

## 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  $\infty$  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. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

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

(Pages: 365 – 366) (7.14 points)

3. 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)

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

(Pages: 380 – 382) (7.14 points)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

The girl eat this.

Figure 1: 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)

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

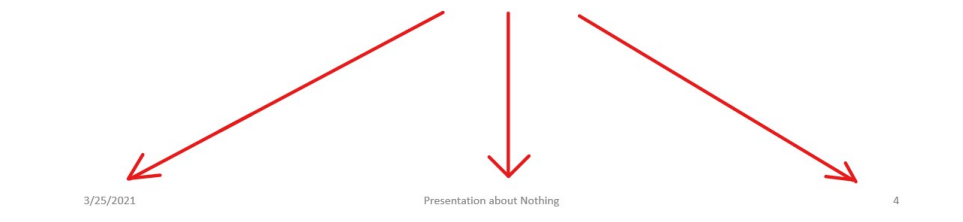


Figure 2: What is This

(Pages: 967 – 970) (7.14 points)

9. If you click on any of the options shown in Figure 3, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

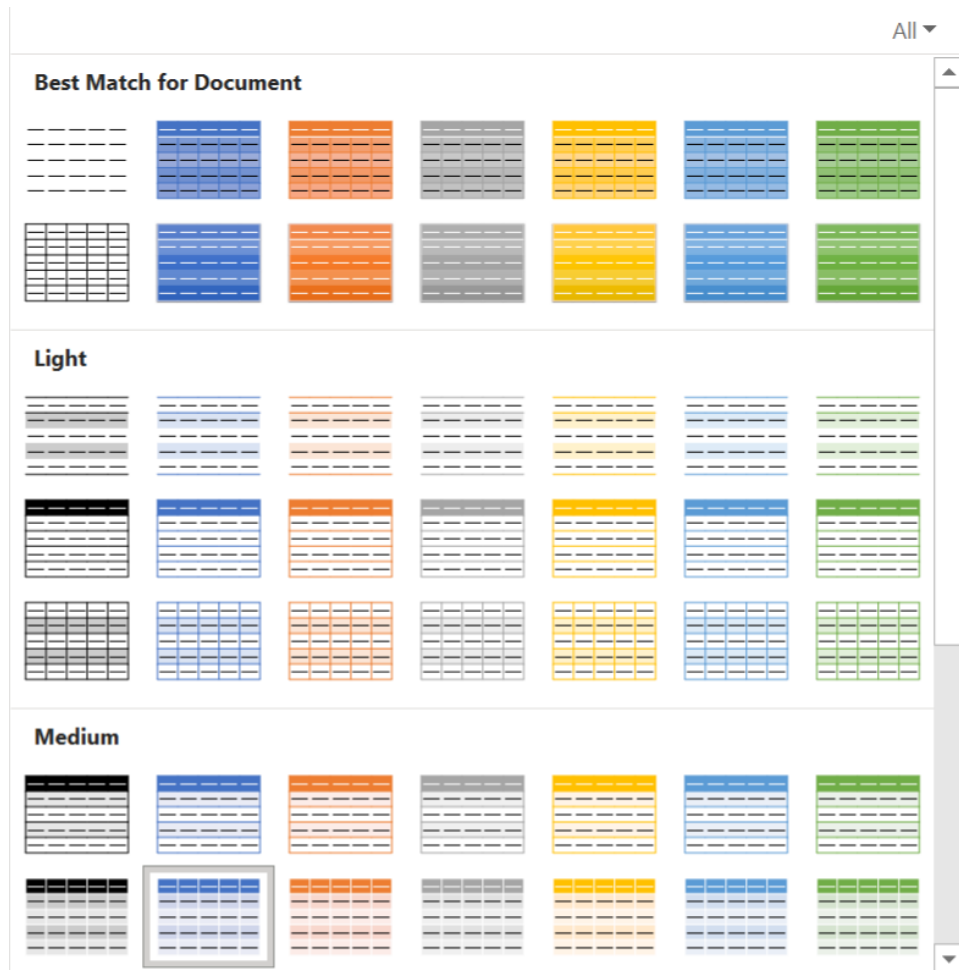


Figure 3: Many options

10. Where do you need to click to change the chart in Figure 4, “Chart: Before” to the chart in Figure 5, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

