

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 West End Building (WEB), at room 105.
- **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. What is the purpose of the following partially-shown dialog box in Figure 1?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with a "Placeholder1" hint, and "OK" and "Cancel" buttons.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

2. Where should you click to change the watermark in the picture 2, “Watermark: Before” to the watermark in the picture 3, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

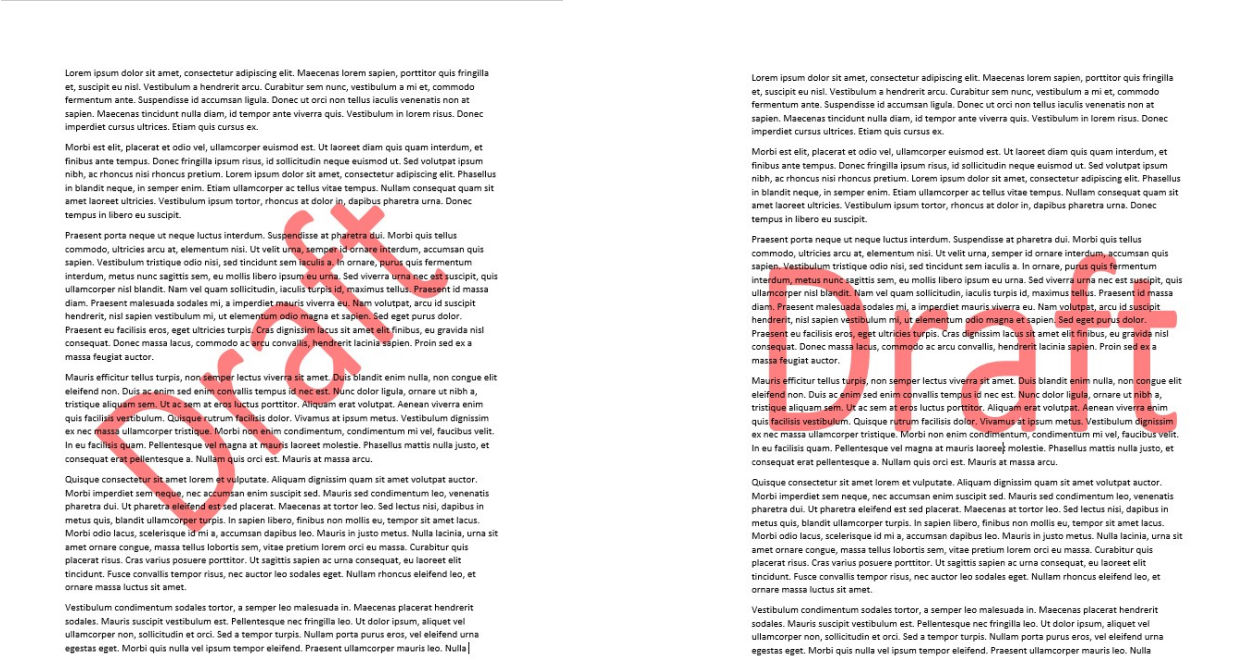


Figure 2: Watermark: Before

Figure 3: Watermark: After

3. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

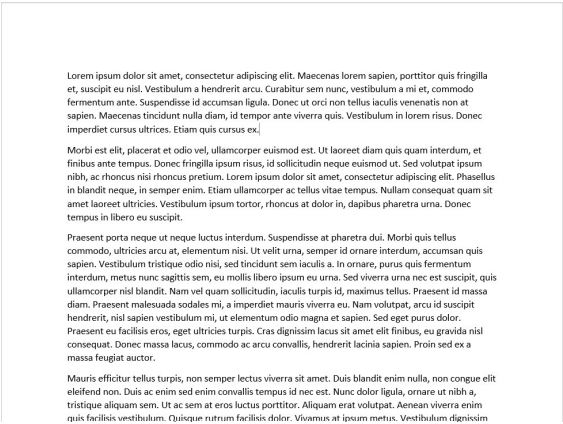


Figure 4: My Text Layout: Before

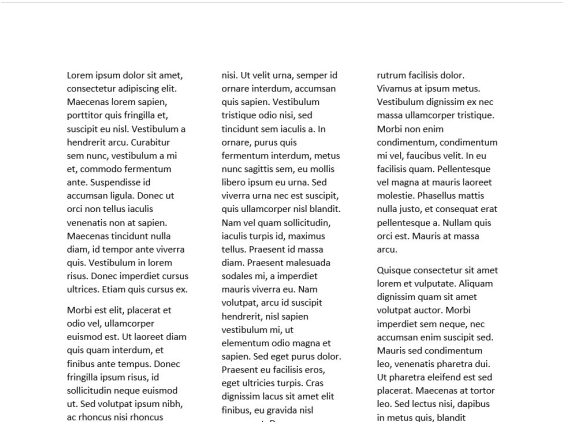


Figure 5: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

4. 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)

5. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.

