

## 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  $\infty$  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. 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”.

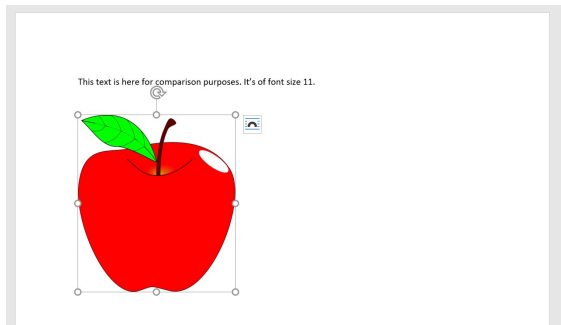


Figure 1: Apple: Before

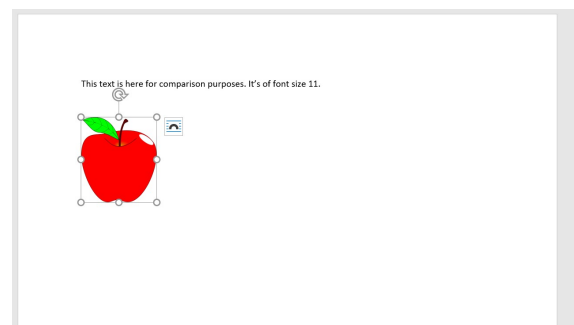


Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

2. 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 Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

(Pages: 519 – 521) (7.14 points)

3. What is the purpose of the following partially-shown dialog box in Figure 5?

(Pages: 569 – 570) (7.14 points)

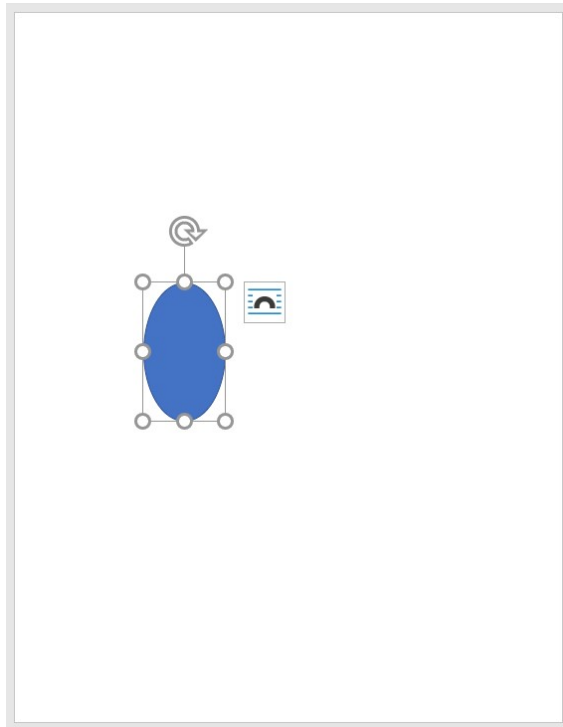


Figure 3: Added Oval Shape

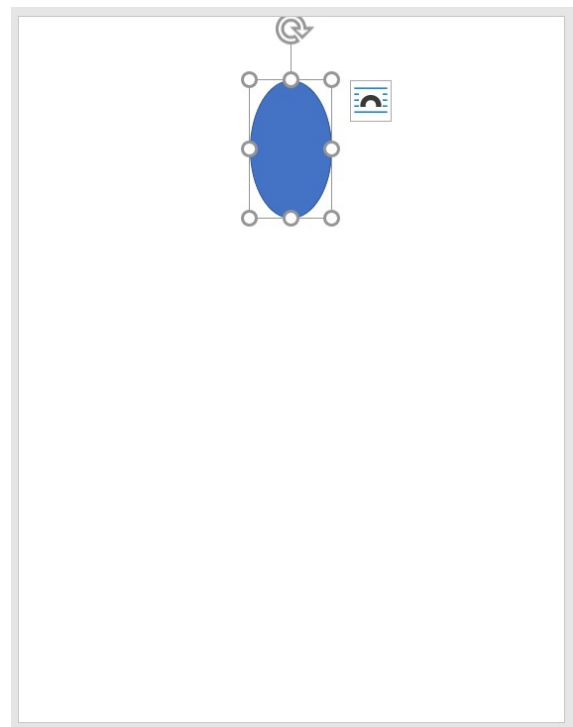


Figure 4: Moved Oval

A screenshot of a software dialog box titled "Bibliography Fields for MLA". At the top, there is a dropdown menu set to "Web site" and a "Language" dropdown set to "Default". The main area contains several input fields: "Author" (with an "Edit" button), a checkbox for "Corporate Author", "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom left, there is a checkbox for "Show All Bibliography Fields" and a "Tag name" field with "Placeholder1" entered. At the bottom right are "OK" and "Cancel" buttons.

