

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 the file by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 09:30 AM – 10:45 AM. 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

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 change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

2. 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)

3. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

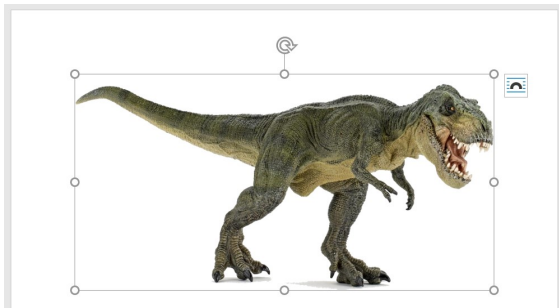


Figure 3: Dino: Before

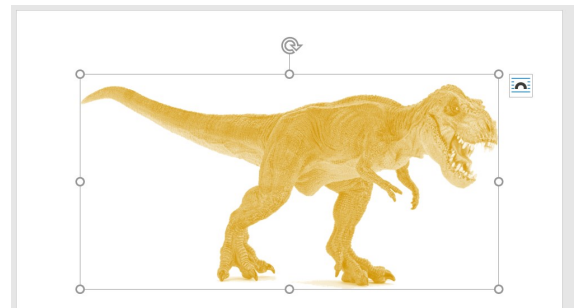


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: 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)

5. Suppose you are working on the SmartArt graphic in Word in Figure 6, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 7, “SmartArt: After”?

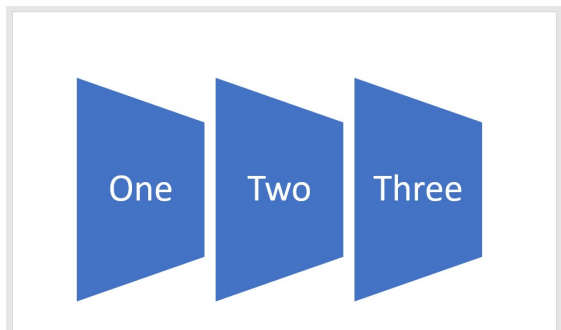


Figure 6: SmartArt: Before

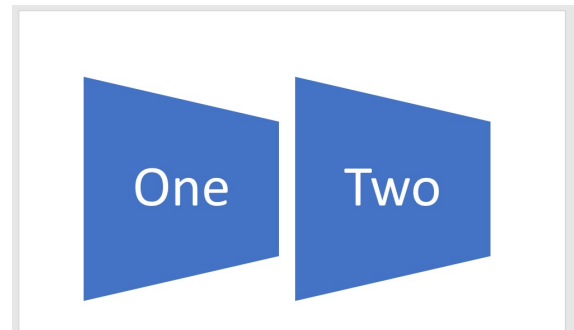


Figure 7: SmartArt: After

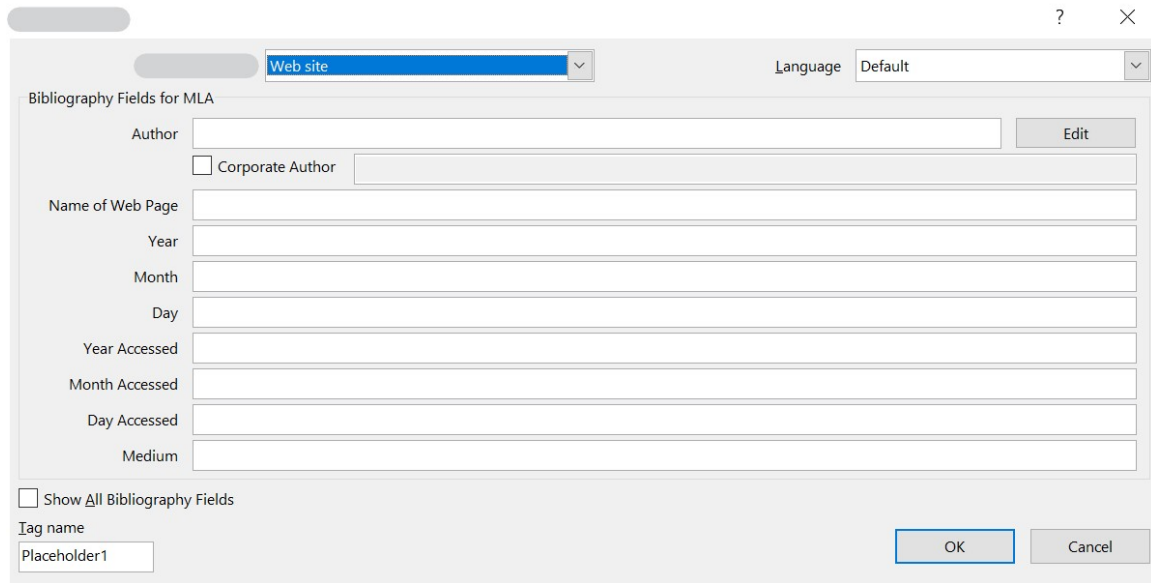
(Pages: 930 – 937) (7.14 points)

