

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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- **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. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.

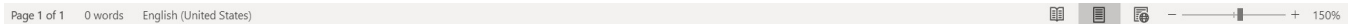


Figure 1: Window Area

- (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)

3. Where should you click to change the table in Figure 2, “Table: Before” to the one in Figure 3, “Table: After”?

(Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

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

Good morning!

to the following text:

Good morning!

(Pages: 390 – 391) (7.14 points)

5. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (7.14 points)

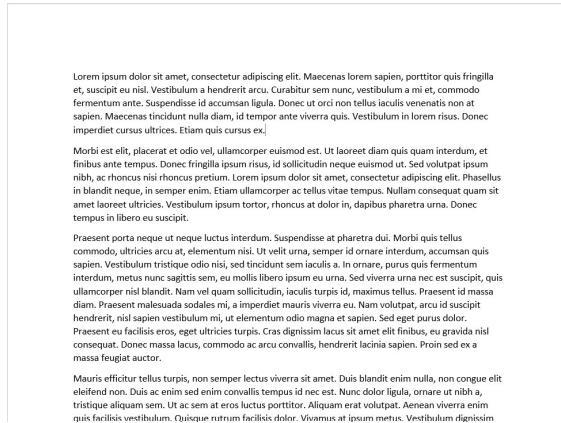


Figure 4: My Text Layout: Before

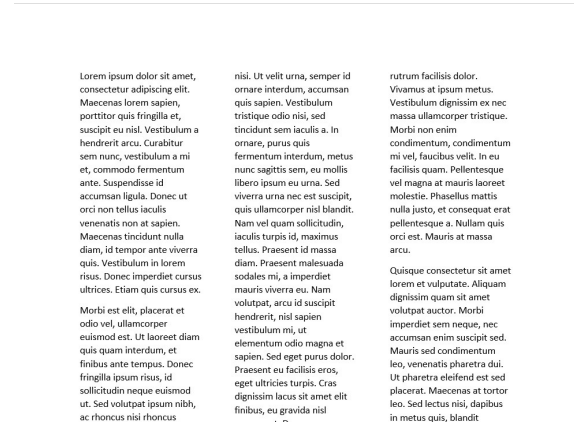


Figure 5: My Text Layout: After

6. You inserted an oval shape into your Word document shown in Figure 6, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 7, “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.”]

