Instructions

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- 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: 11:00 AM 12:15 PM. 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

$\mathbf{Word}-\mathbf{Short}\ \mathbf{Answer}$

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

1. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 - 382) (7.14 points)

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

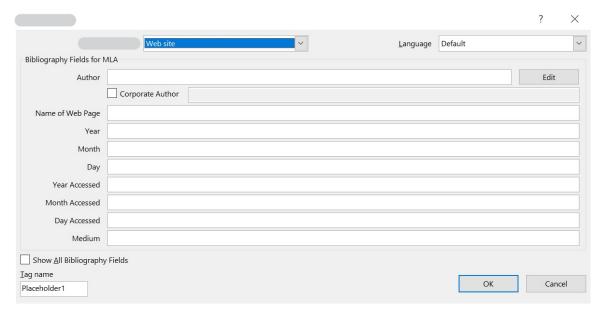


Figure 1: Dialog Box

(Pages: 569 - 570) (7.14 points)

3. You inserted an oval shape into your Word document shown in Figure 2, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 3, "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."]

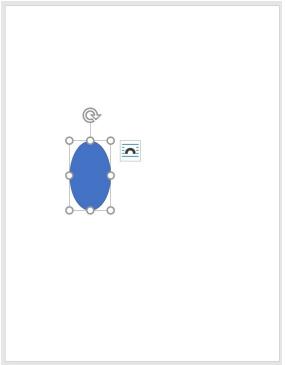


Figure 2: Added Oval Shape

(Pages: 519 – 521) (7.14 points)

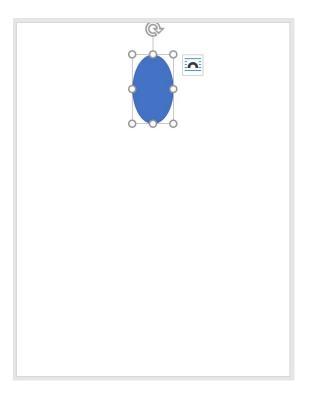


Figure 3: Moved Oval

4. 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)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 4?

the colroful flower

Figure 4: 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)

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

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Figure 5: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 6: My Text Layout: After

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- 7. 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)

PowerPoint - Short Answer

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

8. If you click on any of the options shown in Figure 7, what object will change on the PowerPoint slide, and how?

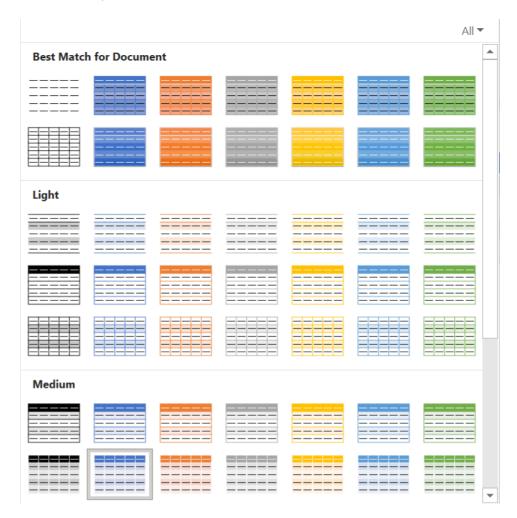


Figure 7: Many options

(Pages: 1074 – 1078) (7.14 points)

- 9. The bulleted list in Figure 8, "My List" was converted into the object displayed in Figure 9, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 9, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ► About Access



Figure 8: My List

(Pages: 930 - 937) (7.14 points)

Figure 9: My New List

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

(Pages: 921 – 924) (7.14 points)

11. 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?

(Pages: 1116 - 1123) (7.14 points)

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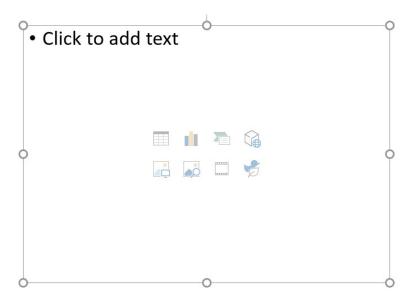


Figure 10: Insert Picture Here

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. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 - 551) (7.14 points)

14. 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.

(Pages: 883) (7.14 points)

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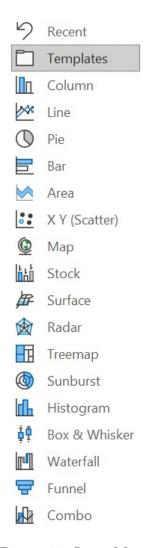


Figure 11: Long Menu



Figure 12: Table: Before

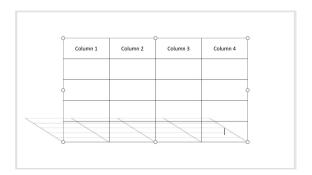


Figure 13: Table: After

Extra Credit

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

Word

15. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

16. Where should you click to change the watermark in the picture 14, "Watermark: Before" to the watermark in the picture 15, "Watermark: After"?

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Figure 14: Watermark: Before

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Figure 15: Watermark: After

PowerPoint

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.



Figure 16: My Slide

(2.5 points)

- 18. (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?

(2.5 points)

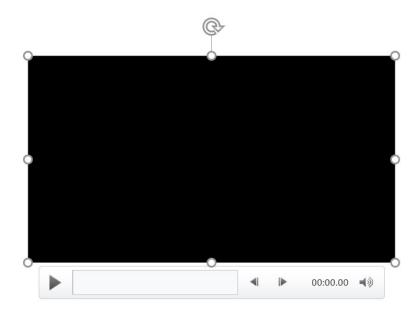


Figure 17: Object with Buttons

– End of Midterm Exam –

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Congrats for completing the Midterm exam!