6. What is the purpose of the following partially-shown dialog box in Figure 8?

(Pages: 569 – 570) (7.14 points)

7. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)



A screenshot of a "Bibliography Fields for MLA" dialog box. The window has a title bar with a question mark and a close button. Inside, there's a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". The main area is titled "Bibliography Fields for MLA" and contains several input fields: "Author" (with an "Edit" button), a checkbox for "Corporate Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there's a checkbox for "Show All Bibliography Fields" and a "Tag name" field with "Placeholder1". At the bottom right are "OK" and "Cancel" buttons.

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name

Placeholder1

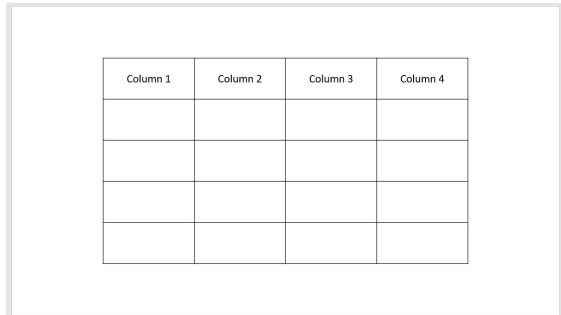
OK Cancel

Figure 8: Dialog Box

PowerPoint – Short Answer

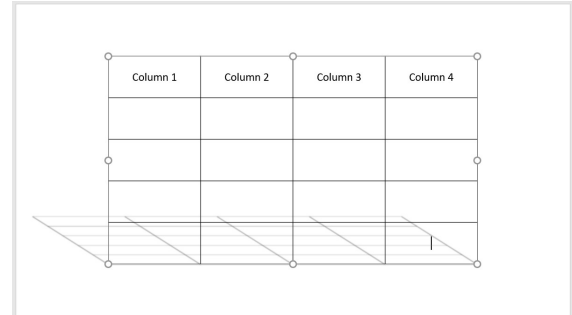
Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

8. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

A screenshot of a 4x4 table in Microsoft PowerPoint. The table has four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the top row. The table is simple with no borders or shading.

Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before

A screenshot of a 4x4 table in Microsoft PowerPoint, similar to Figure 9 but with a 3D effect. The table has four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the top row. The table is shaded with a light blue gradient and has a 3D effect with a shadow. The bottom row of the table is highlighted with a darker blue background.

Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

(Pages: 549 – 551) (7.14 points)

9. 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)

10. 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)

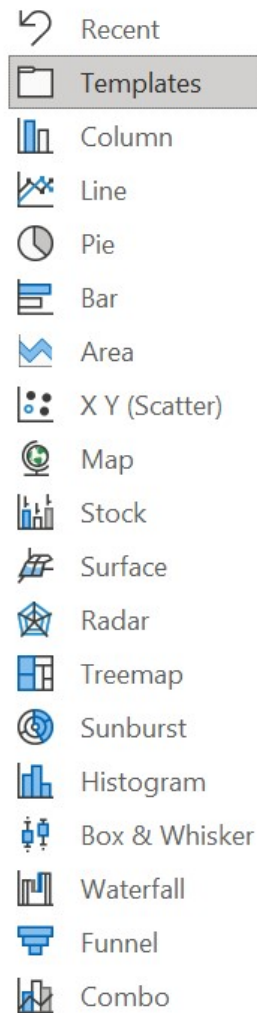


Figure 11: Long Menu

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages listed below.