Figure 5: Dialog Box

4. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.

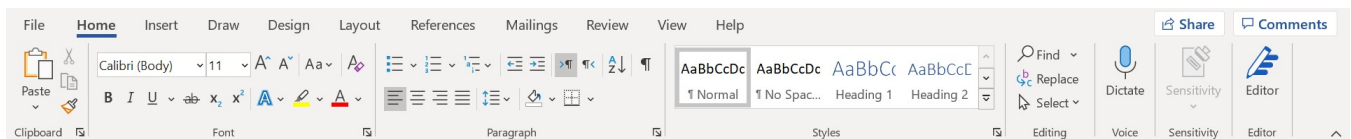


Figure 6: Window Area

- (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)

5. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

the colroful flower

Figure 7: 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. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 6 points of space above it, how much space is there between the two paragraphs?  
(Pages: 412 – 416) (7.14 points)

7. Which button in Word should you click to change the text:

Good morning!

to the following text:

[Good morning!](#)

(Pages: 399 – 401) (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 8, “My List” was converted into the object displayed in Figure 9, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 9, “My New List”?)

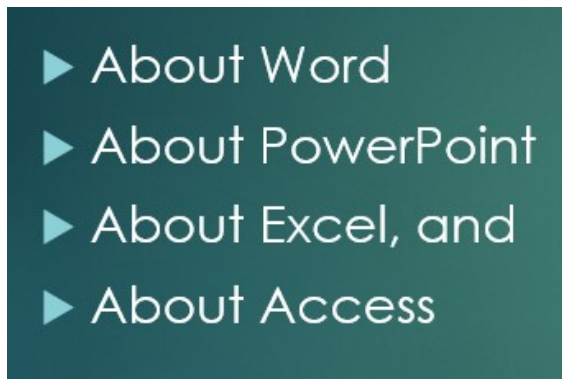


Figure 8: My List

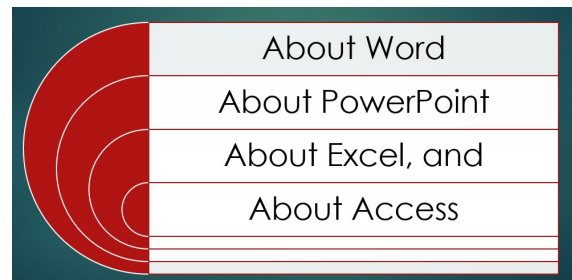


Figure 9: My New List

(Pages: 930 – 937) (7.14 points)

9. How can you move the shapes in Figure 10, “My Shapes” so that they are positioned like those in Figure 11, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

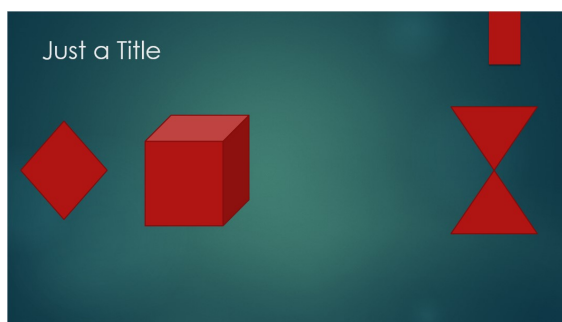


Figure 10: My Shapes

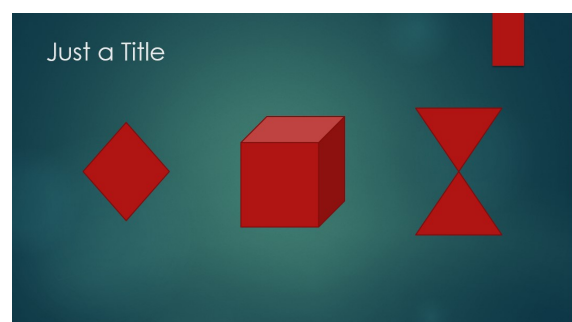


Figure 11: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 12? **Hint:** Look at the screenshots given on the textbook pages listed below.

