

Instructions

- During the exam, you are **ALLOWED** to use the textbook, the Cheat Sheet on the next page, any notes, 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 West End Building (WEB), at room 105.
- **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. 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)

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 following partially-shown dialog box in Figure 2?

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 the following fields:

- Author: [Text Box] [Edit]
- ☐ Corporate Author: [Text Box]
- Name of Web Page: [Text Box]
- Year: [Text Box]
- Month: [Text Box]
- Day: [Text Box]
- Year Accessed: [Text Box]
- Month Accessed: [Text Box]
- Day Accessed: [Text Box]
- Medium: [Text Box]

At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with the value "Placeholder1", and "OK" and "Cancel" buttons.

Figure 2: Dialog Box

(Pages: 569 – 570) (7.14 points)

5. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "Moved Oval"? [**Note:** you must use a button on the

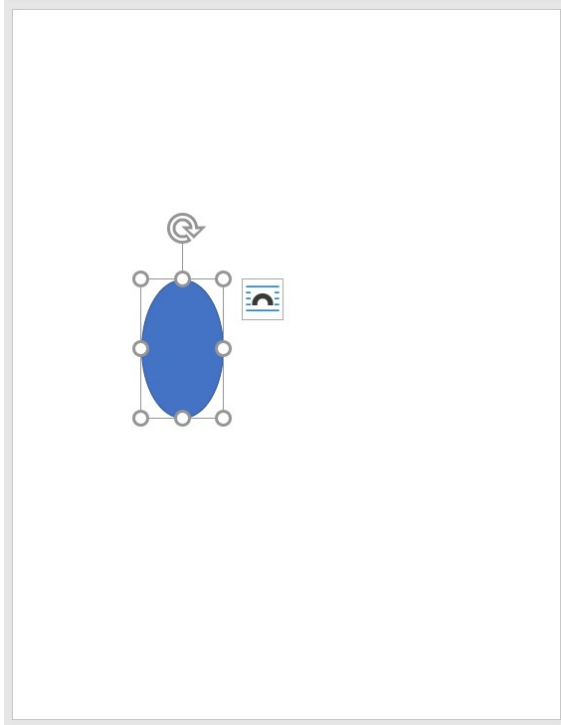


Figure 3: Added Oval Shape

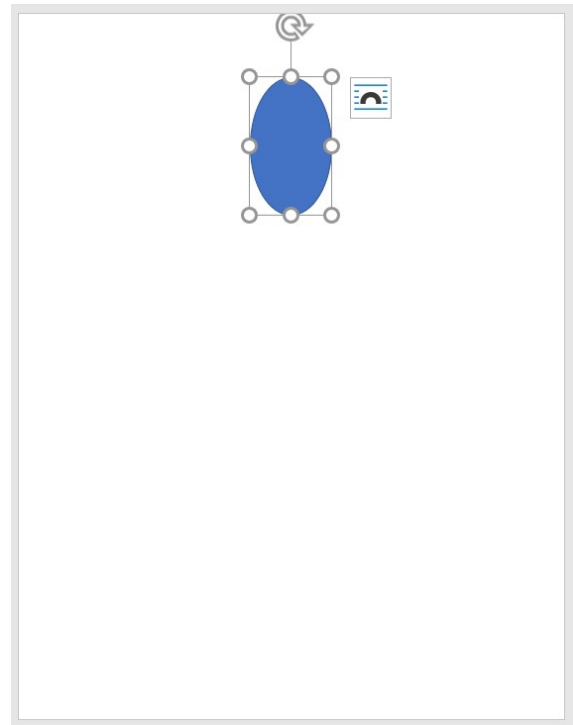


Figure 4: Moved Oval

Drawing Tools (Shape) Format Tab. Don't answer "I can simply drag it there with the mouse."]

(Pages: 519 – 521) (7.14 points)

6. (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)

7. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(Pages: 380 – 382) (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. The bulleted list in Figure 6, “My List” was converted into the object displayed in Figure 7, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 7, “My New List”?)

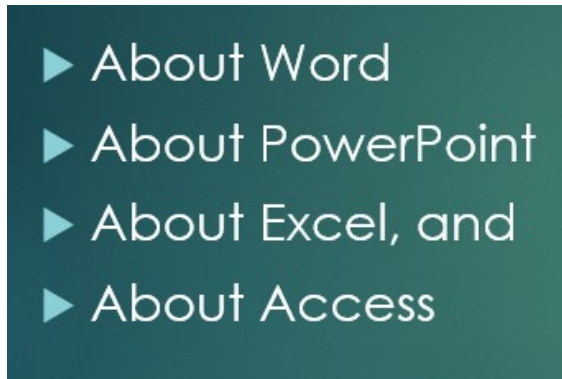


Figure 6: My List

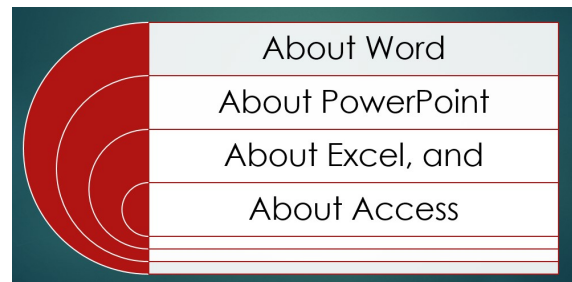


Figure 7: My New List

(Pages: 930 – 937) (7.14 points)

9. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

(Pages: 885 – 889) (7.14 points)

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

(Pages: 1155 – 1156) (7.14 points)



Figure 8: Many Options

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 9?