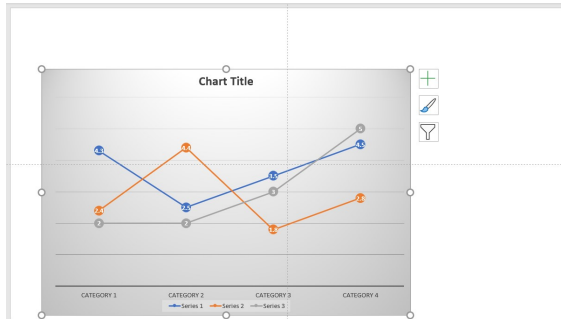


Figure 4: Chart: Before



Figure 5: Chart: After

(Pages: 1126 – 1133) (7.14 points)

11. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

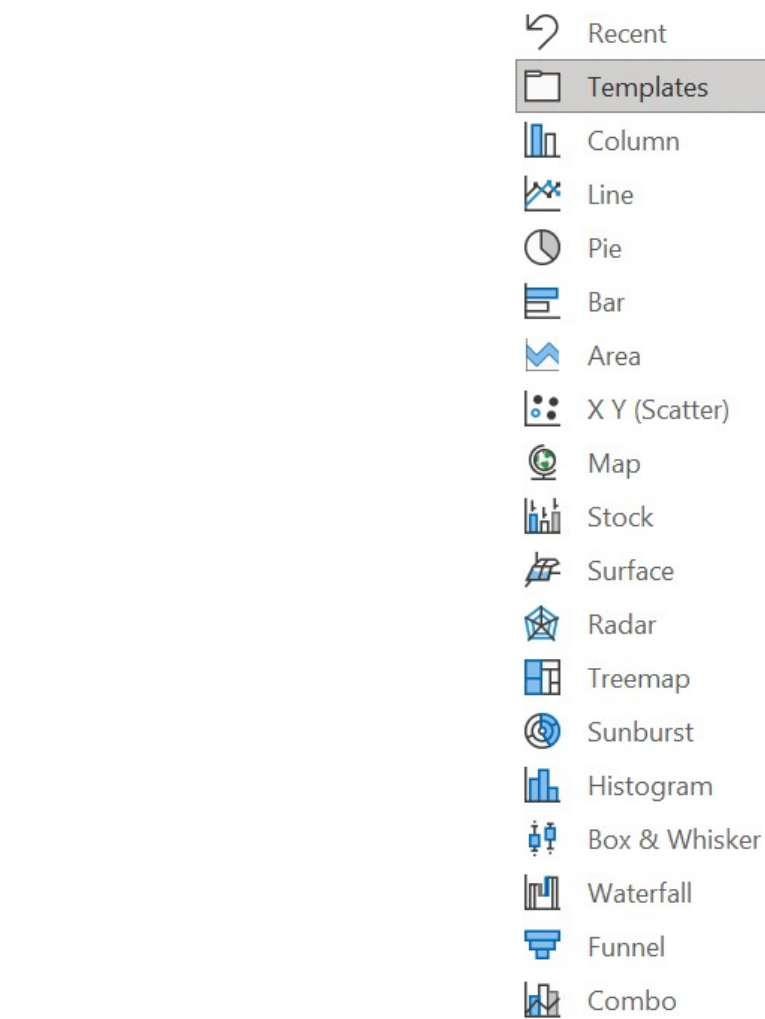


Figure 6: Long Menu



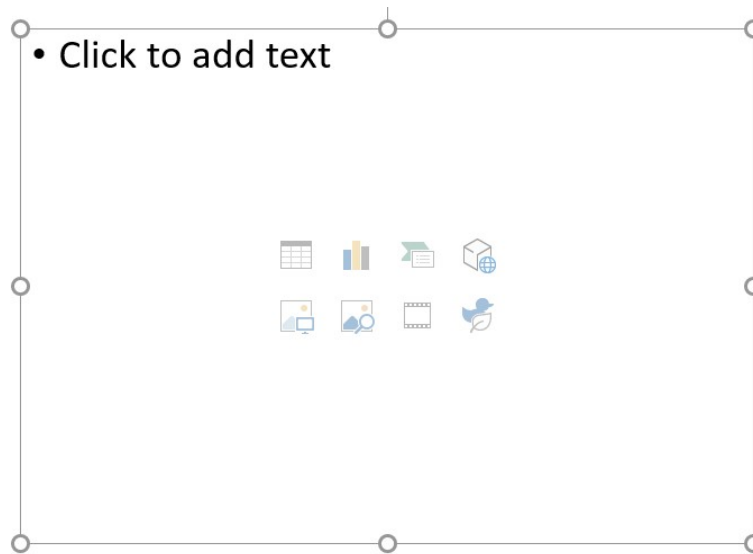


Figure 7: Insert Table Here

13. 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 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)

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

(Pages: 1155 – 1156) (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 text layout in picture 8, “My Text Layout: Before” to the one in the picture 9, “My Text Layout: After” inside a Word document?

