

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 432.
- **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 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.”]

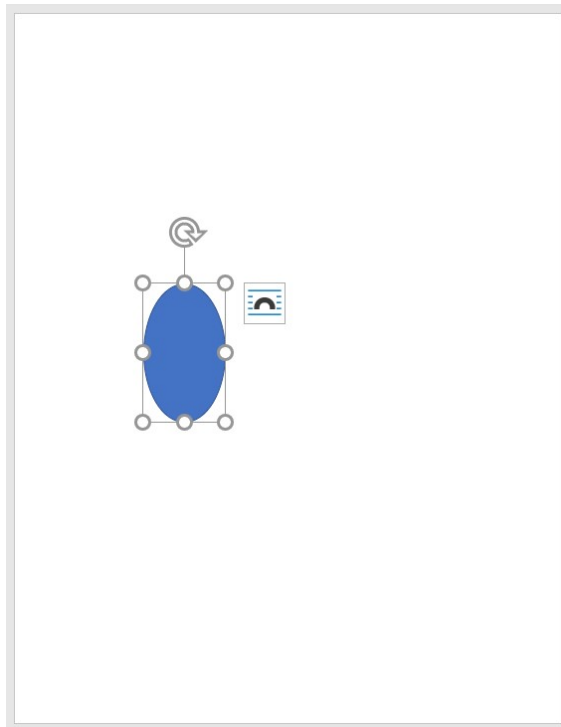


Figure 1: Added Oval Shape

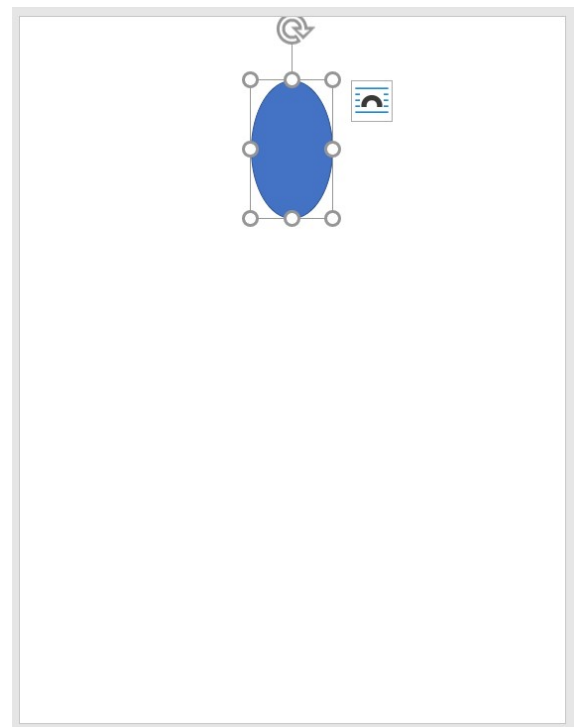


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

2. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

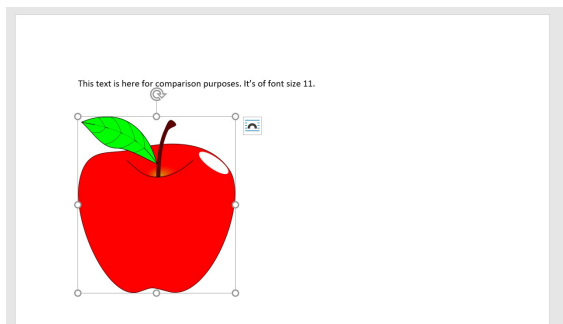


Figure 3: Apple: Before

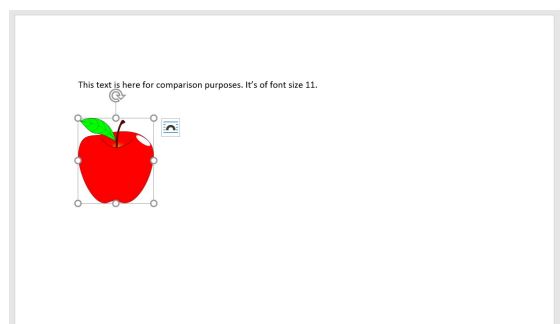


Figure 4: Apple: After

3. What are the Rulers in Word used for? Describe **one** use.
(Pages: 454 – 459) (7.14 points)

4. Where should you click to change the text layout in picture 5, “My Text Layout: Before” to the one in the picture 6, “My Text Layout: After” inside a Word document?