Figure 9: Button with Arrow

(Pages: 443 – 446) (7.14 points)

12. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

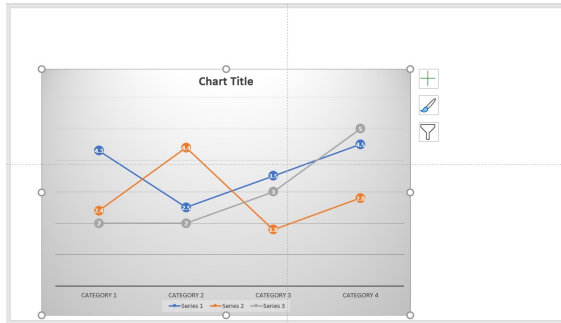


Figure 10: Chart: Before

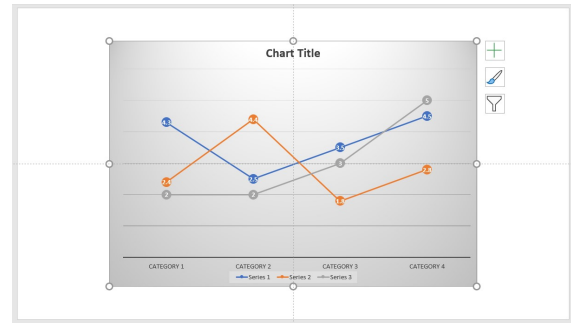


Figure 11: Chart: After

13. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

14. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

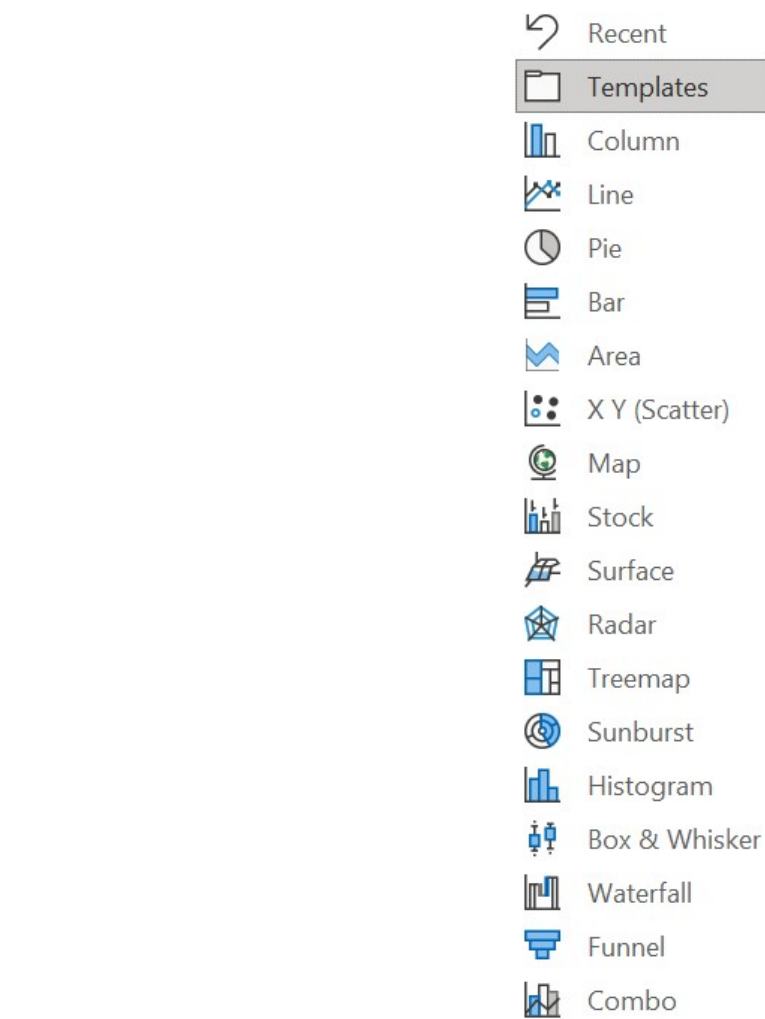


Figure 12: Long Menu

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 13, “Dino: Before”, so that it became the picture in Figure 14, “Dino: After”?

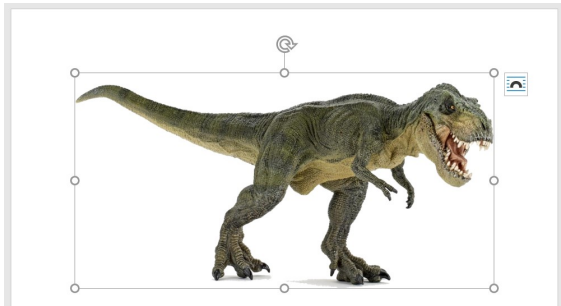


Figure 13: Dino: Before

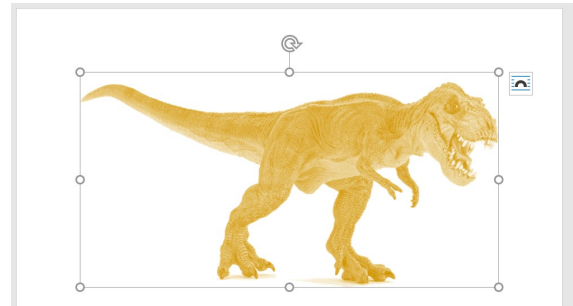


Figure 14: Dino: After

(2.5 points)

16. 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)

PowerPoint

17. 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)

18. (a) What is the name of the PowerPoint object appearing in the Figure 15?

(b) Where do you need to click to delete/remove this object?

(2.5 points)

Click to add title

Figure 15: Object/Box

– End of Midterm Exam –

Congrats for completing the Midterm exam!

