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** \rightarrow **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** \rightarrow "**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:

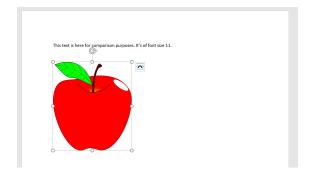
Section	# of Questions	Points per Question
Word – Short Answer	7	7.14
PowerPoint – Short Answer	7	7.14
Extra Credit – Short Answer	4	2.5

	# 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 text 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. Name three commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

3. 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)

4. Where should you click to change the text layout in picture 3, "My Text Layout: Before" to the one in the picture 4, "My Text Layout: After" inside a Word document?

Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

Lorem ipsum dolor sit amet, sit amet, sit amet, adipiscing elit. Maccenas lorem sapien, portitior 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 ora'n in tellus iaculis venenatis non at sapien. Maccenas tricidum tuulla diam, id tempor ante viverra quis.

amet, consectetura adipiacing elit.
Adipiacing elit.
Phasellus in blandit
neque, in semper
neimi. Etiam
ullamcorper ac
tellus vitae tempus.
Nullam consequat
quam it amet
aorreet ultricies.
Vestibulum ipsum
tottor, rhoncus at
dolor in, dapibus
pharetra urna.
Donec tempus in
libero eu suscipit.
Praesent porta
neque ut neque

nameta unia.

nome tempus in

bero eu suscipit.

raesent porta

eque ut neque

utus interdum.

uspendisse at

haretra dui. Morbi

uis tellus

ommodo, ultricies

rcu at, elementum

is. Ut velit urna,

emper id omare

serient versit is serient versit serient serient serient serient serient facilities delor. Vivarnus at ipsum metus. Vestibulur degissim en cen mesus ullancope tristique. Morbi non enin condimentum ni ord, functiona velir. in eu facilisis quan pellentesque vel magna at mauris laorest molestie. Phaselus matti nologiato, pellentesque vel consequat erat pellentesque a pellentesqu

Figure 4: My Text Layout: After

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

the colroful flower

Figure 5: Phrase in Word

(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)

6. Where should you click to change the watermark in the picture 6, "Watermark: Before" to the watermark in the picture 7, "Watermark: After"?

Lorem (psum dolor sit amet, consectetur adipiscing ellt. Maecenas Iorem sapien, portitior quis fringilla et, suscipit eu nist. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo frementum ante. Suspendisse i de acuransa ligiula. Done ut ord non tellus iaculis venensta non at sapien. Maecenais fincidunt nulla diam., id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursu utirics. Ettam quis cursus ex.

Implement Christian universe, icam quoi cuarre volunte de st. Ut laorest diam quis quam interdum, et l'inibus ante tempus. Dones fringille ipsum risus, i di sollicitudin neque eviumod ut. Sed volutpar ipsum bibb, ac rhoncus nitri inhoncus prestum i comen journ doiro sit amet, consecteur adjoiscine elle l'Absaelle. In blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam si ment laorest ultricies. Vestibulum ipsum tortor, rhoncus at dolor io, dapibus pharetra urnis. Donec empus in libero eu suscipit.

universe. Vestibulum Igsum tortor, rhoncus at dolor in, displaus pharetra uma. Dom tempus in libero eu suscipit.

Presente pota neque un neque luctus interdum. Suspendisse at pharetra tipi. Morbi quis tellus commodo, ultricies arcu at, elementum risi. Ut vestit uma, aempes i d'ornare interdum, secumian sapien. Vestibulum tristique doli nois, ad tricidium sem exclus a fin ornare, prune quis fernemtum interdum, metus nunc sagititis sem, eu mollis libero ipsume uma. Ged viverra uma exe es susci ultiancoper ni bilandit. Nam vel quam solititotini, iscult virpit in passima tella 12-passent dei dam. Praseent malesuada sodelise mi, a imperdiet, mauris viverra eu. Nam volutotat, arcu id succi, handrerit, nisi algen vestibulum mi, ut elementum doli Pranare et saginisis de qete prurus dohr. Praseent eu sfacilisis eros, esec ultricies turpis. Ogs dignissim lacus sit amet ella finibus, eu gravida consequat. Done massa lacus, commodo ac arcu convalis, hendrerit lacinis aspien. Proin sed ex massa feuglat auctor.

consequat. Donec massa lacus, commodo a ce er u convalis, hendeerit lacinis sipien, e gravida nid consequat. Donec massa lacus, commodo a ce er u convalis, hendeerit lacinis sipien. Proin sed ex a massa feugita auctor.

