

## 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  $\infty$  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. 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)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: 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)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 2.  
(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)



Figure 2: Window Area

4. Mention **two** ways to change the zoom of a Word document to 100%.  
(Pages: 370) (7.14 points)

5. 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”.

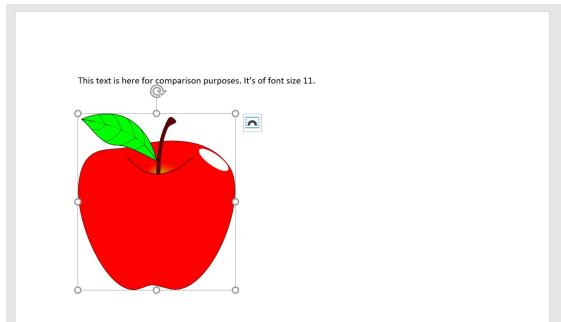


Figure 3: Apple: Before

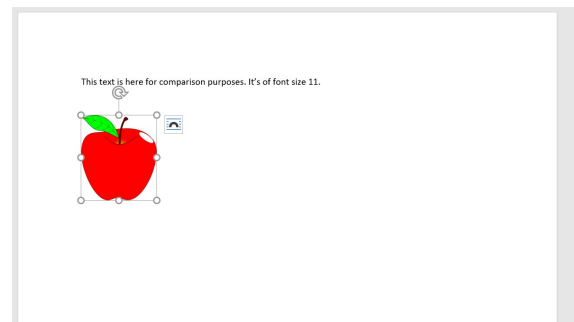


Figure 4: Apple: After

(Pages: 514 – 516) (7.14 points)

6. 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.”

(Pages: 384 – 387) (7.14 points)

7. 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?

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Figure 5: My Text Layout: Before

Figure 6: My Text Layout: After

(Pages: 465 – 469) (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 can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

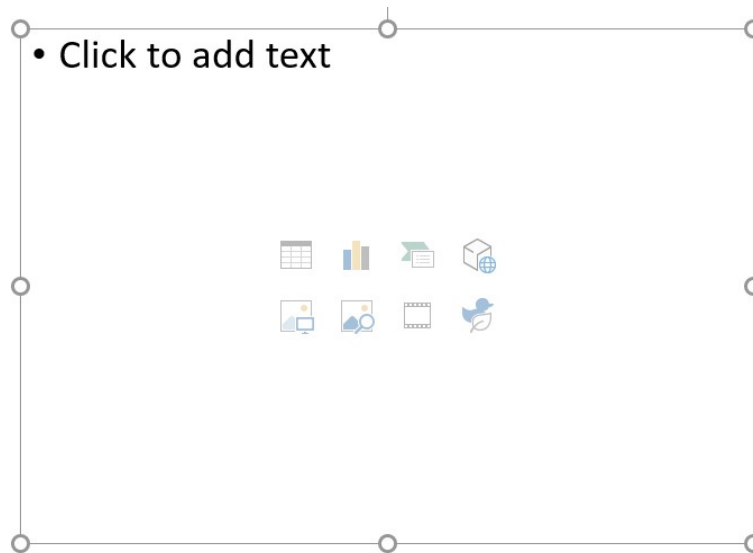


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

9. (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?

(Pages: 980 – 987) (7.14 points)

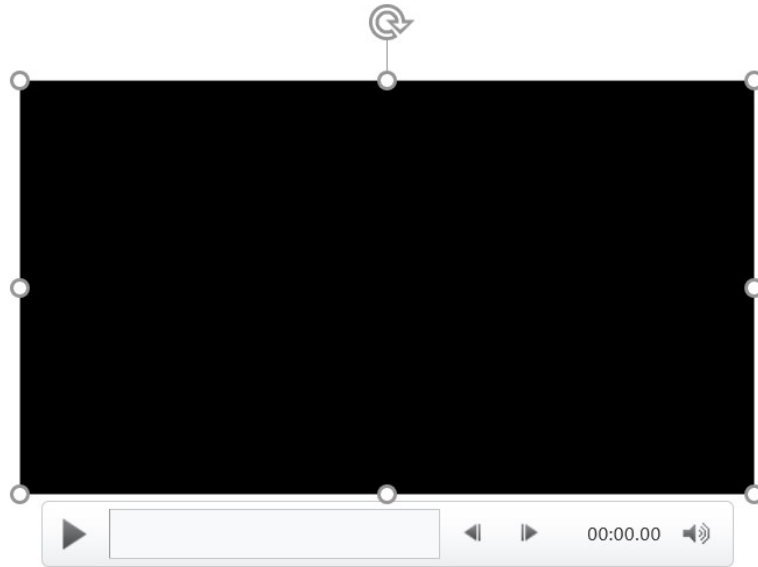


Figure 8: Object with Buttons

10. How do you change the layout of a slide to Title and Content? Mention **one** way.  
(Pages: 902 – 903) (7.14 points)

11. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 10, “My New List”?)

