

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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the West End Building (WEB), at room 106.
- **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. 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)

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)

3. 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.”]

(Pages: 519 – 521) (7.14 points)

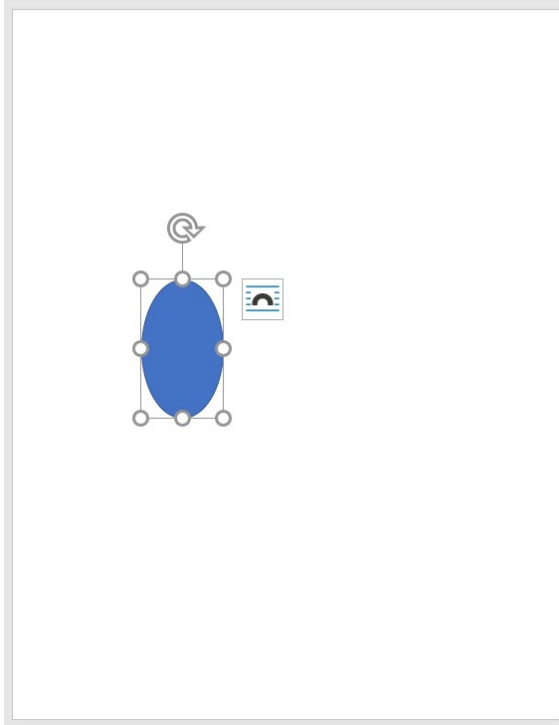


Figure 1: Added Oval Shape

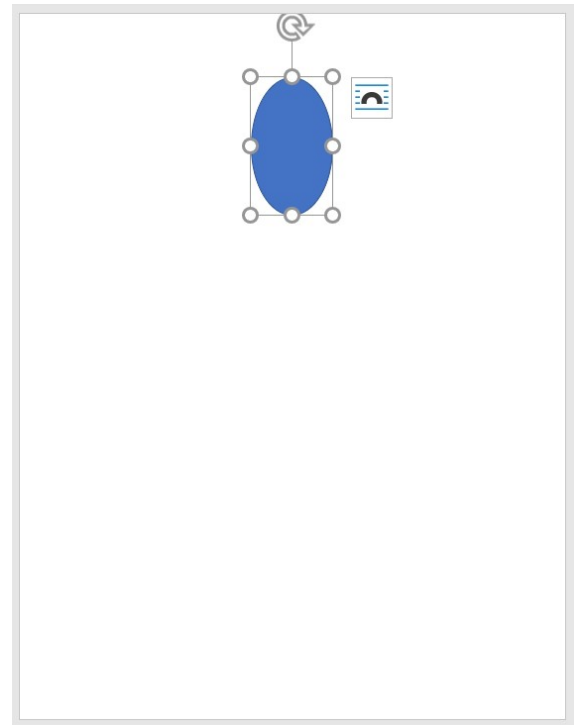


Figure 2: Moved Oval

4. 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!]
(Pages: 530 – 531) (7.14 points)

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

to the watermark in the picture 4, “Watermark: After”?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacula a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Præsent id massa diam. Præsent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Præsent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id abieci. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Præsent ullamcorper mauris leo. Nulla]

Figure 3: Watermark: Before

(Pages: 556 – 560) (7.14 points)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacula a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Præsent id massa diam. Præsent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Præsent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Præsent ullamcorper mauris leo. Nulla]

Figure 4: Watermark: After

6. What is the purpose of the buttons displayed in Figure 5?

(Pages: 772 — 774) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 6, “Apple: Before” to the picture shown in Figure 7, “Apple: After”.