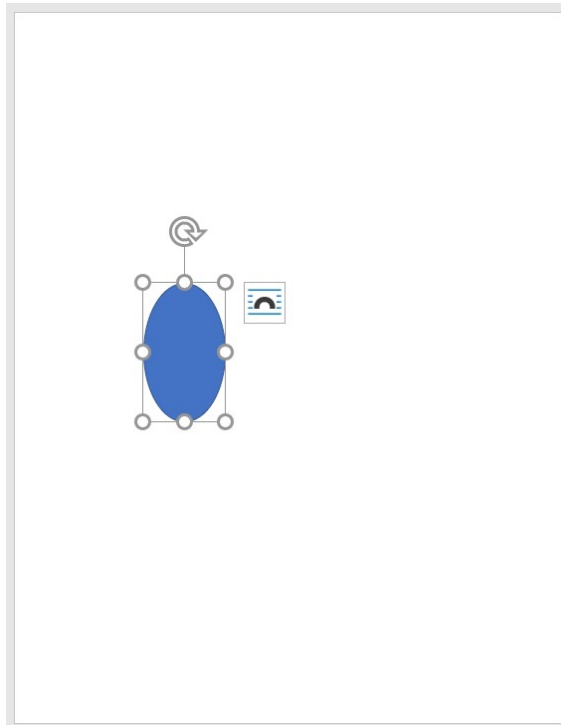


Figure 6: Added Oval Shape

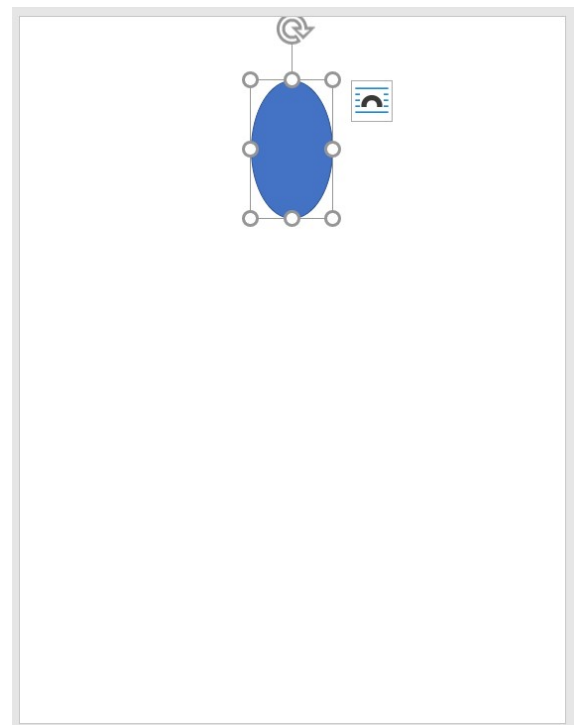


Figure 7: Moved Oval

(Pages: 519 – 521) (7.14 points)

7. What is change has been made to the picture in Figure 8, “Dino: Before”, so that it became the picture in Figure 9, “Dino: After”?

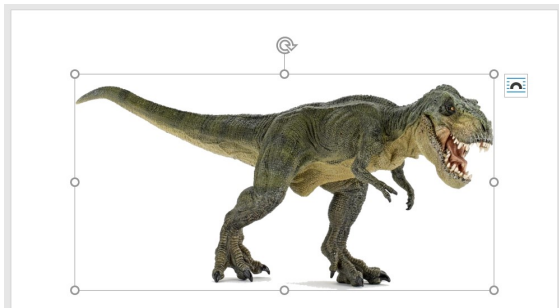


Figure 8: Dino: Before

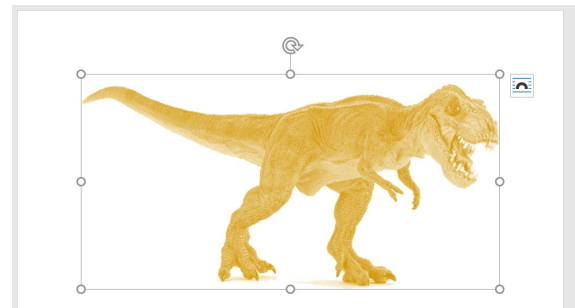


Figure 9: Dino: After

(Pages: 514 – 516) (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. 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.

(Pages: 443 – 446) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. (a) What is the name of the PowerPoint object appearing in the Figure 11?

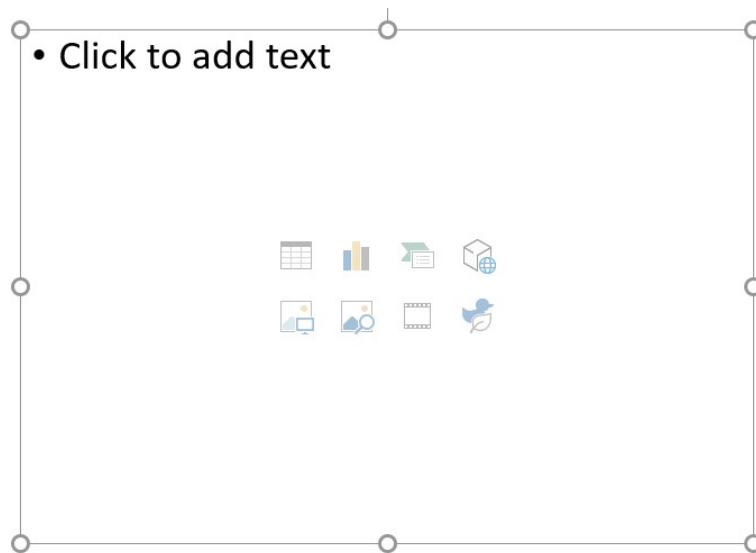


Figure 10: Insert Picture Here

Click to add title

Figure 11: Object/Box

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

(Pages: 880 – 883) (7.14 points)

11. Where do you need to click to change the chart in Figure 12, “Chart: Before” to the chart in Figure 13, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