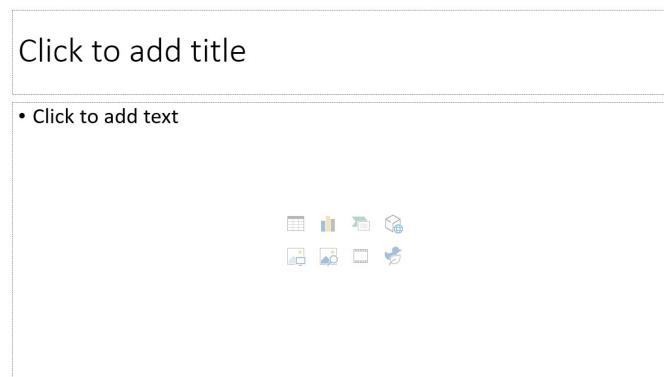


Figure 12: My Slide

(Pages: 900 – 903) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 13, “Three Shapes” to the shape in Figure 14, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

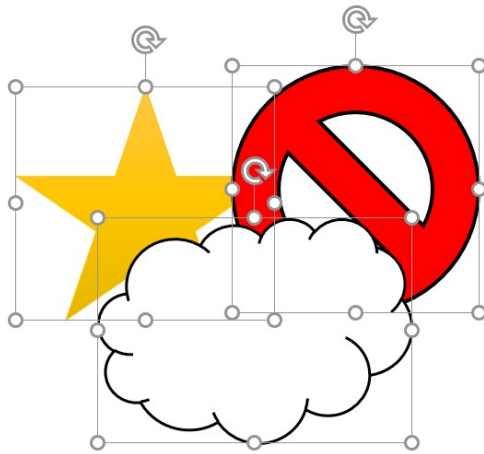


Figure 13: Three Shapes

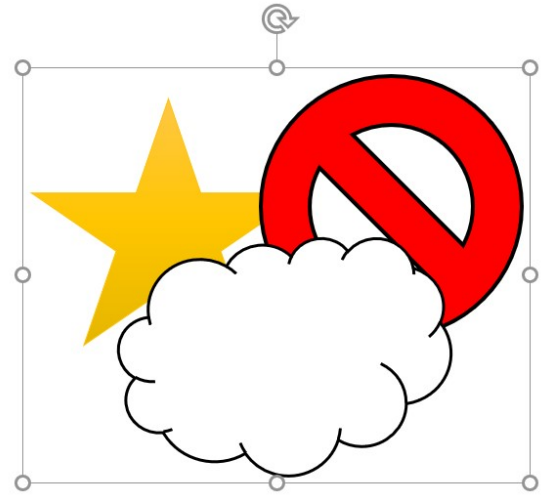


Figure 14: Three Shapes: Changed

12. (a) What is the object displayed in Figure 15?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

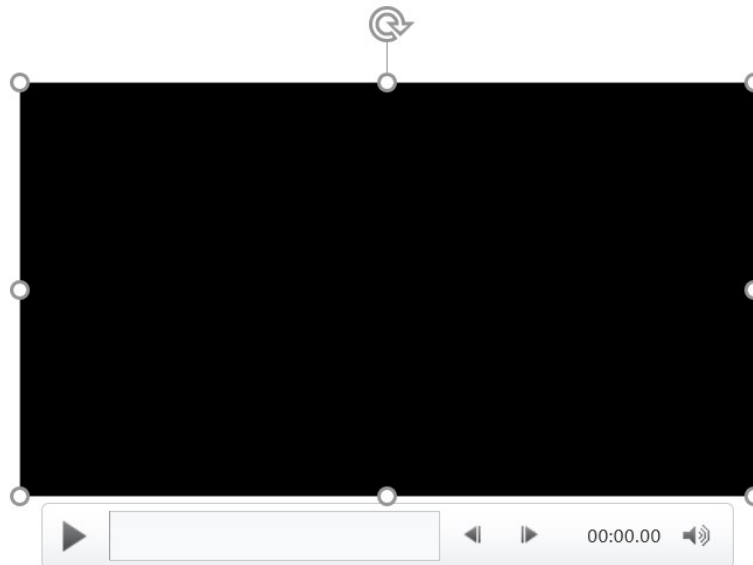


Figure 15: Object with Buttons

(Pages: 980 – 987) (7.14 points)



13. You are editing a bulleted list. What happens when you click on the button in the image in Figure 16?



Figure 16: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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

(Pages: 63 – 64, 900 – 901) (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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.  
(2.5 points)

### PowerPoint

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

18. Where do you need to click to change the chart in Figure 18, “Chart: Before” to the chart in Figure 19, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.  
(2.5 points)

