

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. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “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.”]

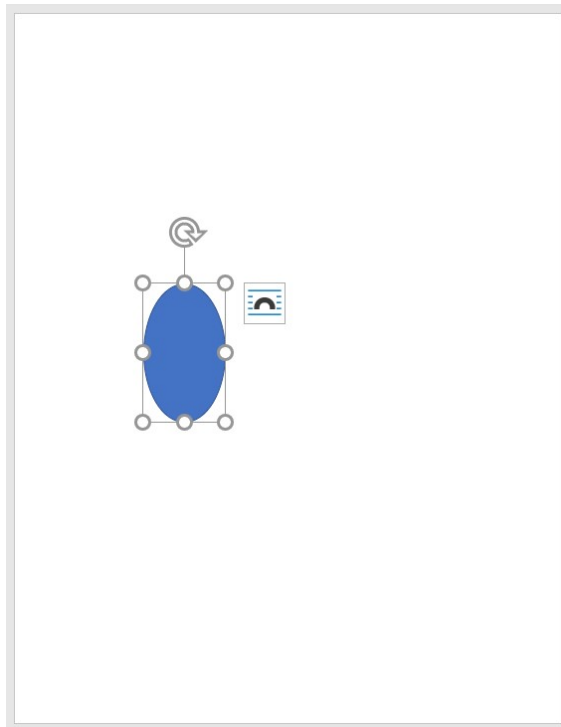


Figure 1: Added Oval Shape

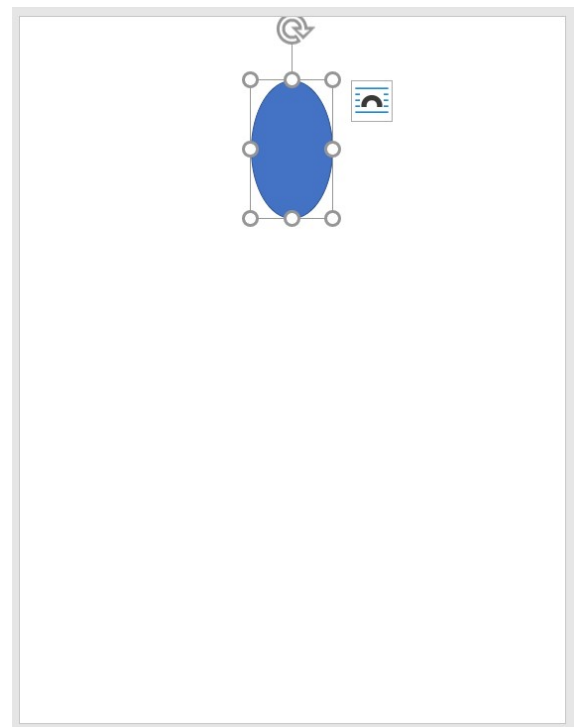


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

2. 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)

3. (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)

4. What is the purpose of the following partially-shown dialog box in Figure 4?

(Pages: 569 – 570) (7.14 points)

5. What does the button displayed in the Figure 5 do?

(Pages: 370) (7.14 points)

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

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Medium

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Tag name Placeholder1

OK Cancel

Figure 4: Dialog Box

 Multiple Pages

Figure 5: Multiple Pages

6. Where should you click to change the table in Figure 6, “Table: Before” to the one in Figure 7, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 7: Table: After

(Pages: 494 – 498) (7.14 points)

7. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 396 – 399) (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 move the shapes in Figure 8, “My Shapes” so that they are positioned like those in Figure 9, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

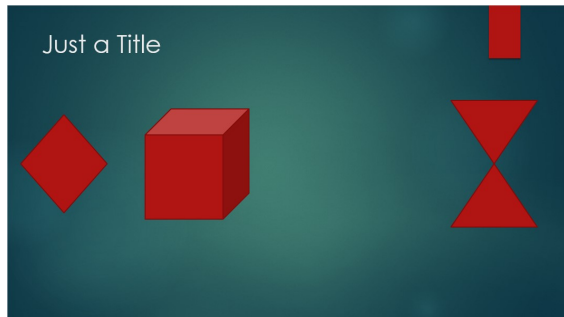


Figure 8: My Shapes

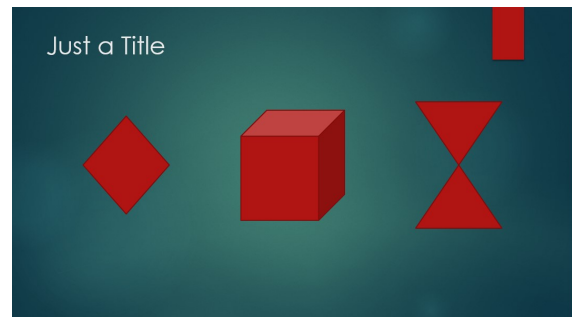


Figure 9: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. 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)

10. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

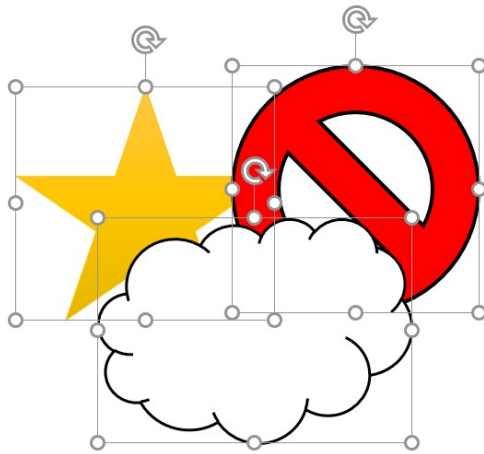


Figure 10: Three Shapes

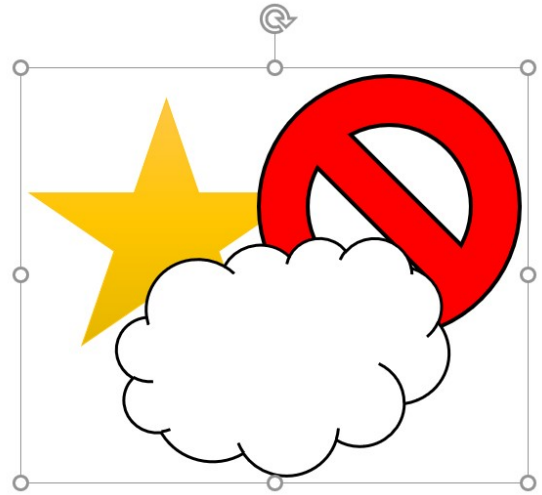


Figure 11: Three Shapes: Changed

11. Where do you need to click to change the table in Figure 13, “Table: Before” to the table in Figure 14, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)

12. Where do you need to click to change the chart in Figure 15, “Chart: Before” to the chart in Figure 16, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

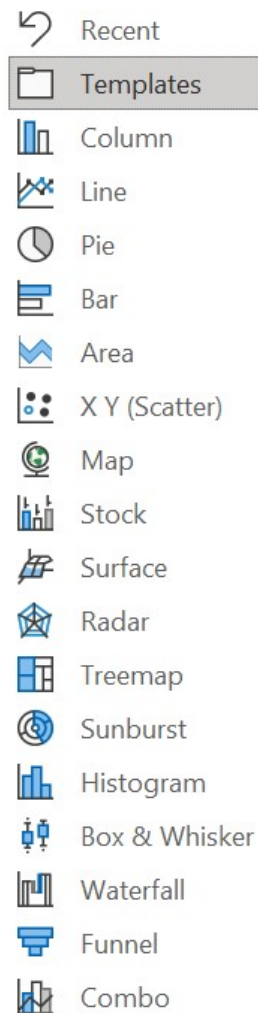


Figure 12: Long Menu

Column 1	Column 2	Column 3	Column 4

Figure 13: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 14: Table: After

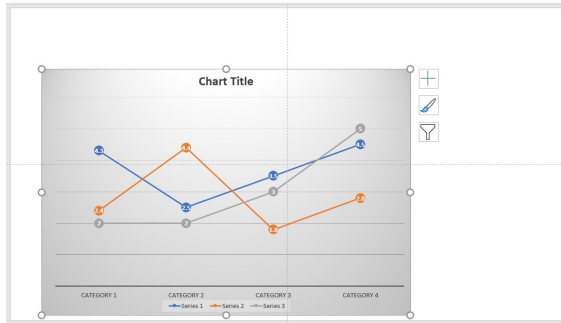


Figure 15: Chart: Before

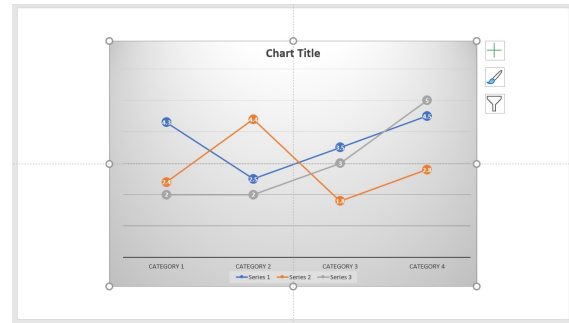


Figure 16: Chart: After

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

(Pages: 1155 – 1156) (7.14 points)

14. (a) What is the object displayed in Figure 17?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)