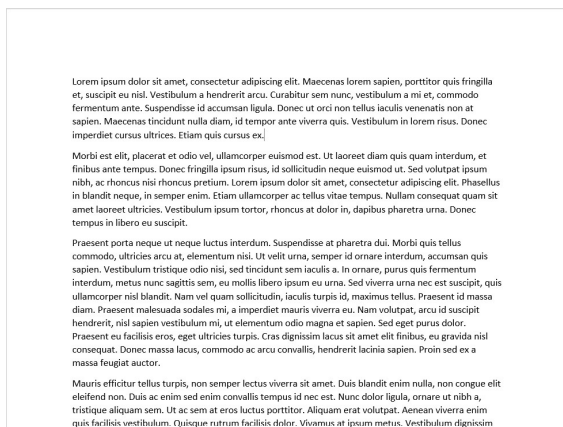


Figure 5: My Text Layout: Before

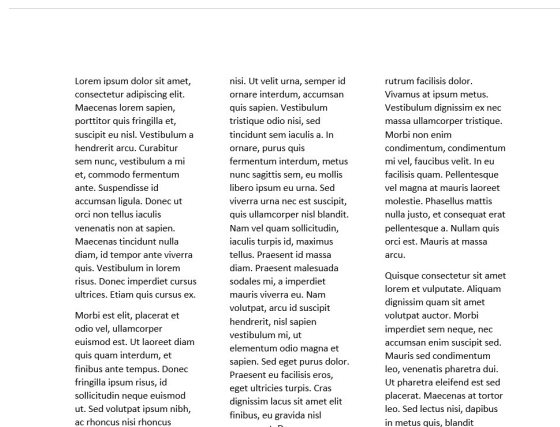


Figure 6: My Text Layout: After

(Pages: 465 – 469) (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. What does the button displayed in the Figure 7 do?



Figure 7: Multiple Pages

(Pages: 370) (7.14 points)

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)

PowerPoint – Short Answer

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

8. (a) What is the object displayed in Figure 8?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

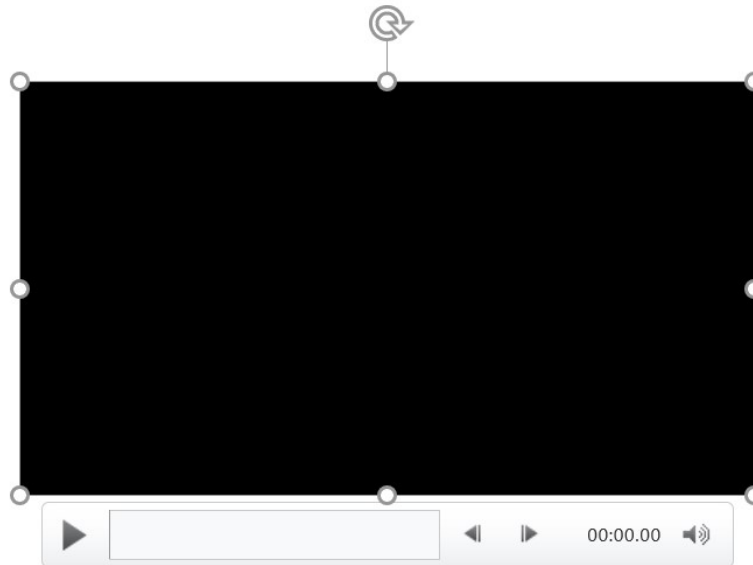


Figure 8: Object with Buttons

(Pages: 980 – 987) (7.14 points)

9. 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.

(Pages: 770) (7.14 points)

10. 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?