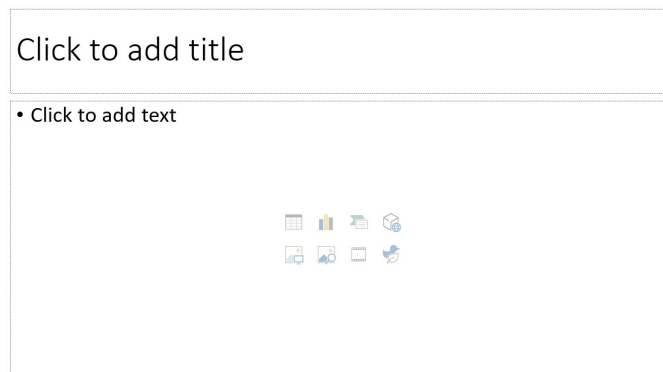


Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

12. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

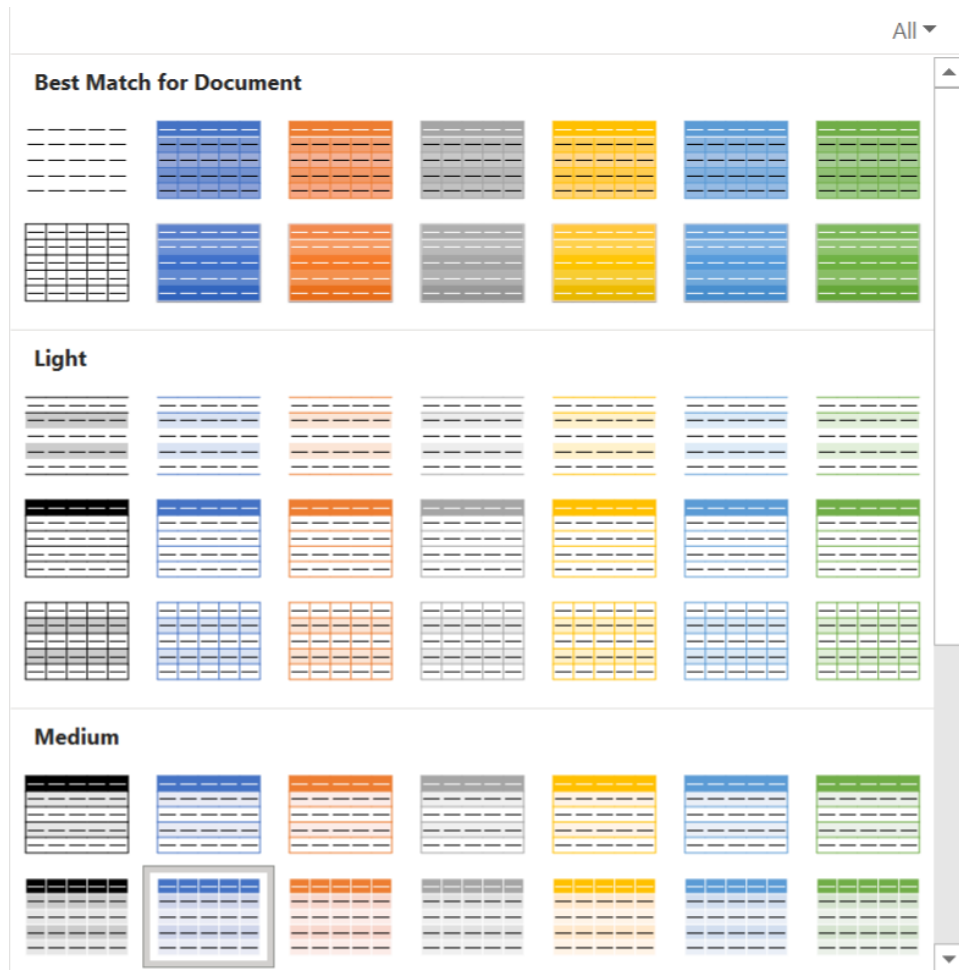


Figure 13: Many options

13. Where do you need to click to change the chart in Figure 14, “Chart: Before” to the chart in Figure 15, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

