

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. What does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 2?

the colroful flower

Figure 2: 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)

3. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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Figure 3: Watermark: Before

Figure 4: Watermark: After

4. 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)

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. 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?

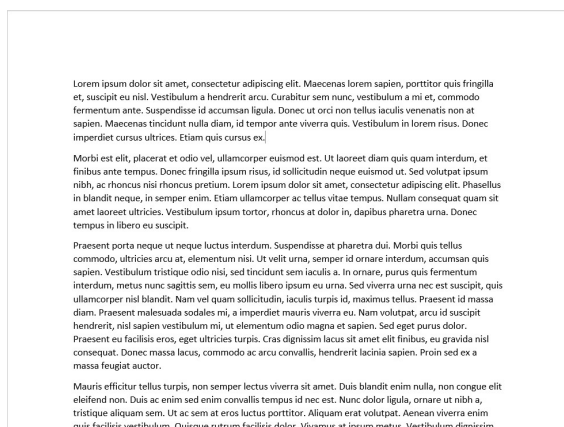


Figure 5: My Text Layout: Before

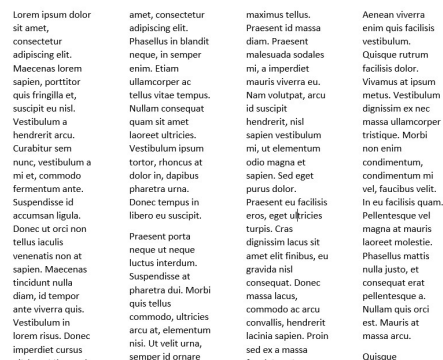


Figure 6: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

7. What is change has been made to the picture in Figure 7, “Dino: Before”, so that it became the picture in Figure 8, “Dino: After”?

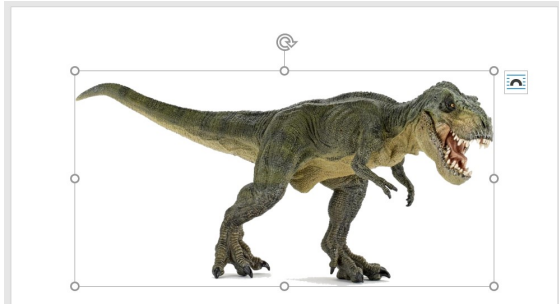


Figure 7: Dino: Before

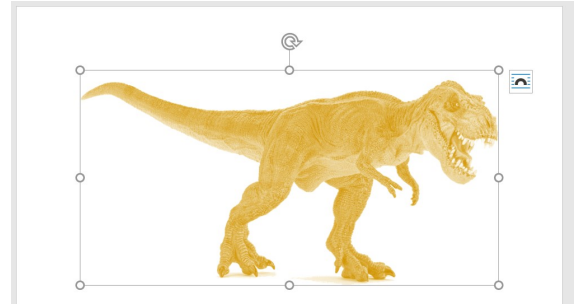


Figure 8: Dino: After

(Pages: 514 – 516) (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 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.

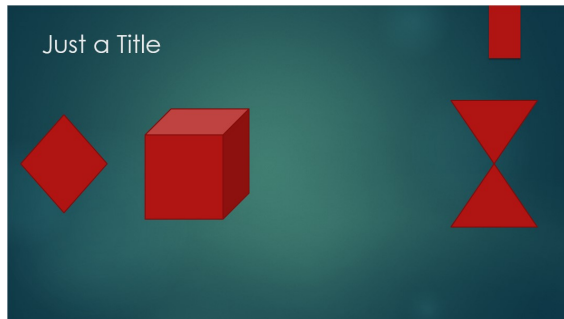


Figure 9: My Shapes

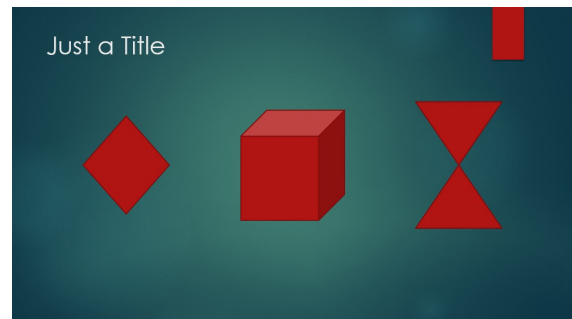


Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. Where do you need to click to change the table in Figure 11, “Table: Before” to the table in Figure 12, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 13?



