

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 130 (1st floor).
- **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. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

One way of undoing this font text chane is by pressing Ctrl + Z

2. 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)

The button you shoukd select is Bullets, so that you can make the paragraph be a bulleted list.

3. 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)

- a. Type the name of the file in name box
- b. Open word -> File -> Open (from here you look for the document you want to open)

4. 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”?

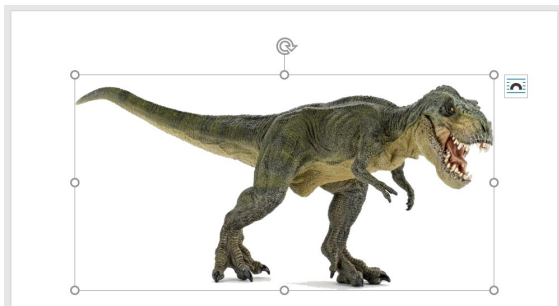


Figure 1: Dino: Before

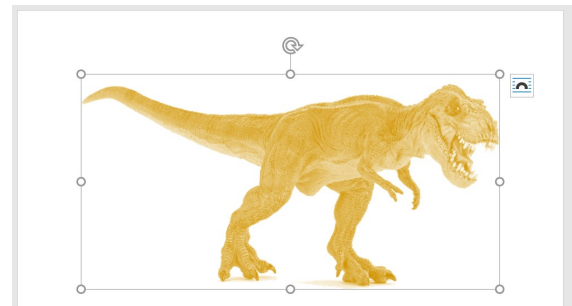


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

The color of the dinosaur changed. You do this by clicking the picture and under the tab "Picture Format" in the "Adjust Group" you can change the color of the dinosaur.

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)

The button in word that you should click to get this effect is Underline (Ctrl + U)

6. You inserted an oval shape into your Word document shown in Figure 3, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 4, “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.”]

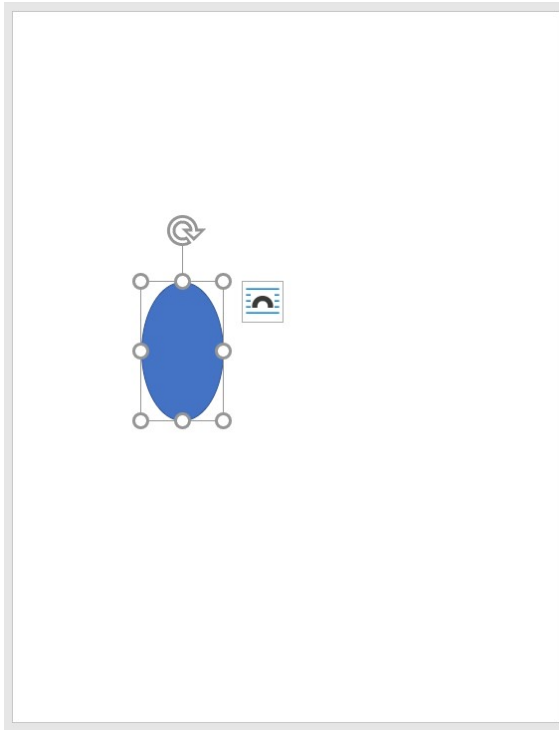


Figure 3: Added Oval Shape

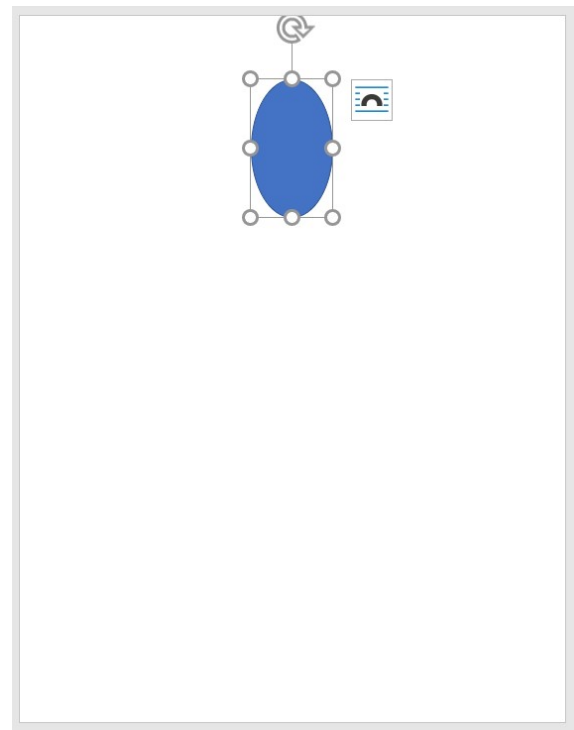


Figure 4: Moved Oval

(Pages: 519 – 521) (7.14 points)

Shape Format -> Position -> Position in Top right Format

7. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (7.14 points)

One way you can save recent changes in a currently open word document is by pressing Ctrl + S.

Another way to save recently made changes in a currently open word document is by Clicking the save button in the Toolbar.