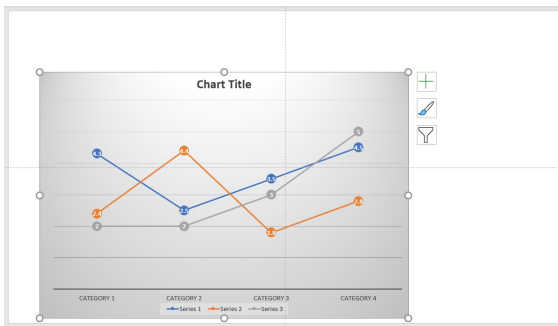


Figure 12: Chart: Before

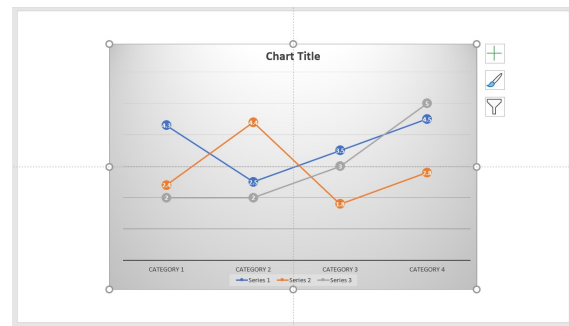


Figure 13: Chart: After

(Pages: 1126 – 1133) (7.14 points)

12. The bulleted list in Figure 14, “My List” was converted into the object displayed in Figure 15, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 15, “My New List”?)

(Pages: 930 – 937) (7.14 points)

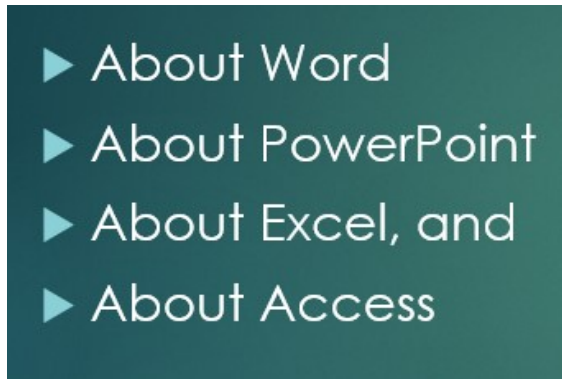


Figure 14: My List

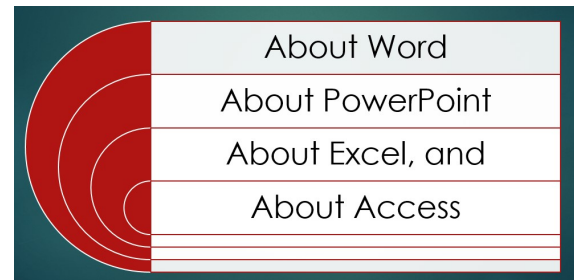


Figure 15: My New List

13. If you click on any one of the squares in the picture in Figure 16, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (7.14 points)

14. How can you move the shapes in Figure 17, “My Shapes” so that they are positioned like those in Figure 18, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