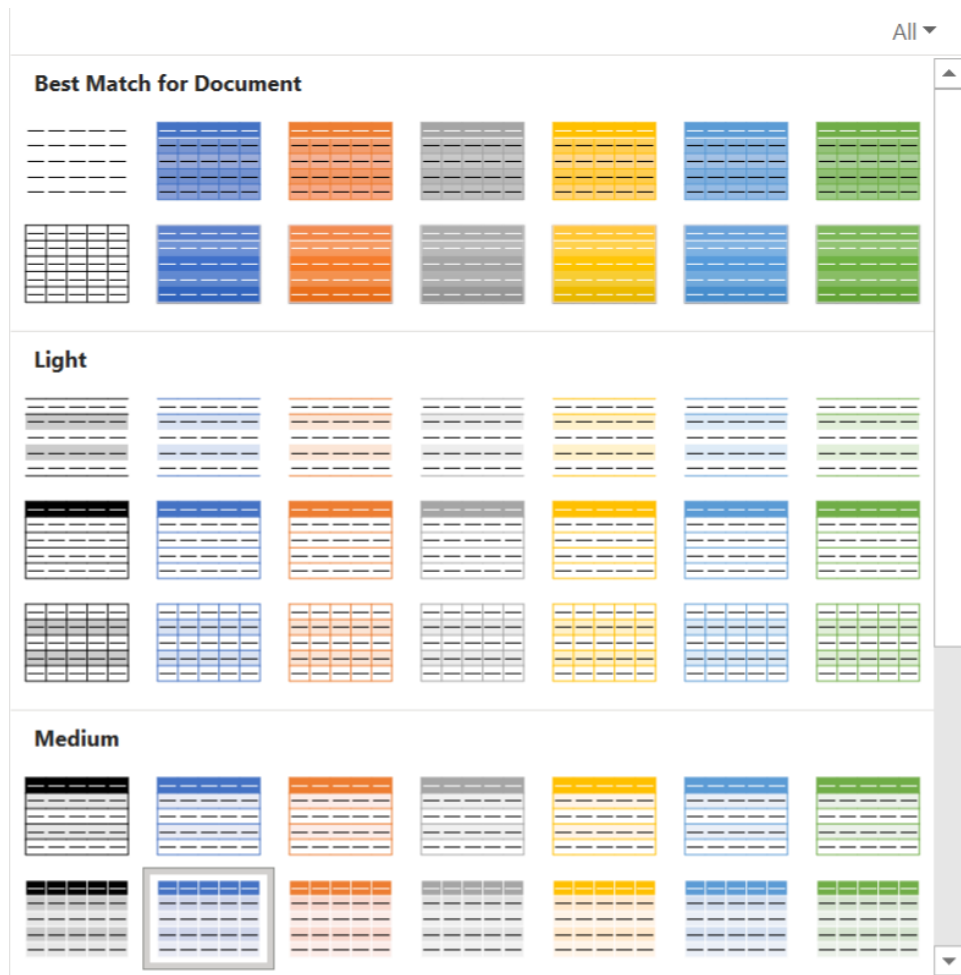


Figure 17: Many options

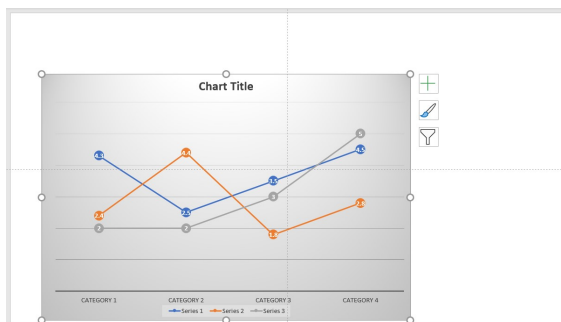


Figure 18: Chart: Before

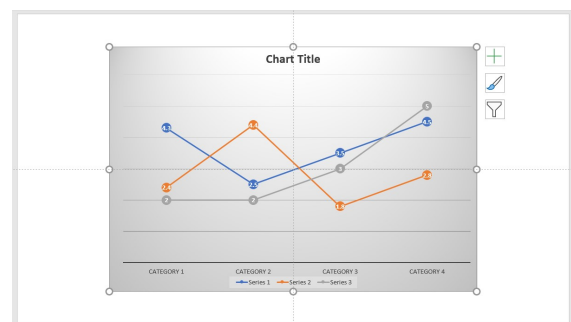


Figure 19: Chart: After

– End of Midterm Exam –

Congrats for completing the Midterm exam!