Mauris efficitur refilius turpis, non semper lectus vivares at amet. Duis blands enim nulla, non conque eli eleifand non. Duis ac anim sed enim comalitis tempus si nec est. Siunc dolori ligula, ornare ut nibà a, tristique aliquem sem, tra écem at etra lactus portitor. Allestam arta volutapat. Aenean vivarra enim quis facilius verbulum. Dolique convum facilità cidor. Vivanus sat pium menta. Vestabulum diignissmi ex nec riausa ullamocraper tristabat. Morbi non him condimentum, condimentum mi vel, fauctious velti. en u facilità qual me l'eleitorapeu e hanga art analisi solorest modeste. Phaseilus mattis nulla justo, et consequate rate palle-integrae. a. Nullam quis cori est. Mauris at massa arcu.

Culrique consciente, si amet lorem et vulporata. Aliquem digrissim quam sit amet volutapst auctor. Morbi imperdiet sem regium, enc socientam enim suscipit sed. Mauris and confirmentum leo, venenais anterior su consequate qui banditi ullamocraper turpiu. In sapien libero, finibus non mollis eu, tempor sita amet lacus, mettus quis, blanditi ullamocraper turpiu. In sapien libero, finibus non mollis eu, tempor sita amet lacus, socientava de la consecutario de la contra conque, massa stellus lobortis sem, vitas prettum lorem ordi eu massa. Curabitur quis placerar risus. Crasiriago de la contra conque, massa stellus lobortis sem, vitas prettum lorem ordi eu massa. Curabitur quis placerar risus. Crasiriago de la contra de la contra conveila tempor risus, ne auctor leo sodales eget. Nullam rhonous eleifend leo, et ornare massa Lucrus alta met.

Figure 6: Watermark: Before

(Pages: 556 - 560) (7.14 points)

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam inter Mornibus are te praison at ordinor value (all praison of the control of the Contr

consequant. Donec massa listos, confirmido ac aruc convalila, fenoment aconta appen, reroin seese massa feujate suturo.

Mauria effictur tellius func, non semper fectus viviente pit amet. Dais blandit enim nulla, non co eleferend non. Duis a editing ad enim centilat tempia in nece est. Nunc dotto figuia, comare utila territoria el allouam aem. Ut ac sem at eròs luctus portitor. Allouam esta volutiper. Aemean vivera qui acticiate severibum. Cultique reritoria fecilia dolog. Visuamus et gisum menu. y establum dies ex nec massa ullamocriper tristique. Mortis non enim condimentum, condimentum mi vel, faucib. In eu scalisticia quan. Pellentesque vel manga at mauris lacer pen locatei. Phasellus mattis nulla ju consequat erat pellentesque vel. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dienissim quam sit amet volutoat aucto Quisque consecteur sit amet lorem et vulputate. Ailquam dignissim quan sit a met voluptat auctor. Morbi imperdist arm enque, nea carcuman en min suscipit est. Maurius sid condimentum leo, venenatis pharetra dul. Ut pharetra eliefend est sed placerat. Maecenas at toror leo. Sed lectur nisi, dapibus in metus quis, planti ul ammorpar trupis. In aspieni libore, finibas non mollis eu, tempor sit amet laturiu. Morbi doli lacus, scelerisque id mi a, accumsan dapibus leo. Mauris in justo metus. Mulla lacinis, uma sit amet corrare conge, massa tellas loboris sem, vitae pretium forem ori cui eurass. Currabitur qui placerat risus. Cras varius posuere portition. Ut sagittis sopien ac uma consequat, eu lacreet elli tindidunt. Fusoc convalits 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 hendreri vestudum Colonimentina Souters Diolo, a Semper leor Internazional in investicala piace al a rivingo 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 u egestas eget. Morbi quis nulla vel ipsum tempor eleifend. Praesent ullamcorper mauris leo. Nulla

Figure 7: Watermark: After

- 7. 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)

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 8, "Three Shapes" to the shape in Figure 9, "Three Shapes: Changed"?