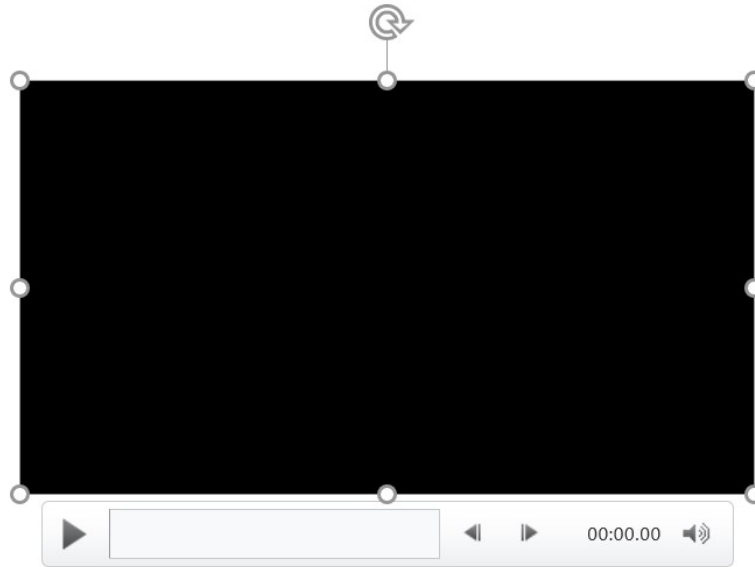


Figure 17: Object with Buttons

Extra Credit

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

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 18, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 19, “SmartArt: After”?

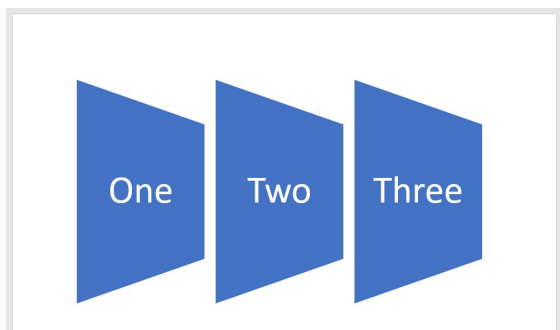


Figure 18: SmartArt: Before

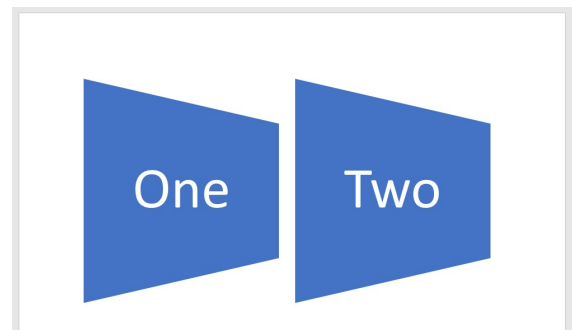


Figure 19: SmartArt: After

(2.5 points)

16. Where should you click to change the watermark in the picture 20, “Watermark: Before” to the watermark in the picture 21, “Watermark: After”?

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Figure 20: Watermark: Before

(2.5 points)

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Figure 21: Watermark: After

PowerPoint

17. The bulleted list in Figure 22, “My List” was converted into the object displayed in Figure 23, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 23, “My New List”?)

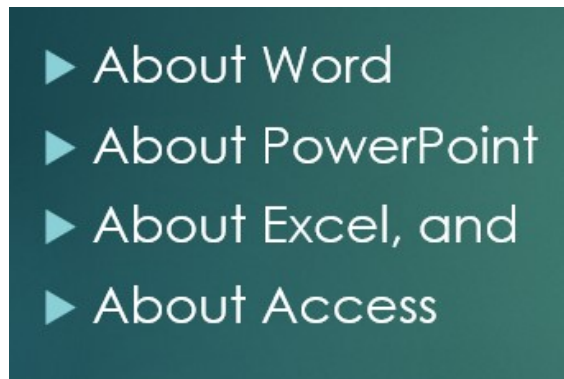


Figure 22: My List

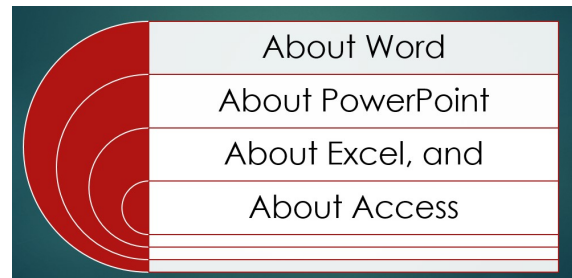


Figure 23: My New List

(2.5 points)

18. How do you change the layout of a slide to Title and Content? Mention **one** way.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

