

## 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  $\infty$  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. What is the purpose of the buttons displayed in Figure 1?

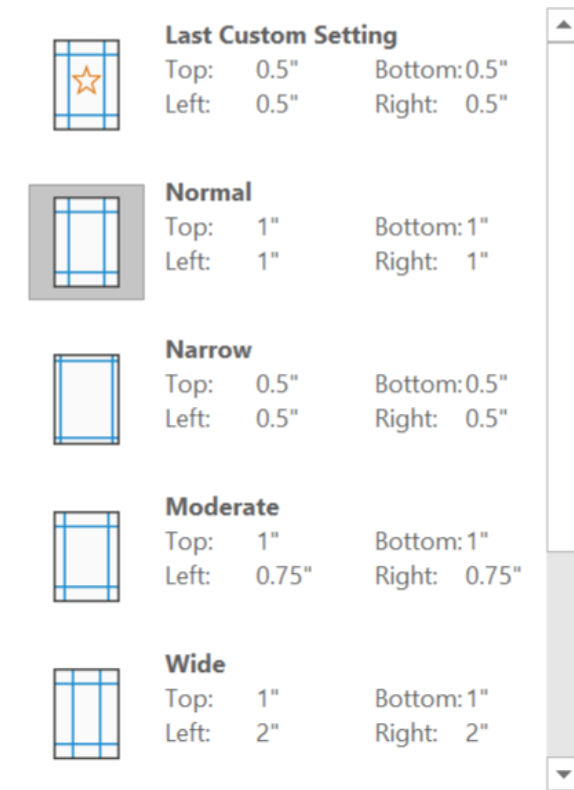


Figure 1: Five Buttons

(Pages: 772 — 774) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

### 3. Where should you click to change the watermark in the picture 2, “Watermark: Before” to the watermark in the picture 3, “Watermark: After”?

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Figure 2: Watermark: Before

Figure 3: Watermark: After

(Pages: 556 – 560) (7.14 points)

### 4. 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)

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



Figure 4: 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)

6. 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?

(Pages: 465 – 469) (7.14 points)

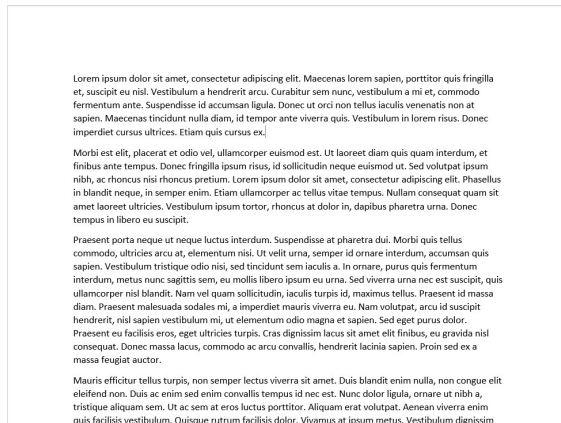


Figure 5: My Text Layout: Before



Figure 6: My Text Layout: After

## 7. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (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 do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?



Figure 7: Three Shapes

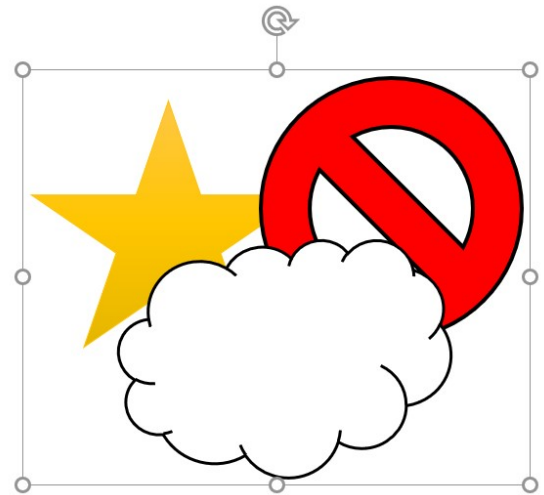


Figure 8: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

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

(Pages: 921 – 924) (7.14 points)

10. (a) What is the object displayed in Figure 10?

