

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 Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- **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 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 the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

2. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

3. 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.)

(Pages: 372 – 378, 544) (7.14 points)

4. What is the purpose of the buttons displayed in Figure 2?

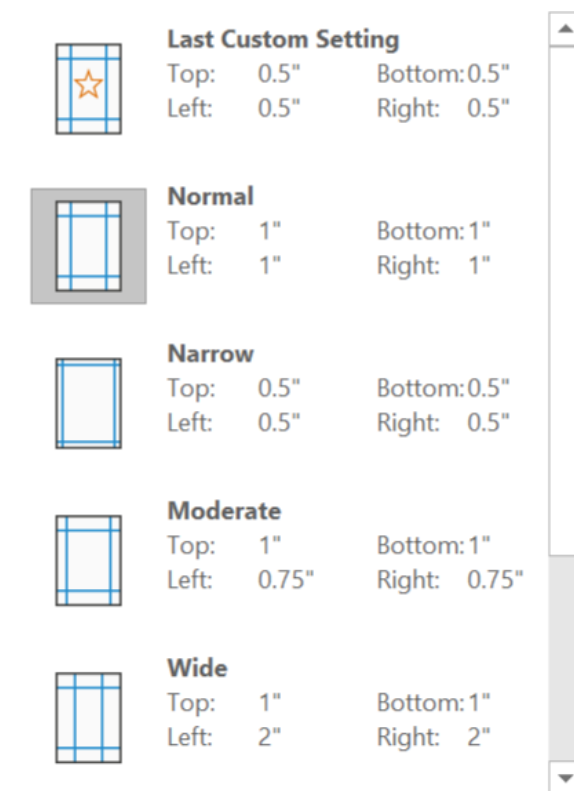


Figure 2: Five Buttons

(Pages: 772 — 774) (7.14 points)

5. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 15 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

6. 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”.

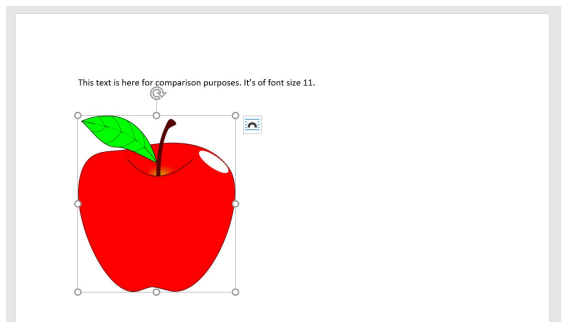


Figure 3: Apple: Before

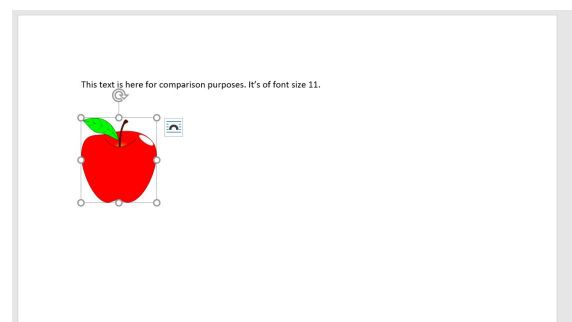


Figure 4: Apple: After

(Pages: 514 – 516) (7.14 points)

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. You are editing a bulleted list. What happens when you click on the button in the image in Figure 5?

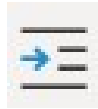


Figure 5: Button with Arrow

(Pages: 443 – 446) (7.14 points)

9. How can you move the shapes in Figure 6, “My Shapes” so that they are positioned like those in Figure 7, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 6: My Shapes

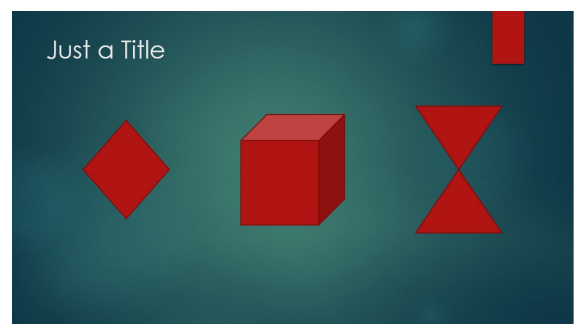


Figure 7: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

10. 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.

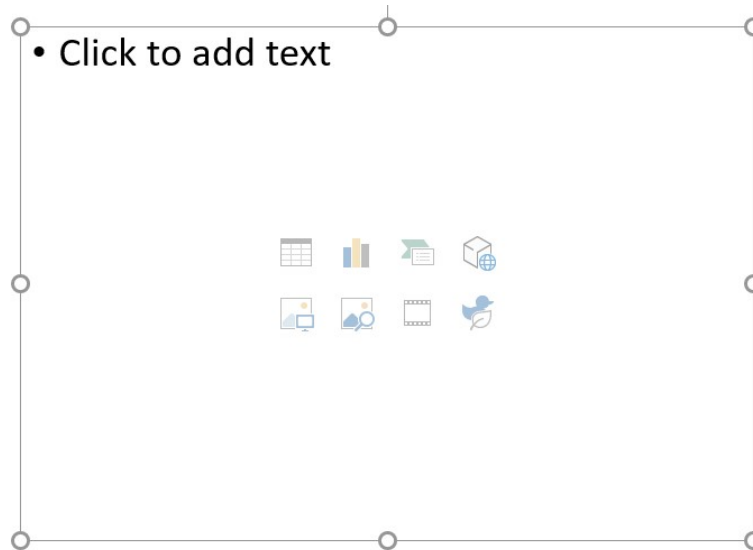


Figure 8: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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. (a) What is the name of the PowerPoint object appearing in the Figure 10?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