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 insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 5? Your answer must use the box shown in that Figure.

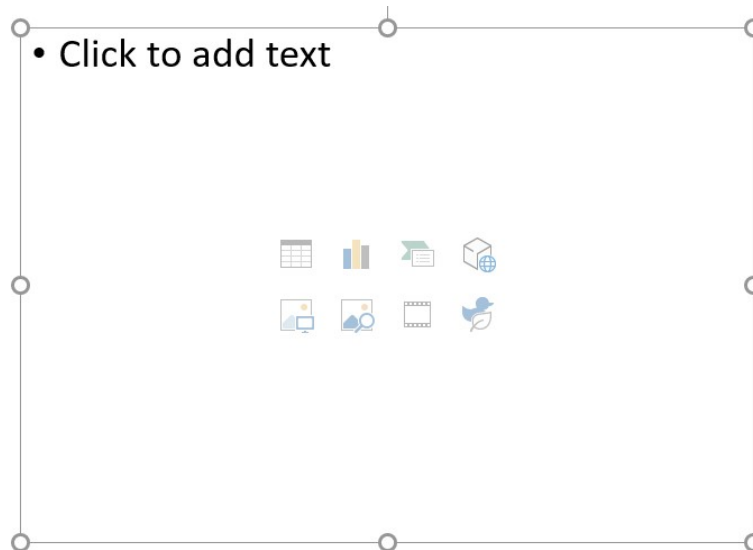


Figure 5: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

To insert a table here, you can first start by clicking the insert table placeholder. Then, once the dialog box appears, you enter 2 columns & 3 rows followed by pressing enter.

9. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (Note: the object the question is asking about is below the red arrows. The arrows are for illustration only and should NOT be a part of the answer.)

(Pages: 967 – 970) (7.14 points)

In order to get this specific text, you want to press Header & Footer.

Just a Title

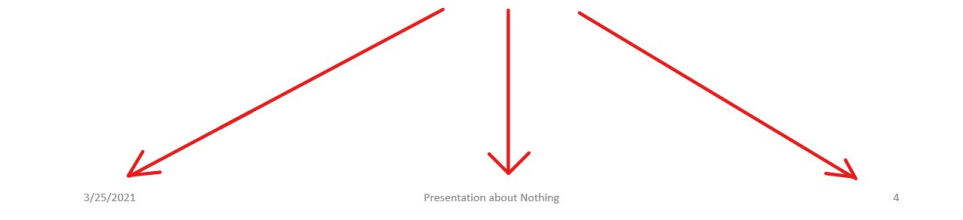


Figure 6: What is This

10. How can you move the shapes in Figure 7, “My Shapes” so that they are positioned like those in Figure 8, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

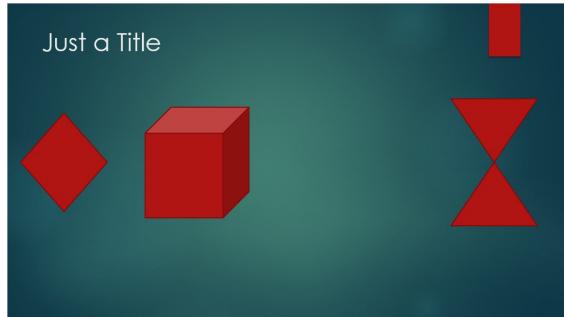


Figure 7: My Shapes

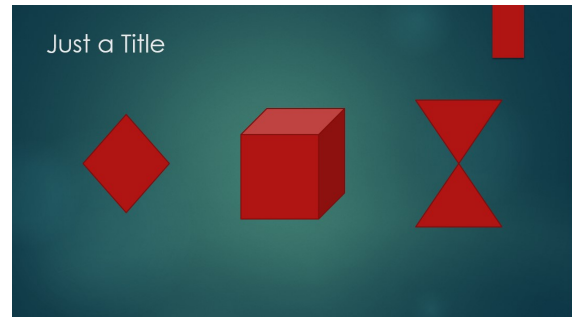


Figure 8: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

Arrange -> Distribute Horizontally

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint:** Look at the screenshots given on the textbook pages listed below.

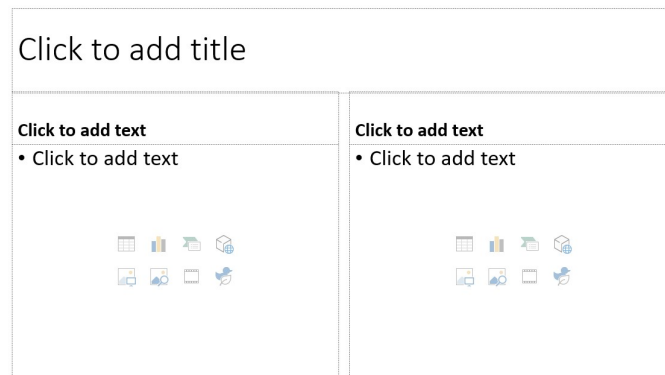


Figure 9: My Slide

(Pages: 900 – 903) (7.14 points)

Two Content

12. Where do you need to click to change the table in Figure 10, “Table: Before” to the table in Figure 11, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

Column 1	Column 2	Column 3	Column 4

Figure 10: Table: Before

The diagram shows a 4x4 grid with four columns labeled "Column 1", "Column 2", "Column 3", and "Column 4". The grid is shown in perspective, with a shaded area below it. The shaded area is a parallelogram with a diagonal line running from the bottom-left corner to the top-right corner. The shaded area is divided into four horizontal sections by three lines. The top section is shaded with a light gray color, and the bottom three sections are shaded with a light blue color. The shaded area is labeled with a small "1" in the bottom-right corner.

