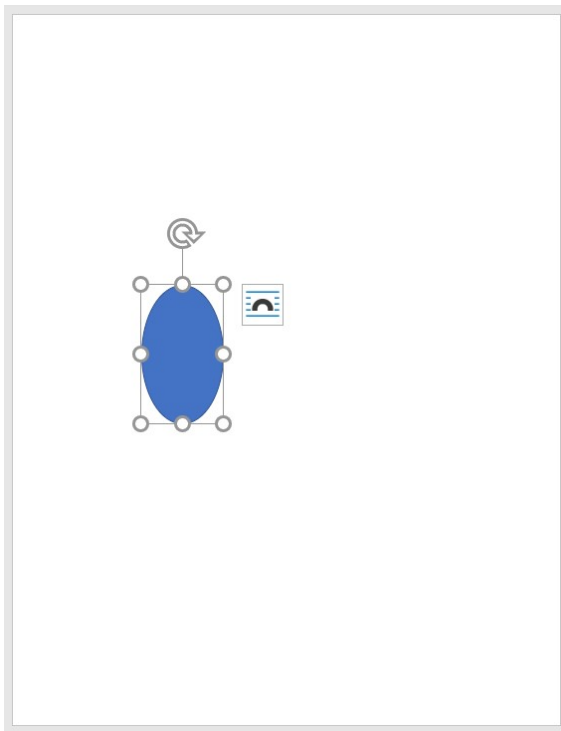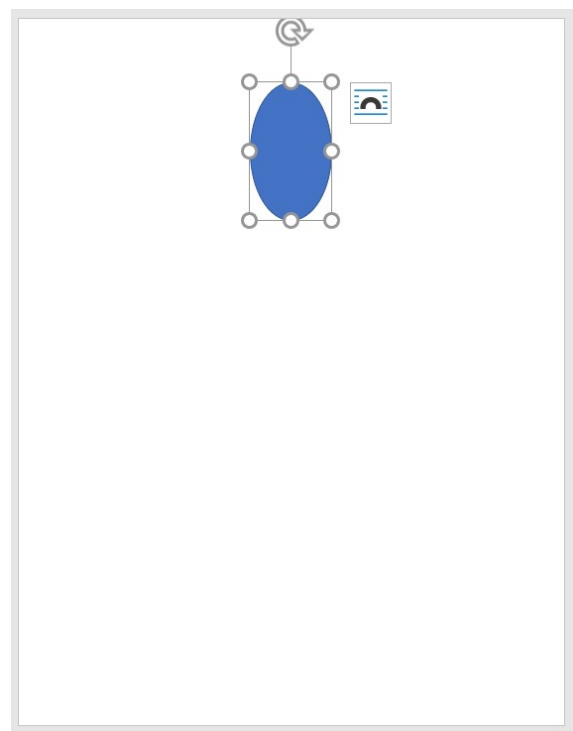
Figure 12: Added Oval Shape

Figure 13: Moved Oval

(2.5 points)

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

(2.5 points)

PowerPoint

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

    (2.5 points)

18. If you were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?
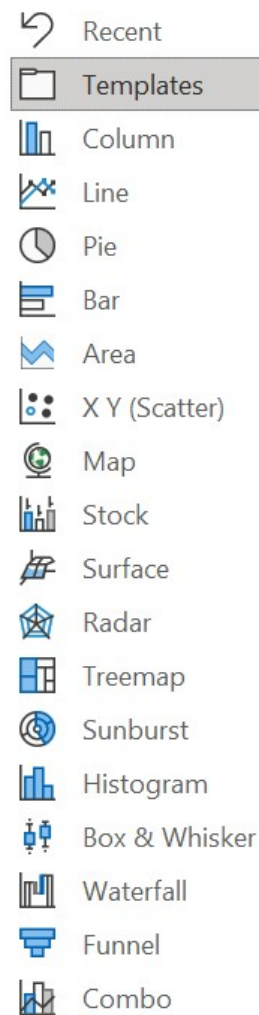
    (2.5 points)

– End of Midterm Exam –

Figure 14: Long Menu

Congrats for completing the Midterm exam!