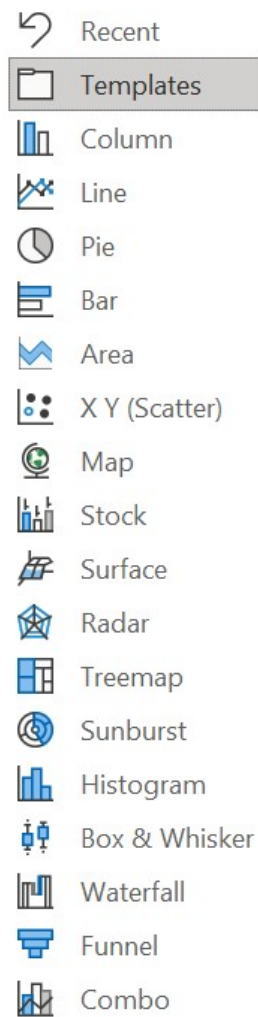


Figure 9: Long Menu

(Pages: 1116 – 1123) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 10, “Three Shapes” to the shape in Figure 11, “Three Shapes: Changed”?

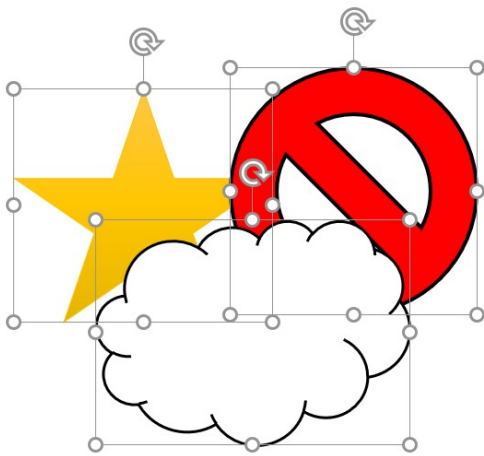


Figure 10: Three Shapes

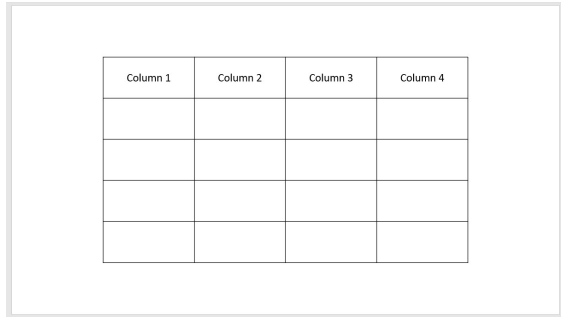


Figure 11: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

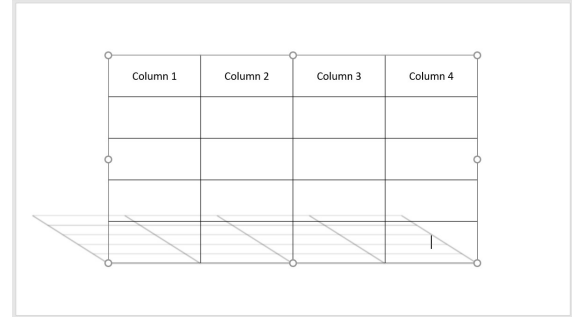
12. Where do you need to click to change the table in Figure 12, “Table: Before” to the table in Figure 13, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 13: Table: After

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

(Pages: 1074 – 1078) (7.14 points)

14. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

(Pages: 930 – 937) (7.14 points)