Figure 13: Button with Arrow

(Pages: 443 – 446) (7.14 points)

11. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

12. You are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 15, “My Slides”. Where should you click to change the Slides tab to the one in Figure 16, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

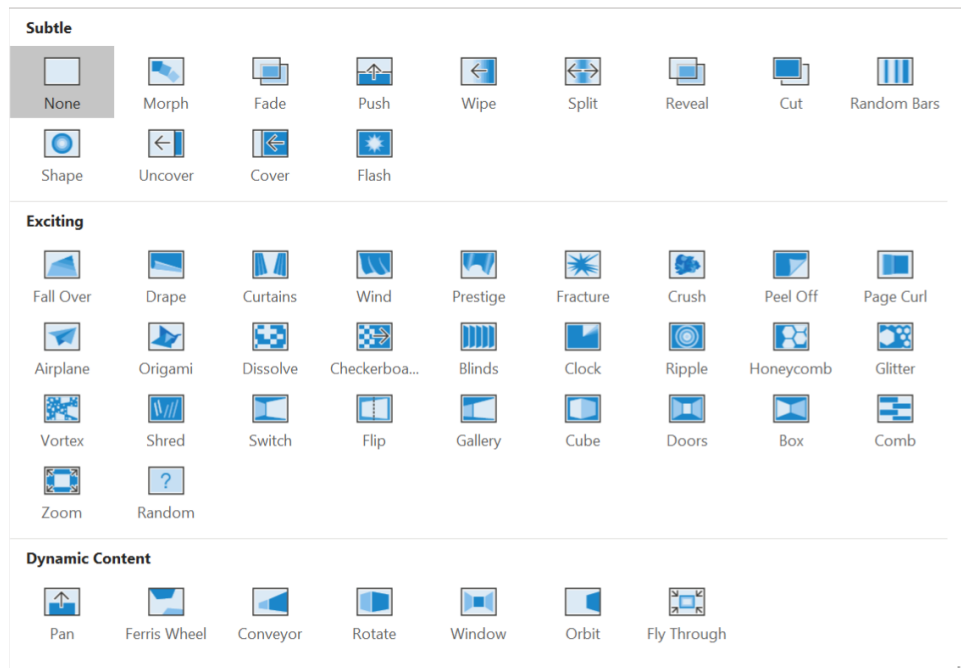


Figure 14: Many Options

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

(Pages: 900 – 903) (7.14 points)

14. (a) What is the object displayed in Figure 18?
 (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 15: My Slides