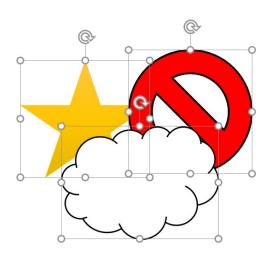


Figure 8: Three Shapes

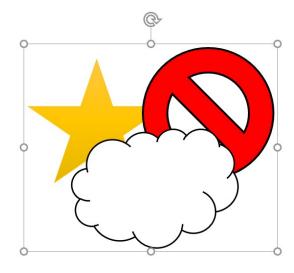


Figure 9: Three Shapes: Changed

(Pages: 945 - 949) (7.14 points)

9. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

10. 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



Figure 10: Long Menu

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.

(Pages: 770) (7.14 points)

11. 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.

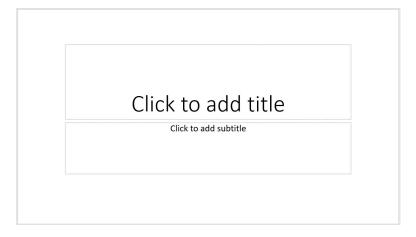


Figure 11: My Slide

(Pages: 900 - 903) (7.14 points)

12. 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.

(Pages: 939 - 943) (7.14 points)

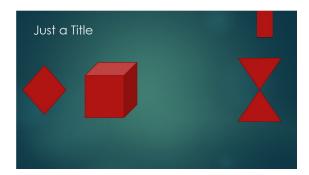


Figure 12: My Shapes

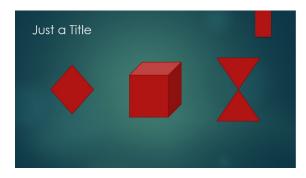


Figure 13: My Shapes: Moved

13. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

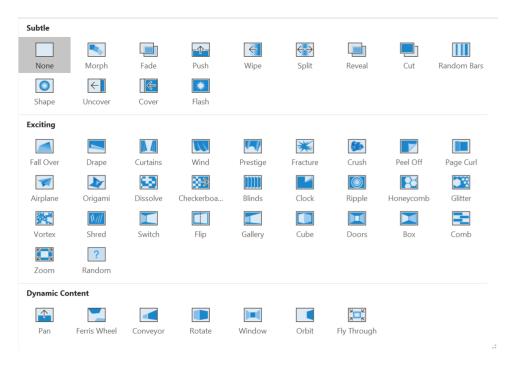


Figure 14: Many Options

(Pages: 962 - 964) (7.14 points)

14. Where do you need to click to change the chart in Figure 15, "Chart: Before" to the chart in Figure 16, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

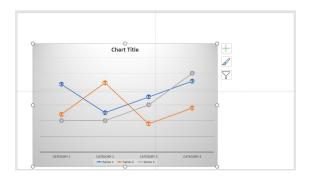


Figure 15: Chart: Before

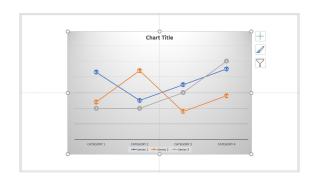


Figure 16: Chart: After

(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. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 17.



(b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(2.5 points)

16. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(2.5 points)

PowerPoint

17. If you click on any of the options shown in Figure 18, what object will change on the PowerPoint slide, and how?

(2.5 points)

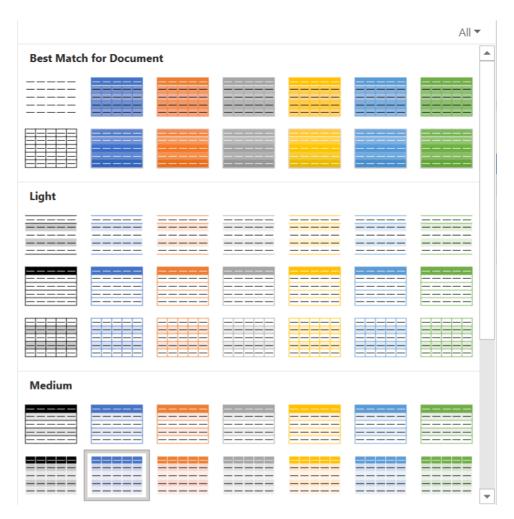


Figure 18: Many options

18.	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.
	(2.5 points)

- End of Midterm Exam -

Congrats for completing the Midterm exam!