Figure 11: Table: After

(Pages: 549 – 551) (7.14 points)

Effects -> Shadow

13. 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)

Two tabs powerpoint has that word does not are, Transitions and Animations.

14. How do you change the shapes on a PowerPoint slide shown in Figure 12, "Three Shapes" to the shape in Figure 13, "Three Shapes: Changed"?



Figure 12: Three Shapes



Figure 13: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

To get from figure 12 to figure 13 you would need to press select all 3 shapes and the press "Group".

Extra Credit

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

Word

15. If a paragraph has 16 points of space below it, and the paragraph underneath has additional 12 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

28 points of space between the 2 paragraphs.

16. The following text appears in a Word document:

Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer’s browser. However, you don’t want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]

(2.5 points)

You can right-click the word United-Nations and then press "Remove Hyperlink".

PowerPoint

17. If you click on any of the options shown in Figure 14, what object will change on the PowerPoint slide, and how?

(2.5 points)

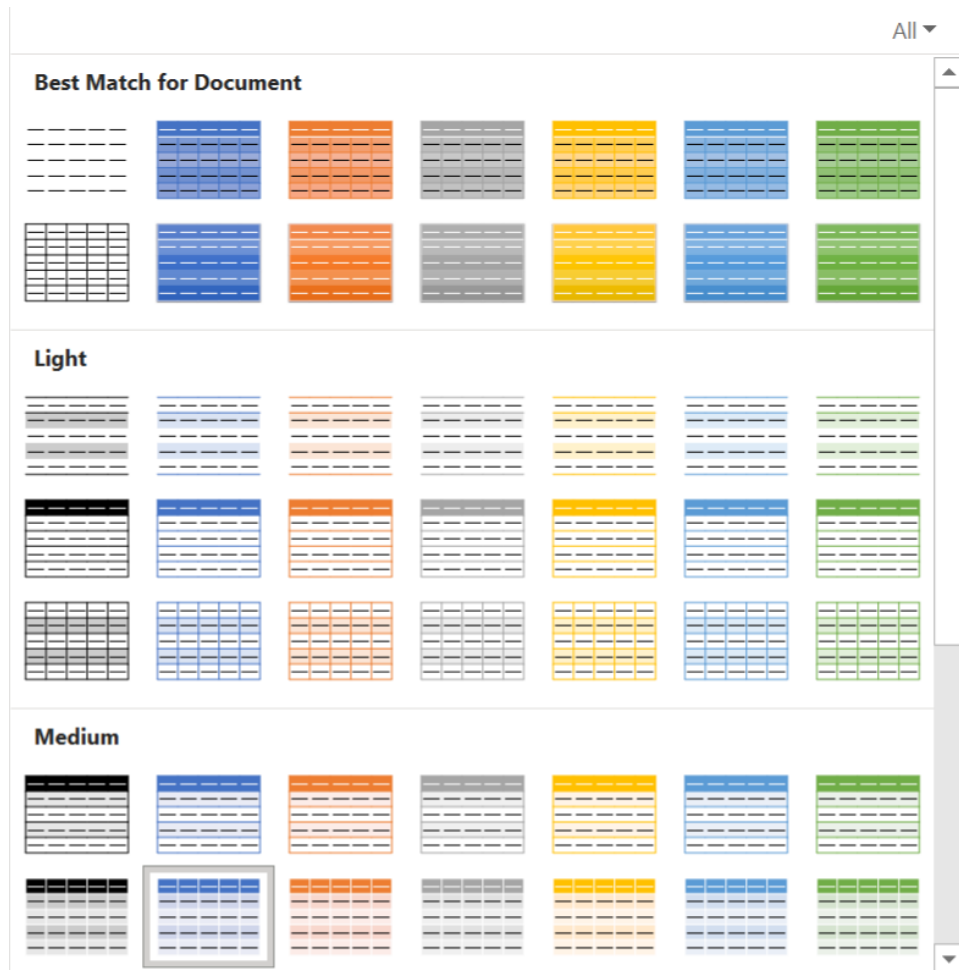


Figure 14: Many options

If you click any of these options, the color/theme of the table will change.

18. 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.
(2.5 points)

Powerpoint has a landscape orientation

– End of Midterm Exam –

Congrats for completing the Midterm exam!