Figure 16: My Slides: Changed

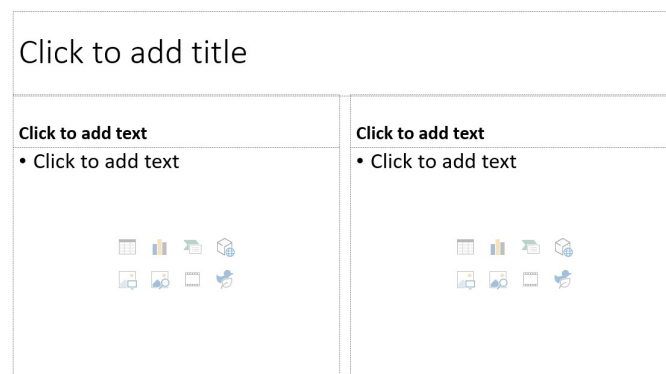


Figure 17: My Slide

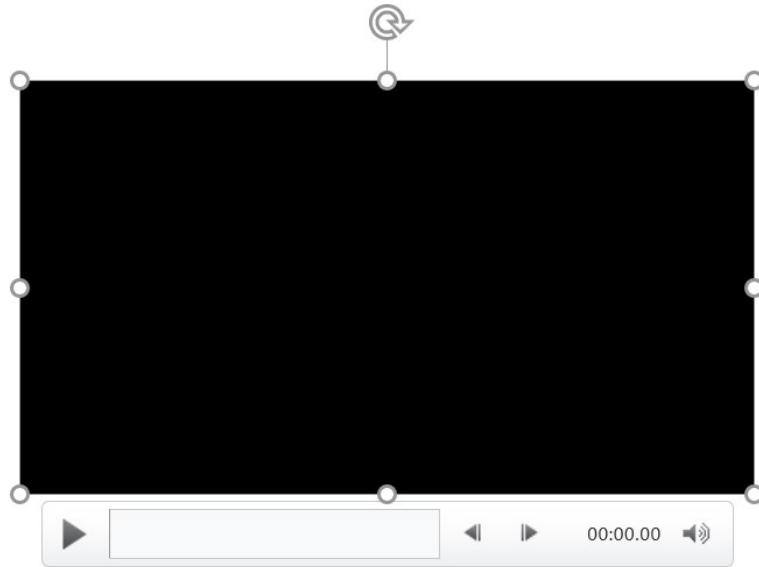


Figure 18: Object with Buttons

Extra Credit

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

Word

15. What is the purpose of the buttons displayed in Figure 19?

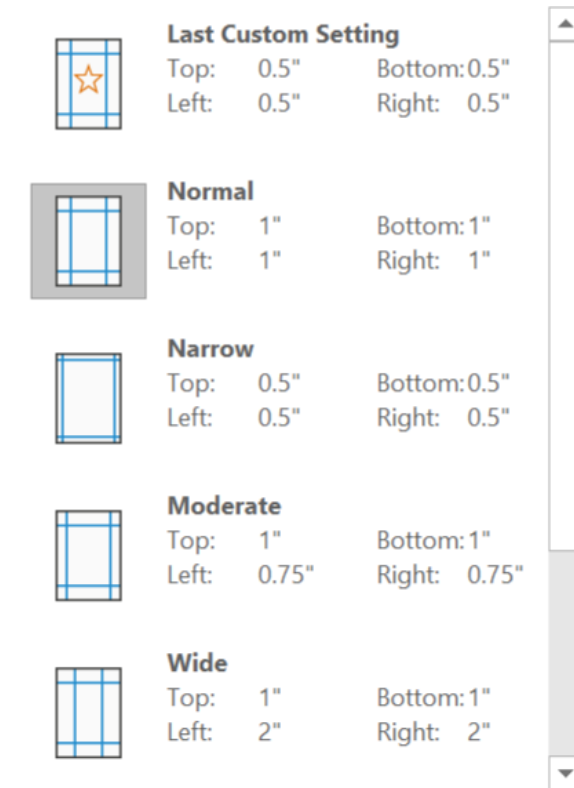


Figure 19: Five Buttons

(2.5 points)

16. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

PowerPoint

17. The bulleted list in Figure 20, “My List” was converted into the object displayed in Figure 21, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 21, “My New List”?)

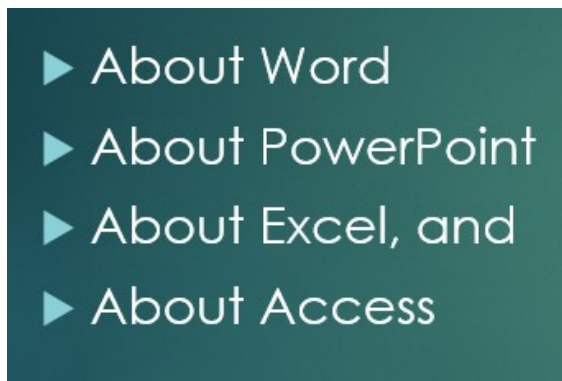


Figure 20: My List

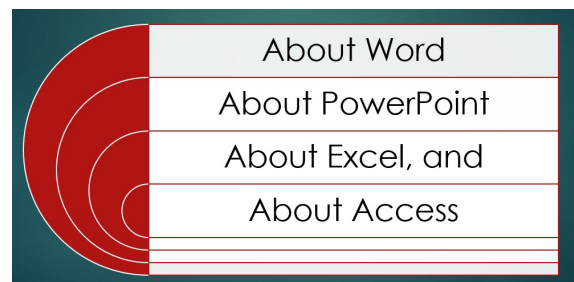


Figure 21: My New List

(2.5 points)

18. Where do you need to click to change the chart in Figure 22, “Chart: Before” to the chart in Figure 23, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(2.5 points)

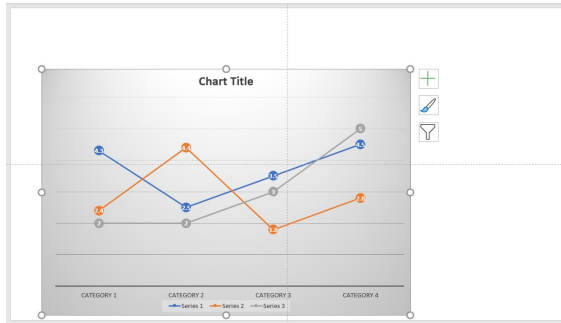


Figure 22: Chart: Before



Figure 23: Chart: After

– End of Midterm Exam –

Congrats for completing the Midterm exam!