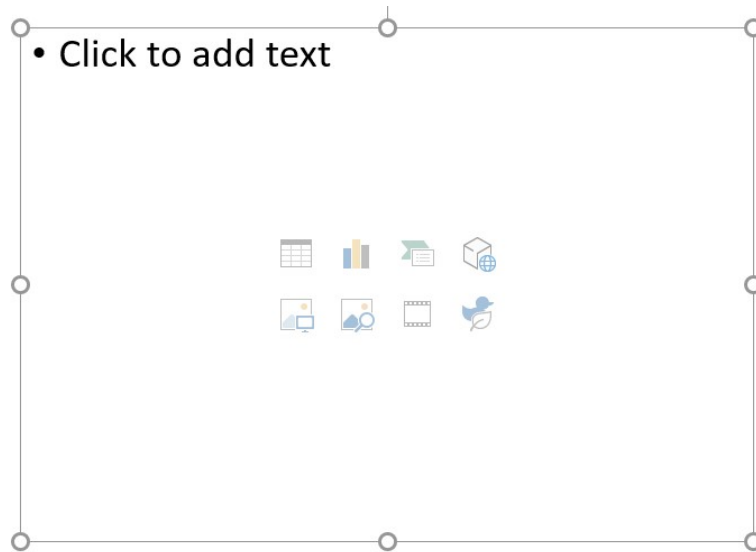


Figure 9: Insert Picture Here

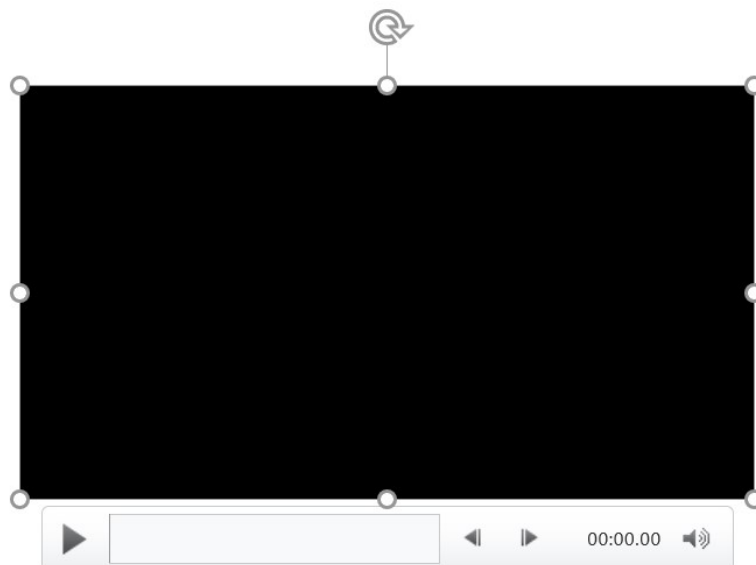


Figure 10: Object with Buttons

- (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)

11. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

12. Name **two** tabs in PowerPoint that Word does NOT have. **Hint:** Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 11? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)



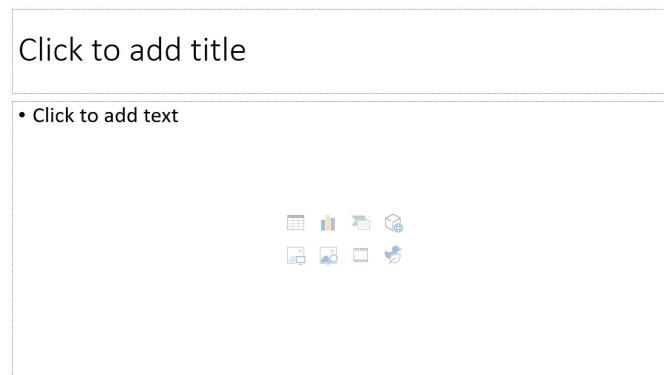


Figure 11: My Slide

14. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 12: My Shapes

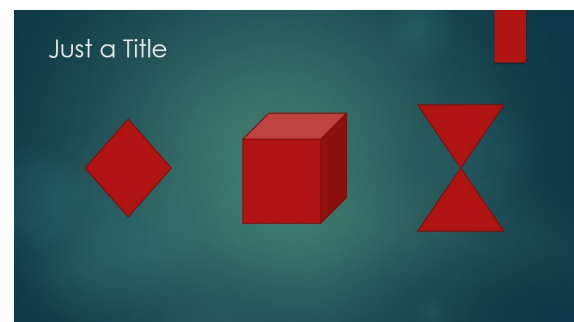


Figure 13: My Shapes: Moved

(Pages: 939 – 943) (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. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(2.5 points)

16. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(2.5 points)

### PowerPoint

17. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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)

18. 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

Just a Title

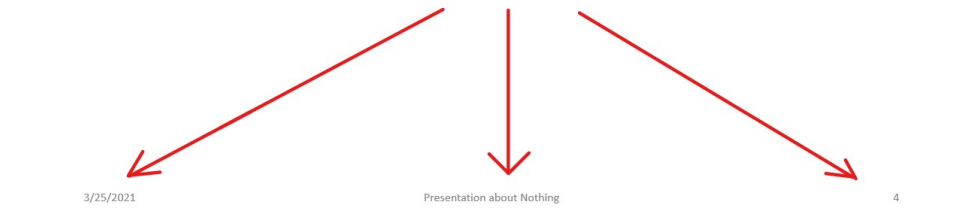


Figure 14: What is This

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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

