

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 the file by attaching it on Blackboard at **Exams** → **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 ∞ 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 does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

2. 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)

3. 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)

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

(Pages: 380 – 382) (7.14 points)

5. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

6. 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)

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

(Pages: 454 – 459) (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. Which button do you need to click to add the text pointed by the red arrows in Figure 2? (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

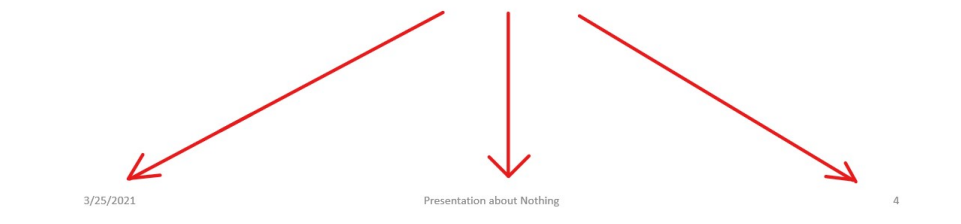


Figure 2: What is This

(Pages: 967 – 970) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)

10. 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)

11. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 3? Your answer must use the box shown in that Figure.

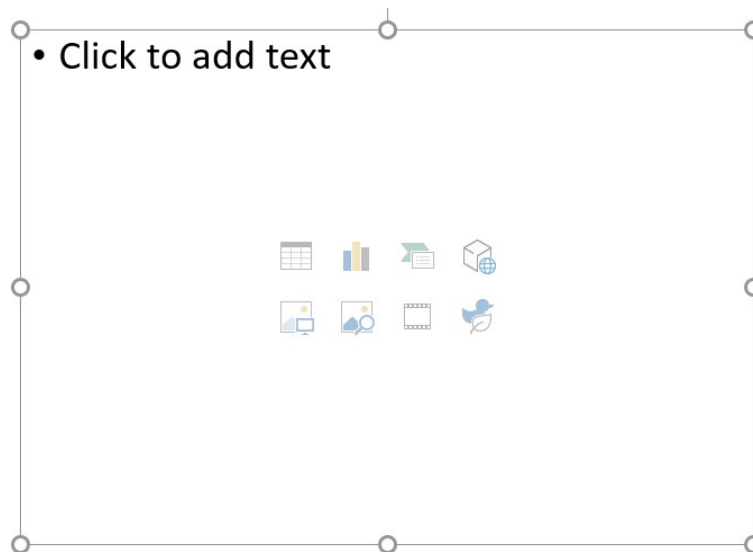


Figure 3: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

12. How can you enter a hyperlink into an existing text?
(Pages: 524 – 529) (7.14 points)

13. 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 4, “My Slides”. Where should you click to change the Slides tab to the one in Figure 5, “My Slides: Changed”?



Figure 4: My Slides



Figure 5: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

14. Where do you need to click to change the chart in Figure 6, “Chart: Before” to the chart in Figure 7, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

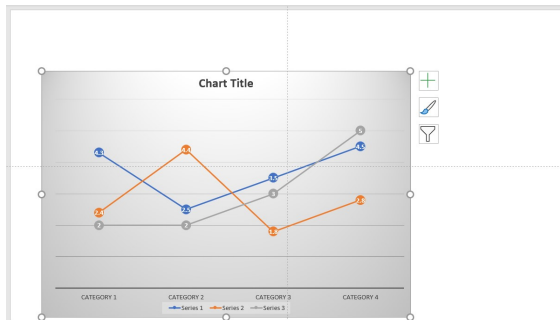


Figure 6: Chart: Before

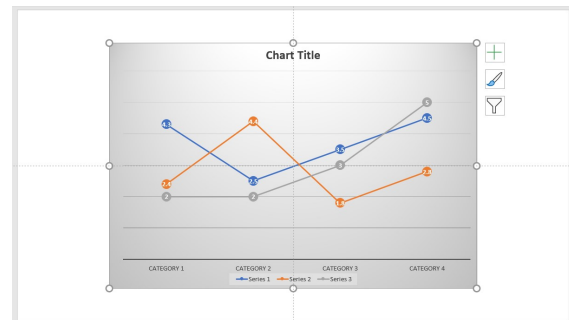


Figure 7: Chart: After

(Pages: 1126 – 1133) (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. Where should you click to change the watermark in the picture 8, “Watermark: Before” to the watermark in the picture 9, “Watermark: After”?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacula a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Præsent id massa diam. Præsent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Præsent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id agnisi. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Præsent ullamcorper mauris leo. Nulla

Figure 8: Watermark: Before

(2.5 points)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus laculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem lacula a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisi blandit. Nam vel quam sollicitudin, laculis turpis id, maximus tellus. Præsent id massa diam. Præsent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisi sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Præsent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisi consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit ullamcorper turpis. In sapien libero, finibus non mollis eu, tempor sit amet lacus. Morbi odio lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Nulla lacinia, urna sit amet ornare congue, massa tellus lobortis sem, vitae pretium lorem orci eu massa. Curabitur quis placerat risus. Cras varius posuere porttitor. Ut sagittis sapien ac urna consequat, eu laoreet elit tincidunt. Fusce convallis tempor risus, nec auctor leo sodales eget. Nullam rhoncus eleifend leo, et ornare massa luctus sit amet.

Vestibulum condimentum sodales tortor, a semper leo malesuada in. Maecenas placerat hendrerit sodales. Mauris suscipit vestibulum est. Pellentesque nec fringilla leo. Ut dolor ipsum, aliquet vel ullamcorper non, sollicitudin et orci. Sed a tempor turpis. Nullam porta purus eros, vel eleifend urna egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Præsent ullamcorper mauris leo. Nulla

Figure 9: Watermark: After

16. 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.)

(2.5 points)

PowerPoint

17. How do you duplicate a slide? Mention **one** way.
(2.5 points)

18. 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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