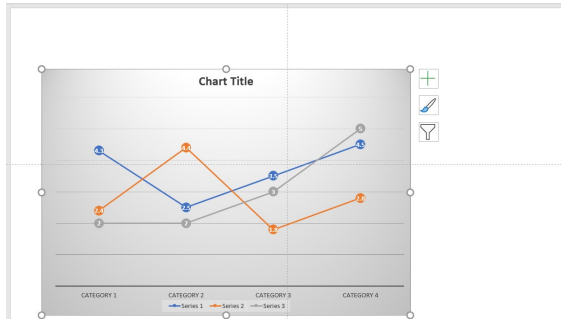


Figure 14: Chart: Before



Figure 15: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 524 – 529) (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. You inserted an oval shape into your Word document shown in Figure 16, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 17, “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.”]

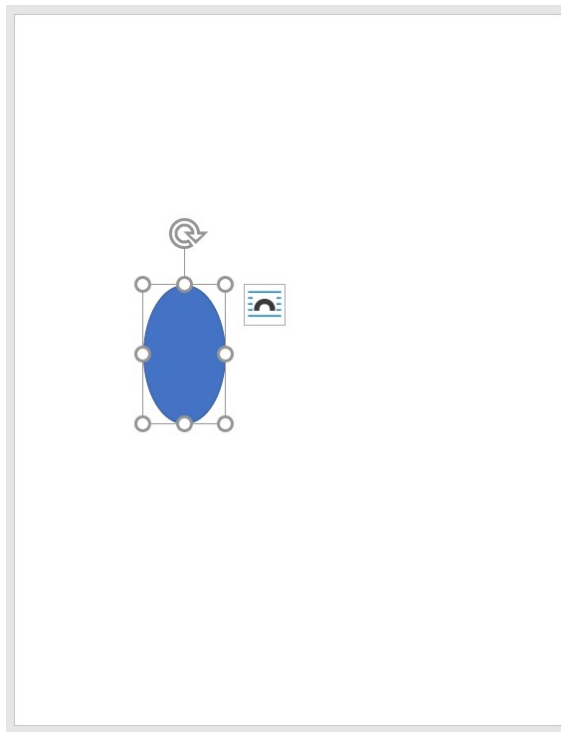


Figure 16: Added Oval Shape

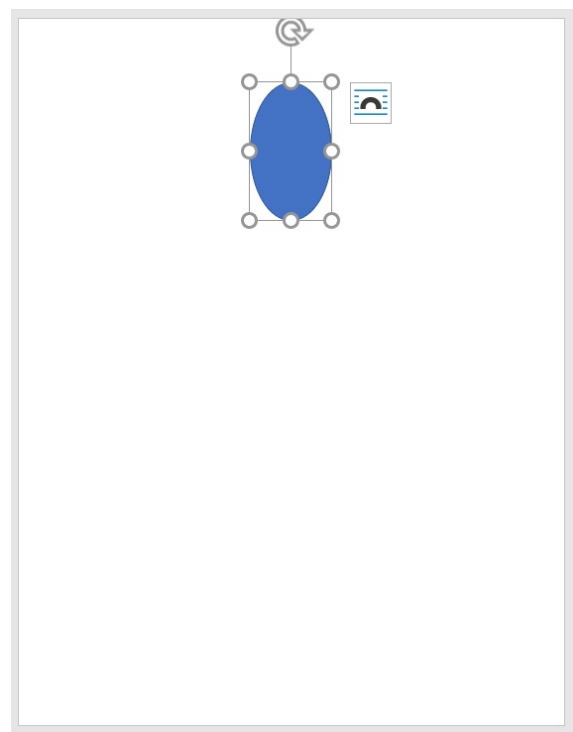


Figure 17: Moved Oval

(2.5 points)

16. Where should you click to change the table in Figure 18, “Table: Before” to the one in Figure 19, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 18: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 19: Table: After

(2.5 points)

PowerPoint

17. 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.

(2.5 points)

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)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