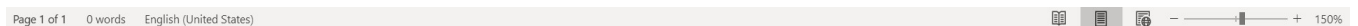


Figure 6: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (7.14 points)

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

the colroful flower

Figure 7: 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)

PowerPoint – Short Answer

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

8. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

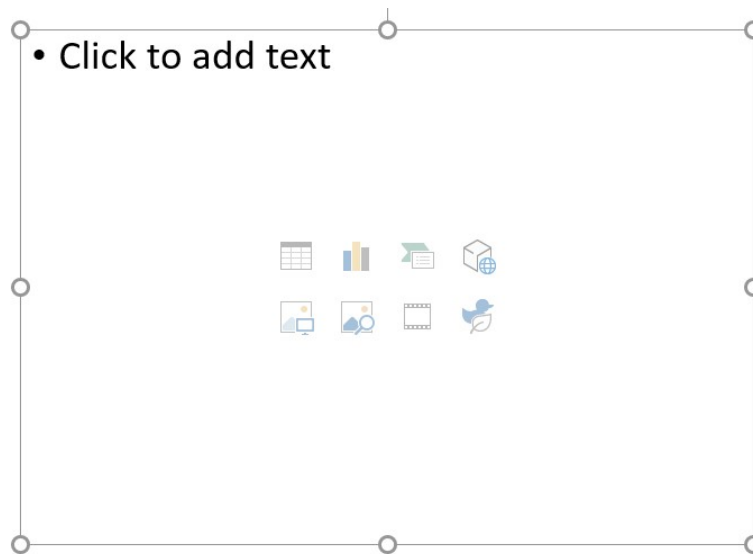


Figure 8: Insert Picture Here



Figure 9: My Slides



Figure 10: My Slides: Changed

10. 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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

11. How do you duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

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

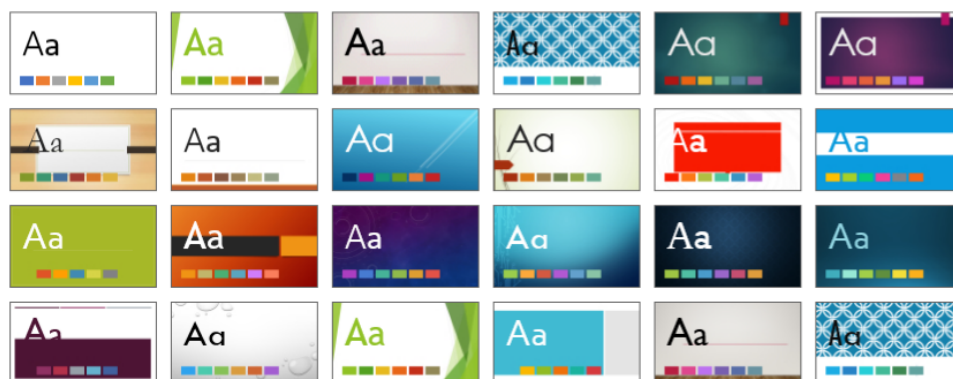


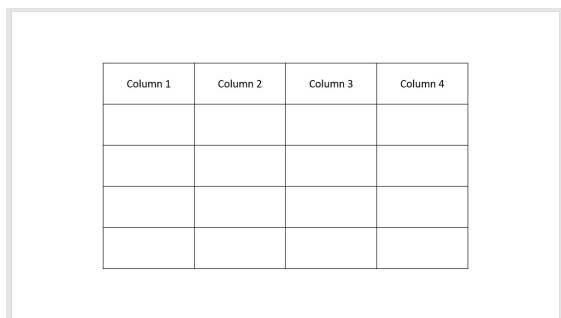
Figure 11: Many Options

(Pages: 885 – 889) (7.14 points)

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

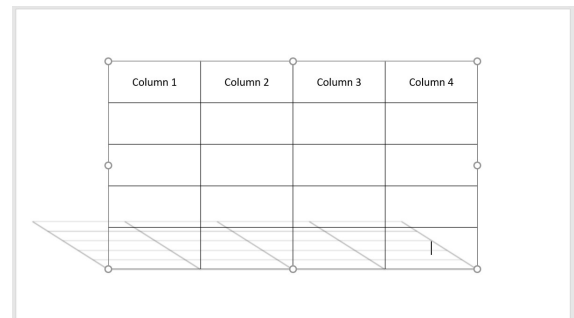
(Pages: 1155 – 1156) (7.14 points)

14. 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.



| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Figure 12: Table: Before



| Column 1 | Column 2 | Column 3 | Column 4 |
|----------|----------|----------|----------|
| | | | |
| | | | |
| | | | |
| | | | |

Figure 13: Table: After

(Pages: 549 – 551) (7.14 points)

Extra Credit

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

Word

15. Where should you click to change the table in Figure 14, “Table: Before” to the one in Figure 15, “Table: After”?

| Column 1 | Column 2 |
|----------|----------|
| Info | Info |
| Info | Info |

Figure 14: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info | Info |
| | |
| Info | Info |

Figure 15: Table: After

(2.5 points)

16. 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.

(2.5 points)

PowerPoint

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

(2.5 points)

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (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.)

(2.5 points)

– End of Midterm Exam –

Just a Title

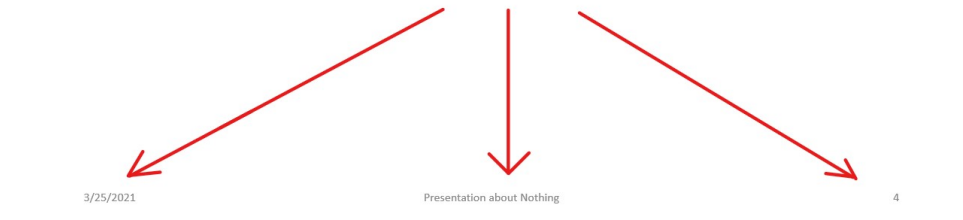


Figure 16: What is This

Congrats for completing the Midterm exam!