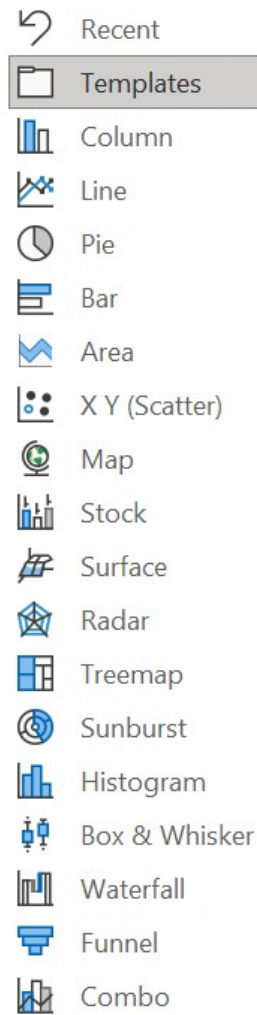


Figure 9: Long Menu

Click to add title

Figure 10: Object/Box

13. How do you change the shapes on a PowerPoint slide shown in Figure 11, “Three Shapes” to the shape in Figure 12, “Three Shapes: Changed”?

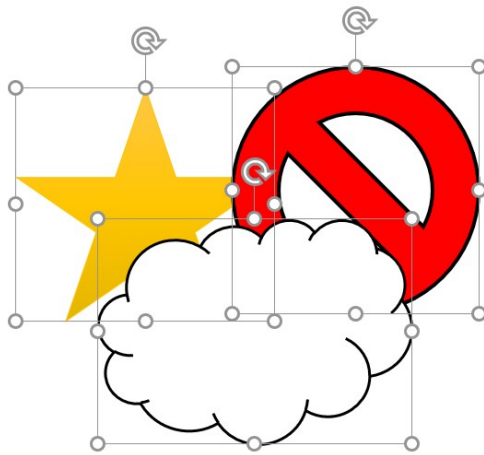


Figure 11: Three Shapes



Figure 12: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

14. 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 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 13: My Slides



Figure 14: My Slides: Changed

Extra Credit

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

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 15, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 16, “SmartArt: After”?

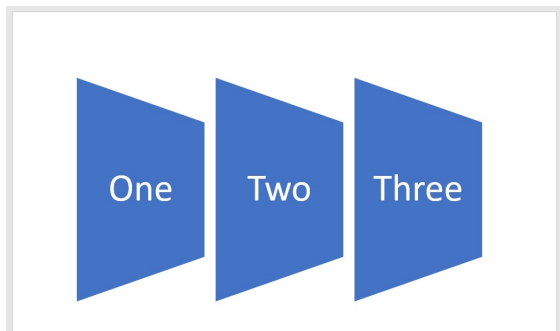


Figure 15: SmartArt: Before

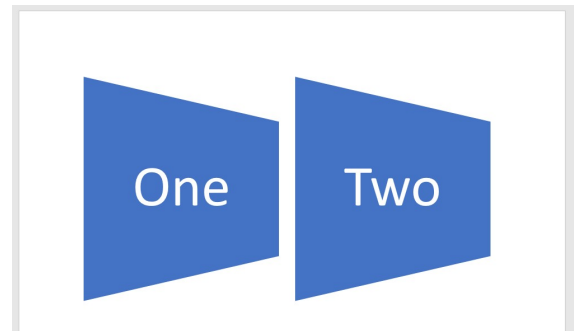


Figure 16: SmartArt: After

(2.5 points)

16. Where should you click to change the table in Figure 17, “Table: Before” to the one in Figure 18, “Table: After”?

(2.5 points)

PowerPoint

17. The bulleted list in Figure 19, “My List” was converted into the object displayed in Figure 20, “My New List”. Where should you click for this object conversion to occur?

Column 1	Column 2
Info	Info
Info	Info

Figure 17: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 18: Table: After

(**Hint:** what kind of object is displayed in Figure 20, “My New List”?)



Figure 19: My List

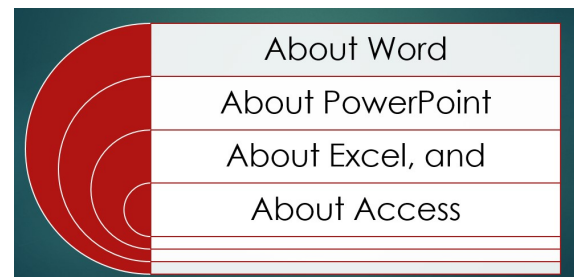


Figure 20: My New List

(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!