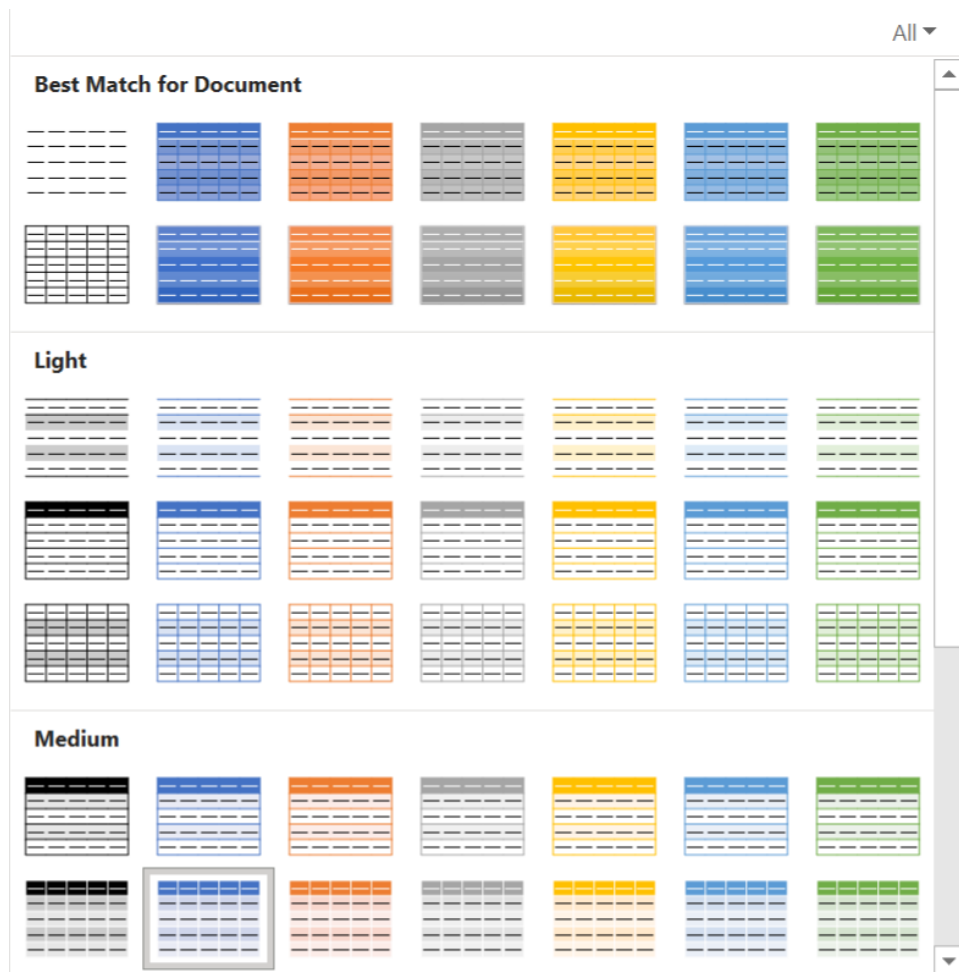


Figure 14: Many options



Figure 15: My List

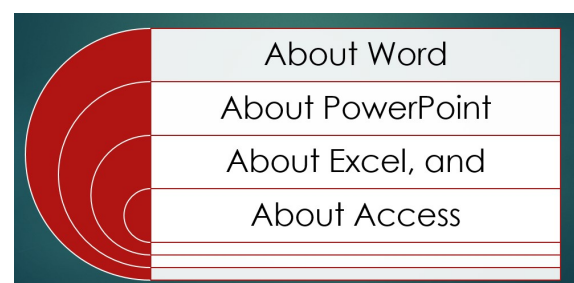


Figure 16: My New List

Extra Credit

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

Word

15. 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.)

(2.5 points)

16. 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.)

(2.5 points)

PowerPoint

17. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 17? Your answer must use the box shown in that Figure.

(2.5 points)

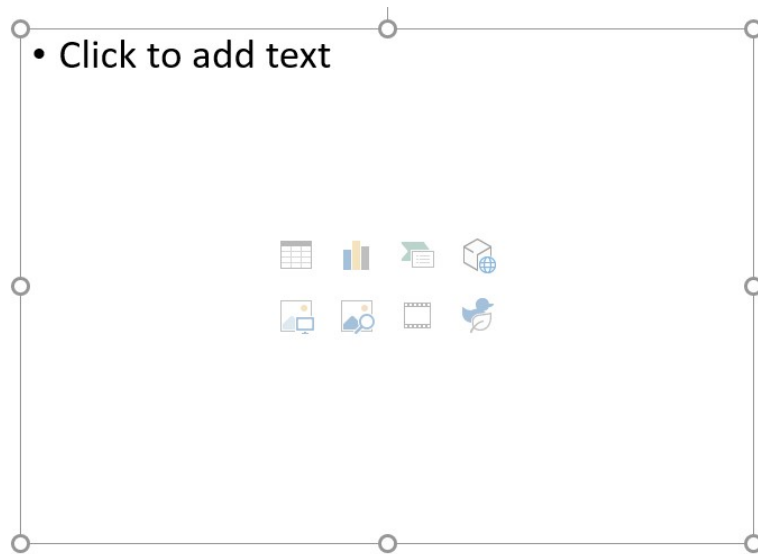


Figure 17: Insert Table Here

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

– End of Midterm Exam –

Congrats for completing the Midterm exam!

