Instructions

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- 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: 11:00 AM 12:15 PM. 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:

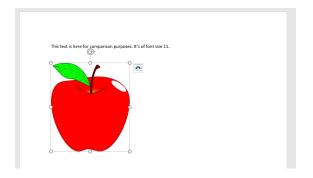
Section	# of Questions	Points per Question
Word – Short Answer	7	7.14
PowerPoint – Short Answer	7	7.14
Extra Credit – Short Answer	4	2.5

	# 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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, "Apple: Before" to the picture shown in Figure 2, "Apple: After".



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

Figure 1: Apple: Before

Figure 2: Apple: After

(Pages: 514 - 516) (7.14 points)

2. Explain \mathbf{one} difference between a $\mathbf{.docx}$ Word file and a $\mathbf{.doc}$ Word file.

(Pages: 380 - 382) (7.14 points)

3. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

(Pages: 494 - 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Column 1 Column 2
Info Info
Info

Figure 3: Table: Before

Figure 4: Table: After

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 5.



Figure 5: 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)

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5. Where should you click to change the text layout in picture 6, "My Text Layout: Before" to the one in the picture 7, "My Text Layout: After" inside a Word document?

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Figure 6: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 7: My Text Layout: After

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)

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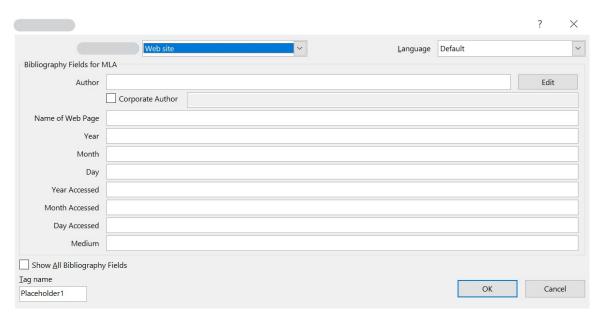


Figure 8: Dialog Box

7. What is the purpose of the following partially-shown dialog box in Figure 8? (Pages: 569 - 570) (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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint**: Look at the screenshots given on the textbook pages listed below.

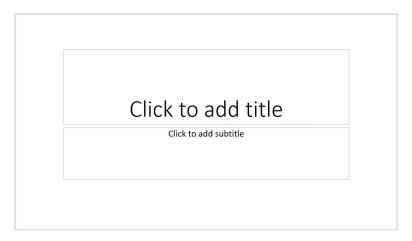


Figure 9: My Slide

(Pages: 900 - 903) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (7.14 points)

10. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

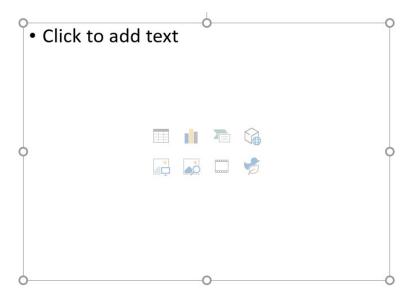


Figure 10: Insert Picture Here



Figure 11: Many Options

(Pages: 885 - 889) (7.14 points)

11. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

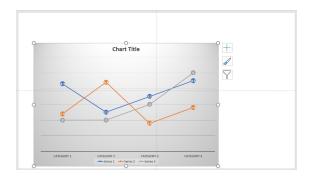


Figure 12: Chart: Before

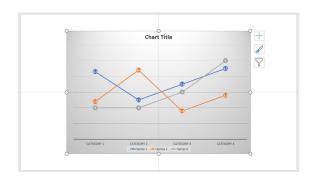


Figure 13: Chart: After

(Pages: 1126 – 1133) (7.14 points)

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 14?



Figure 14: Button with Arrow

(Pages: 443 - 446) (7.14 points)

13. If you click on any of the options shown in Figure 15, what object will change on the PowerPoint slide, and how?

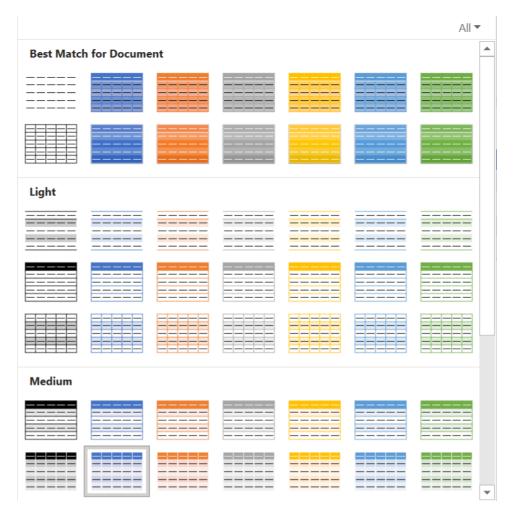


Figure 15: Many options

(Pages: 1074 - 1078) (7.14 points)

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

(Pages: 1155 - 1156) (7.14 points)

Extra Credit

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

Word

15. Explain **one** way to open the Word Application on a Windows 10 computer. (2.5 points)

16. 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!]

(2.5 points)

PowerPoint

17. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?

(2.5 points)

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Figure 16: Long Menu

18. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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.)

Just a Title



Figure 17: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

