Instructions

Updated: 08/23/2023, 05:15

- 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 \rightarrow 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. Suppose you are working on the SmartArt graphic in Word in Figure 1, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 2, "SmartArt: After"?

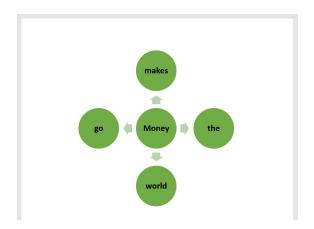


Figure 1: SmartArt: Before

round the Money go world

Figure 2: SmartArt: After

(Pages: 930 - 937) (7.14 points)

2. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> 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)

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3. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 - 366) (7.14 points)

4. 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)

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. 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)

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

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Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Vestbulum dignisim ex nec massa ullamcorper tristique.
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Figure 4: My Text Layout: After

PowerPoint - Short Answer

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

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

(Pages: 1155 – 1156) (7.14 points)

9. Where do you need to click to change the table in Figure 5, "Table: Before" to the table in Figure 6, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

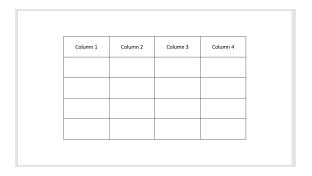


Figure 5: Table: Before

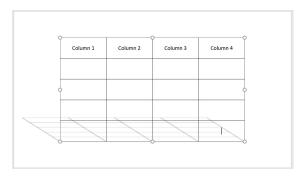


Figure 6: Table: After

(Pages: 549 - 551) (7.14 points)

10. How do you change the shapes on a PowerPoint slide shown in Figure 7, "Three Shapes" to the shape in Figure 8, "Three Shapes: Changed"?

(Pages: 945 – 949) (7.14 points)

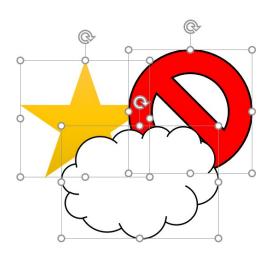


Figure 7: Three Shapes



Figure 8: Three Shapes: Changed

11. If you were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

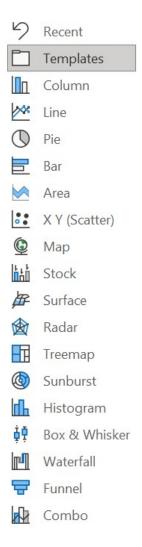


Figure 9: Long Menu

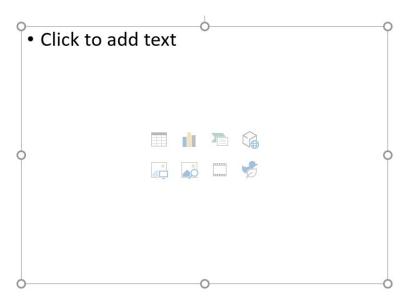


Figure 10: Insert Table Here

13. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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. 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)

Just a Title



Figure 11: What is This

Extra Credit

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

Word

15. Here is a paragraph in a Word document:

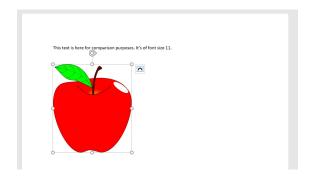
I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

(2.5 points)



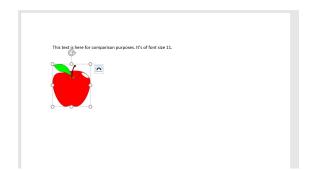


Figure 12: Apple: Before

Figure 13: Apple: After

16. Describe **one** way in which you can change the picture inside a Word document shown in Figure 12, "Apple: Before" to the picture shown in Figure 13, "Apple: After".

(2.5 points)

PowerPoint

17. How can you insert a picture inside the object shown in Figure 14? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

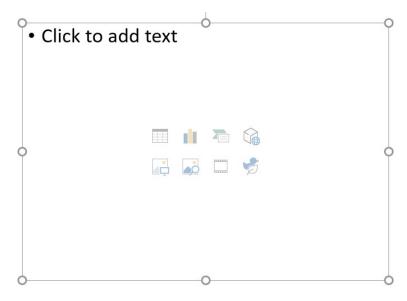


Figure 14: Insert Picture Here

(2.5 points)

18. How can you enter a hyperlink into an existing text? (2.5 points)

- End of Midterm Exam -

Congrats for completing the Midterm exam!