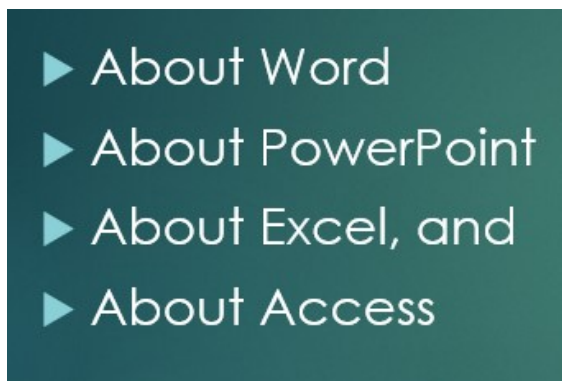


Figure 9: My List

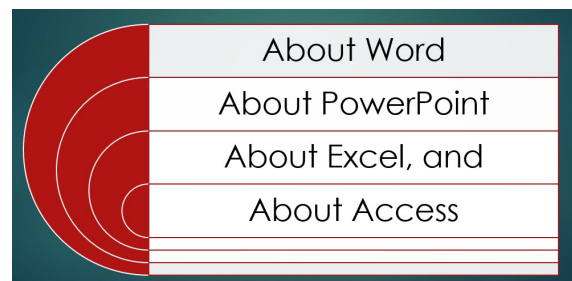


Figure 10: My New List

(Pages: 930 – 937) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

13. You are 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 11, “My Slides”. Where should you click to change the Slides tab to the one in Figure 12, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 13, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)



Figure 11: My Slides



Figure 12: My Slides: Changed

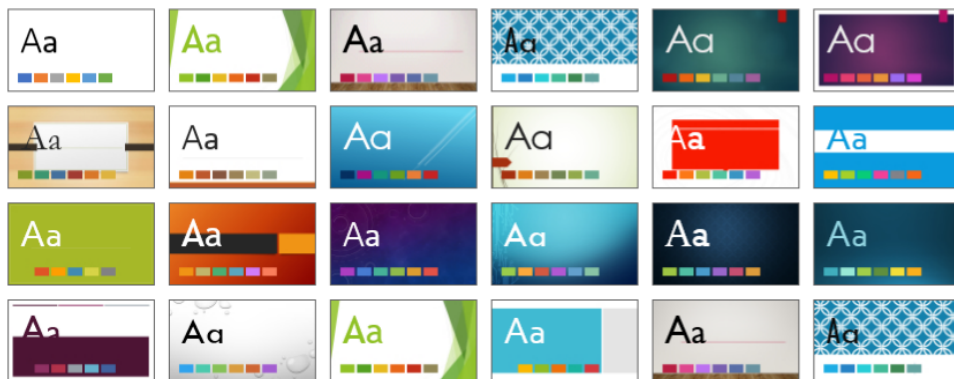


Figure 13: Many Options



## Extra Credit

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

### Word

15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.  
(2.5 points)
  
  
  
  
  
  
  
  
  
  
16. Explain **one** way to open the Word Application on a Windows 10 computer.  
(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.  
(2.5 points)
  
  
  
  
  
  
  
  
  
  
18. Which button do you need to click to add the text pointed by the red arrows in Figure 15? (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)

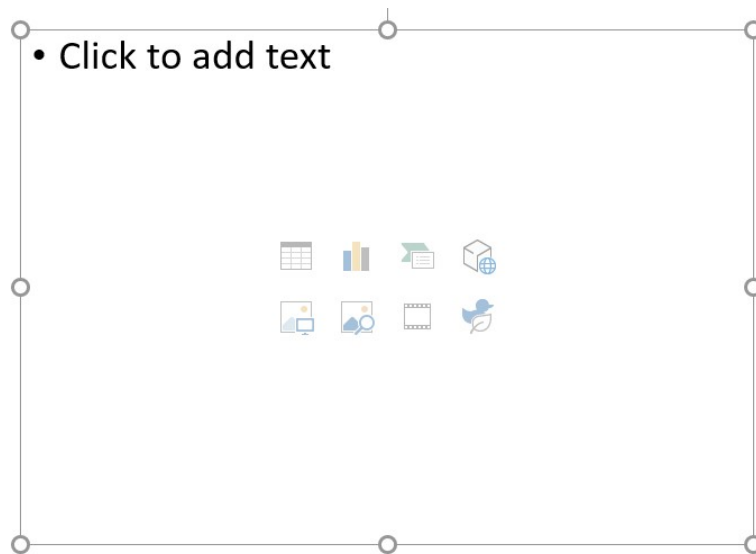


Figure 14: Insert Picture Here

Just a Title

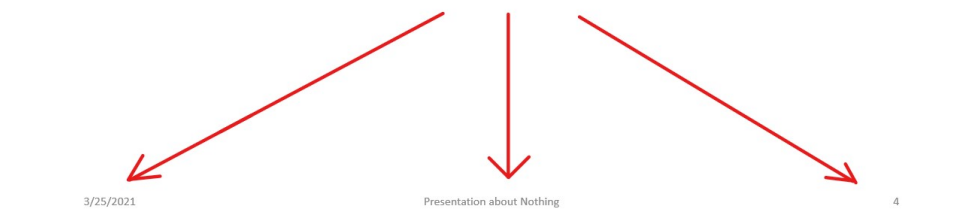


Figure 15: What is This

– End of Midterm Exam –

Congrats for completing the Midterm exam!