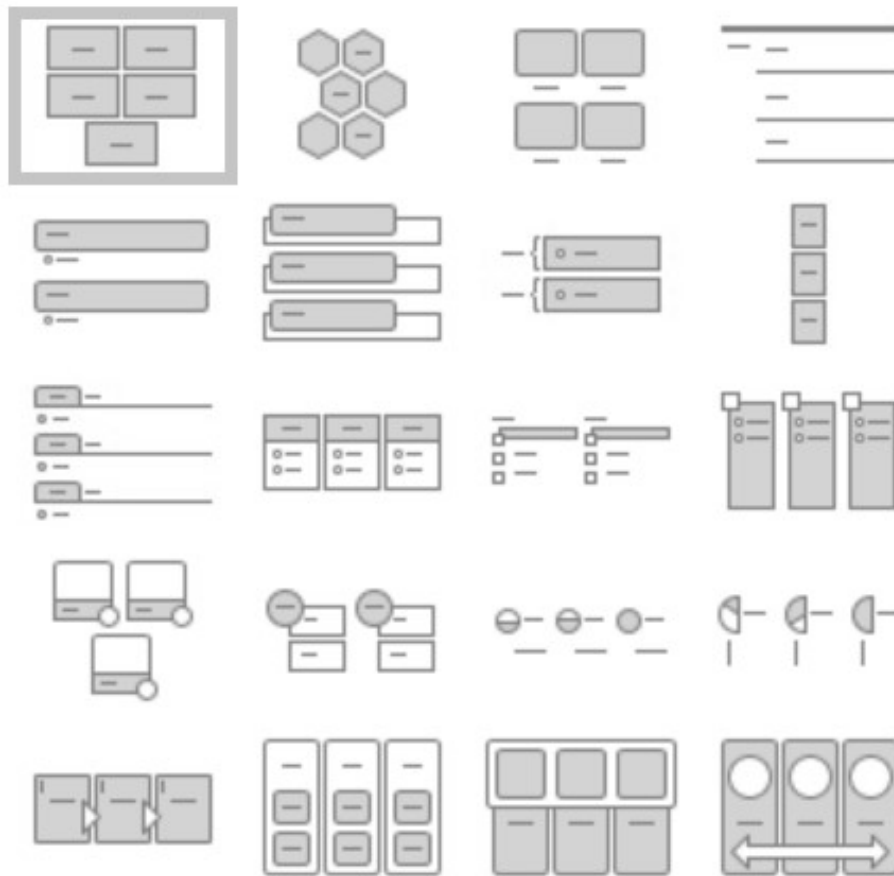


Figure 16: Many Options

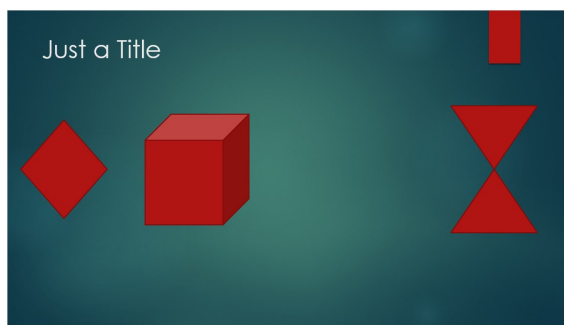


Figure 17: My Shapes

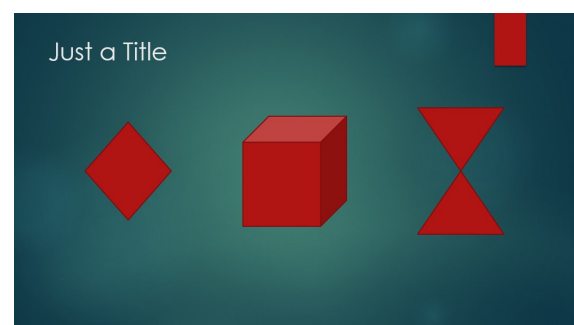


Figure 18: My Shapes: Moved

Extra Credit

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

Word

15. 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.)

(2.5 points)

16. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(2.5 points)

PowerPoint

17. (a) What is the object displayed in Figure 19?

- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(2.5 points)

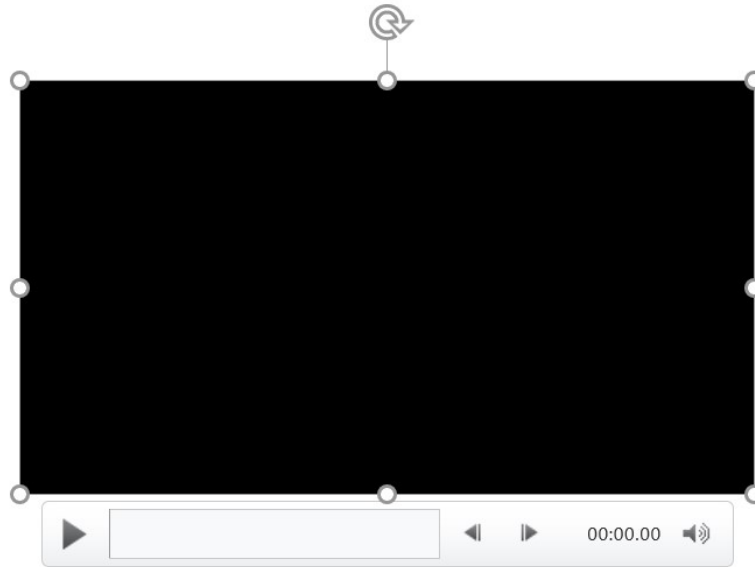


Figure 19: Object with Buttons

18. 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.
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