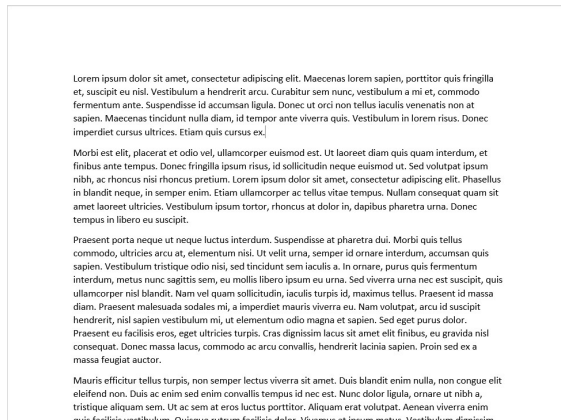


Figure 8: My Text Layout: Before

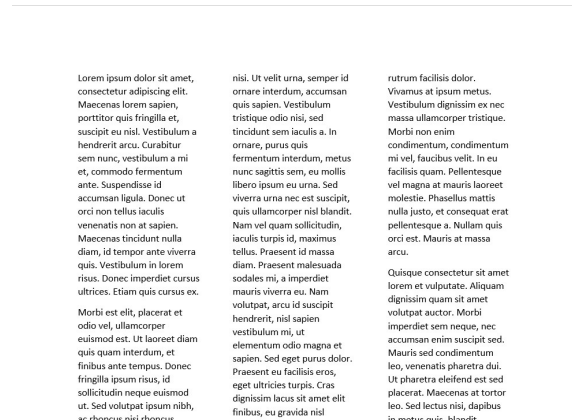


Figure 9: My Text Layout: After

(2.5 points)

16. Suppose you are working on the SmartArt graphic in Word in Figure 10, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 11, “SmartArt: After”?

(2.5 points)

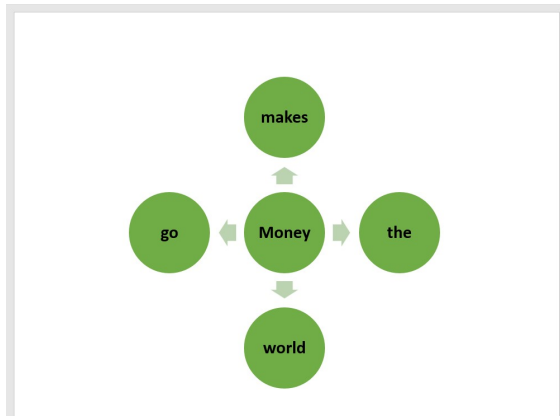


Figure 10: SmartArt: Before

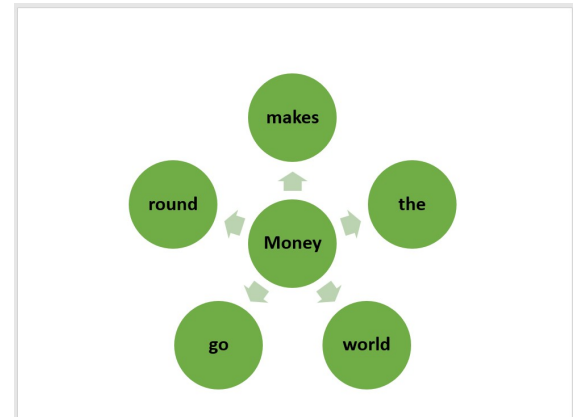


Figure 11: SmartArt: After

## PowerPoint

17. The bulleted list in Figure 12, “My List” was converted into the object displayed in Figure 13, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 13, “My New List”?)



Figure 12: My List

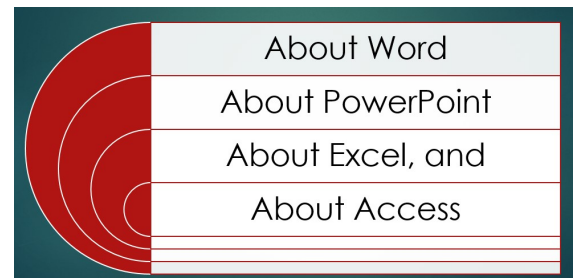


Figure 13: My New List

(2.5 points)

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!

