## Instructions

Updated: 02/04/2024, 02:51

- 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: 02:15 PM 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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  $\infty$  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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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)

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

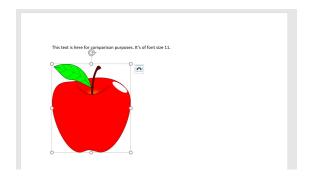


Figure 2: Apple: Before

This text is here for comparison purposes. It's of font size 11.

Figure 3: Apple: After

(Pages: 514 - 516) (7.14 points)

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Figure 4: Dialog Box

3. What is the purpose of the following partially-shown dialog box in Figure 4? (Pages: 569 - 570) (7.14 points)

4. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 - 459) (7.14 points)

5. Where should you click to change the watermark in the picture 5, "Watermark: Before" to the watermark in the picture 6, "Watermark: After"?

(Pages: 556 - 560) (7.14 points)

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Figure 5: Watermark: Before

Figure 6: Watermark: After

6. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 - 64) (7.14 points)

- 7. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?
  - (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)

# the colroful flower

Figure 7: Phrase in Word

### PowerPoint - Short Answer

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

- 8. 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.

(Pages: 443 - 446) (7.14 points)

9. 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 8, "My Slides". Where should you click to change the Slides tab to the one in Figure 9, "My Slides: Changed"?

(Pages: 907 - 908) (7.14 points)



Figure 8: My Slides



Figure 9: My Slides: Changed

10. How can you move the shapes in Figure 10, "My Shapes" so that they are positioned like those in Figure 11, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

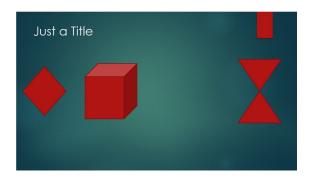


Figure 10: My Shapes

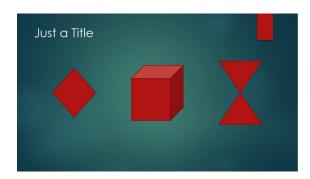


Figure 11: My Shapes: Moved

(Pages: 939 - 943) (7.14 points)

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

(Pages: 1074 - 1078) (7.14 points)

- 12. (a) What is the name of the PowerPoint object appearing in the Figure 13?
  - (b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

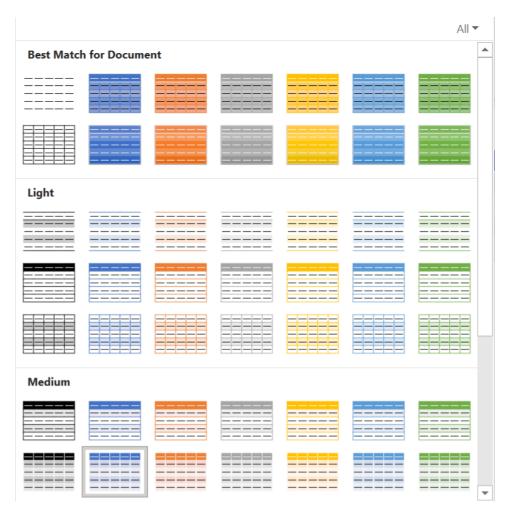


Figure 12: Many options

Click to add title

Figure 13: Object/Box

13. If you were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?



Figure 14: Long Menu

(Pages: 1116 – 1123) (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"?)

- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

Figure 15: My List

(Pages: 930 - 937) (7.14 points)

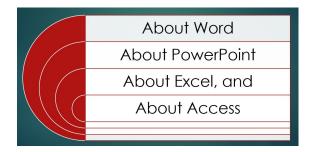


Figure 16: My New List

11 of 13

### Extra Credit

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

#### Word

VO.	ru
15.	Which button in Word should you click to change the 3 paragraphs:
	My name is Jane.
	I love cats.
	I also love pizza.
	to:
	(a) My name is Jane.
	(b) I love cats.
	(c) I also love pizza.

(2.5 points)

16. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 17 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

#### **PowerPoint**

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



Figure 17: Insert Picture Here

(2.5 points)

18. How do you change the layout of a slide to Title and Content? Mention **one** way. (2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