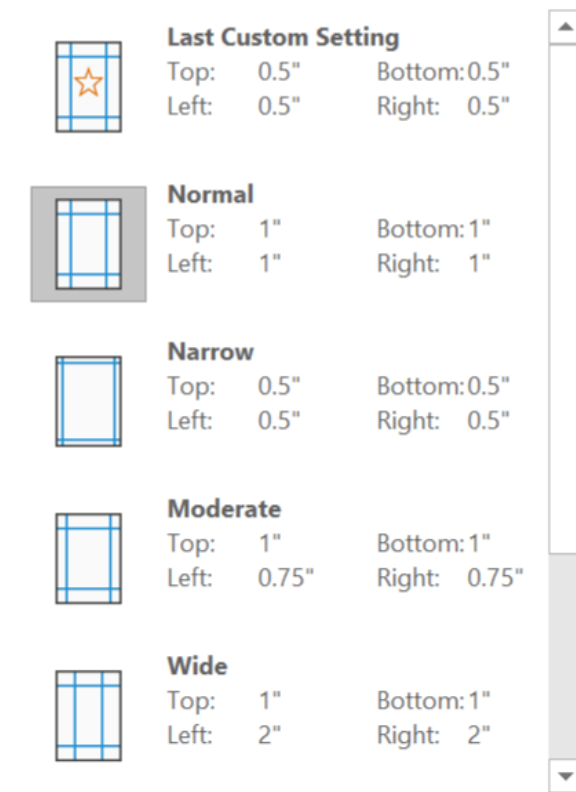


Figure 5: Five Buttons

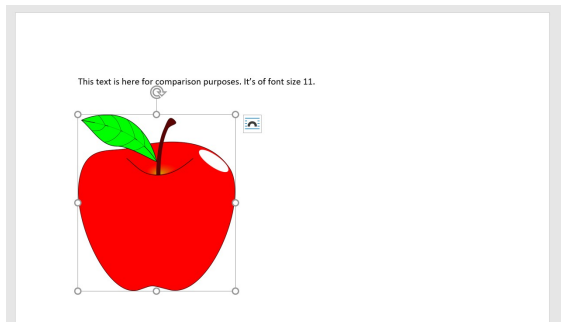


Figure 6: Apple: Before

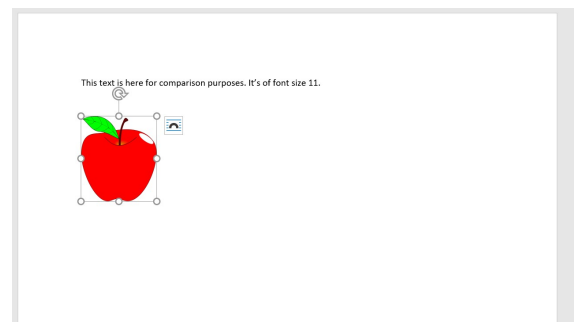


Figure 7: Apple: After

(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 do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?

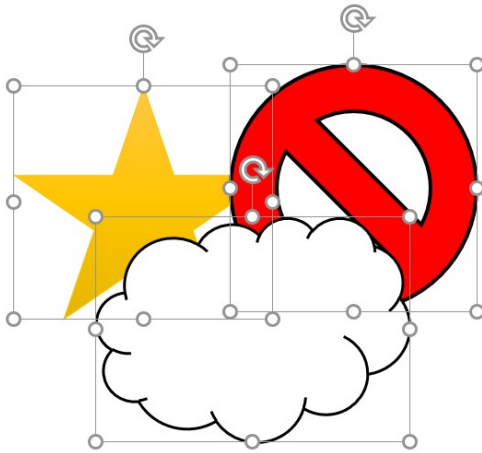


Figure 8: Three Shapes



Figure 9: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

9. If you click on any of the options shown in Figure 10, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

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

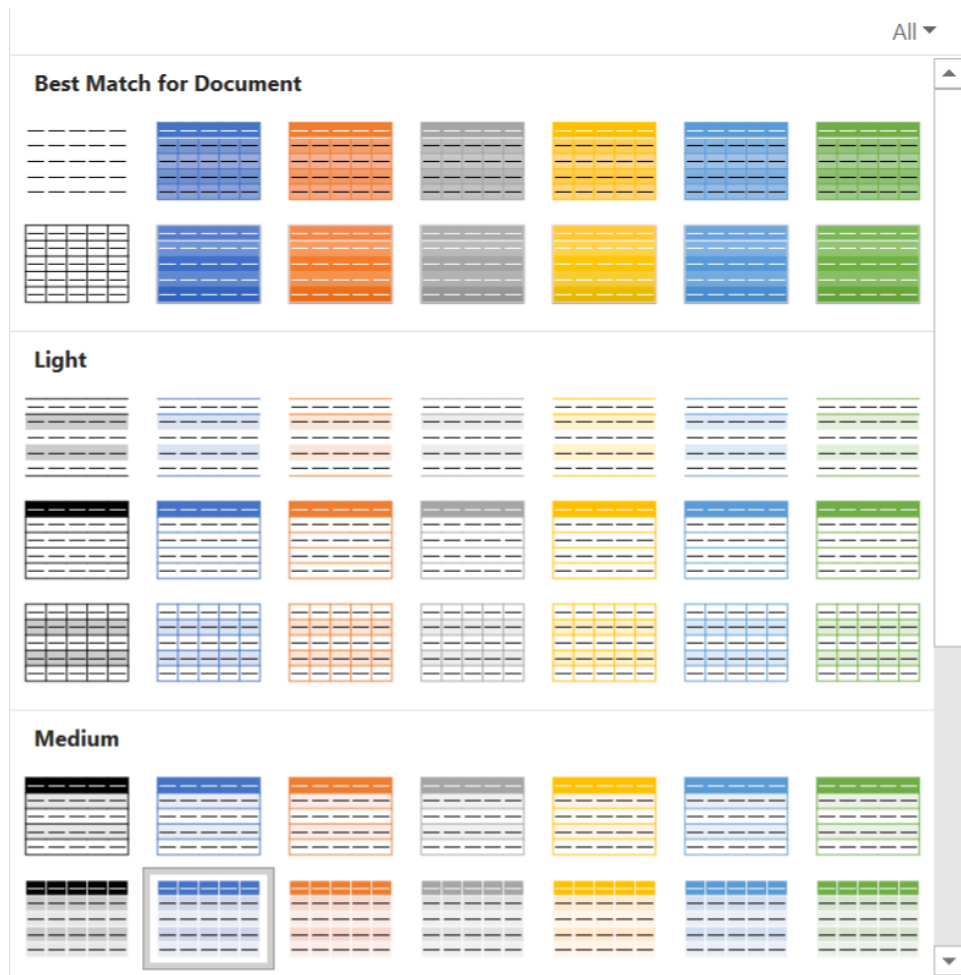


Figure 10: Many options

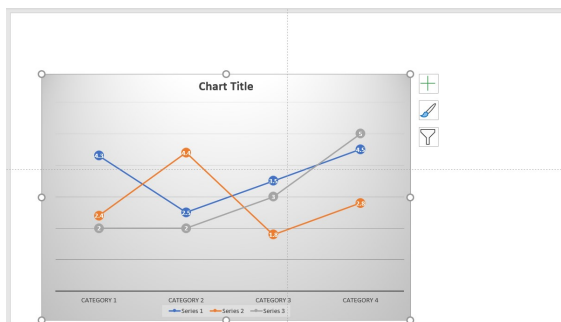


Figure 11: Chart: Before



Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

12. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

13. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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)

14. You are editing a bulleted list. What happens when you click on the button in the image in Figure 15?

(Pages: 443 – 446) (7.14 points)

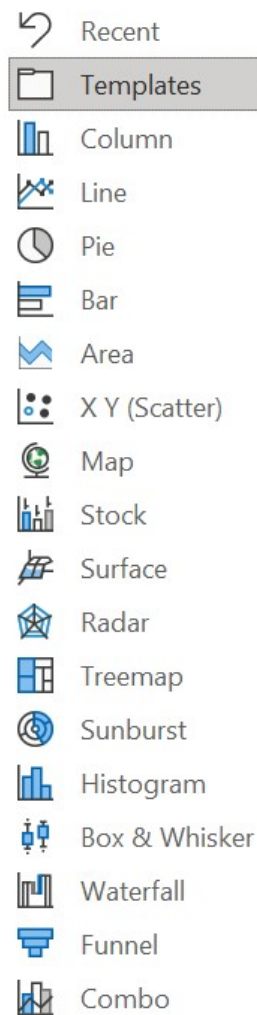


Figure 13: Long Menu

Just a Title

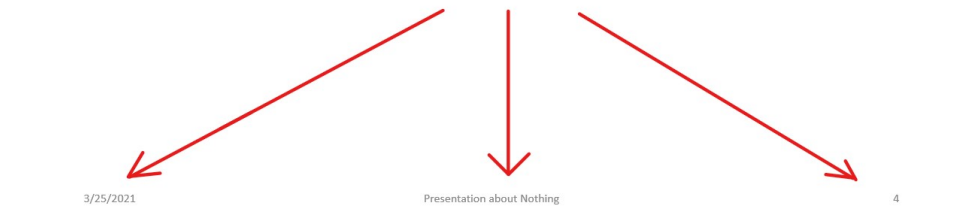


Figure 14: What is This

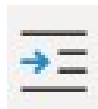


Figure 15: Button with Arrow

Extra Credit

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

Word

15. Name **three** commands/buttons on the Quick Access Toolbar.
(2.5 points)

16. What are the Rulers in Word used for? Describe **one** use.
(2.5 points)

PowerPoint

17. 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.
(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!

