

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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- **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 **Course Documents** → “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. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

the colroful flower

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)

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

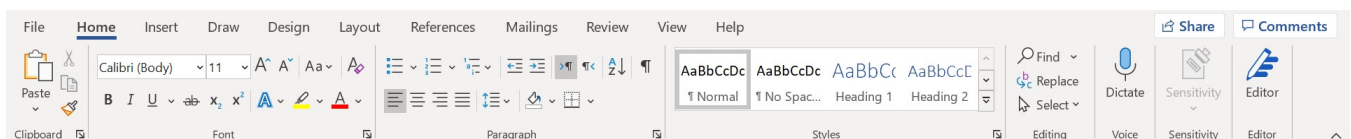


Figure 2: Window Area

- (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. 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. The following text appears in a Word document:
Yesterday, the President delivered a speech at the [United Nations](#) general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]
(Pages: 530 – 531) (7.14 points)
5. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?
(Pages: 494 – 498) (7.14 points)
6. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

7. What is the purpose of the buttons displayed in Figure 5?

(Pages: 772 — 774) (7.14 points)

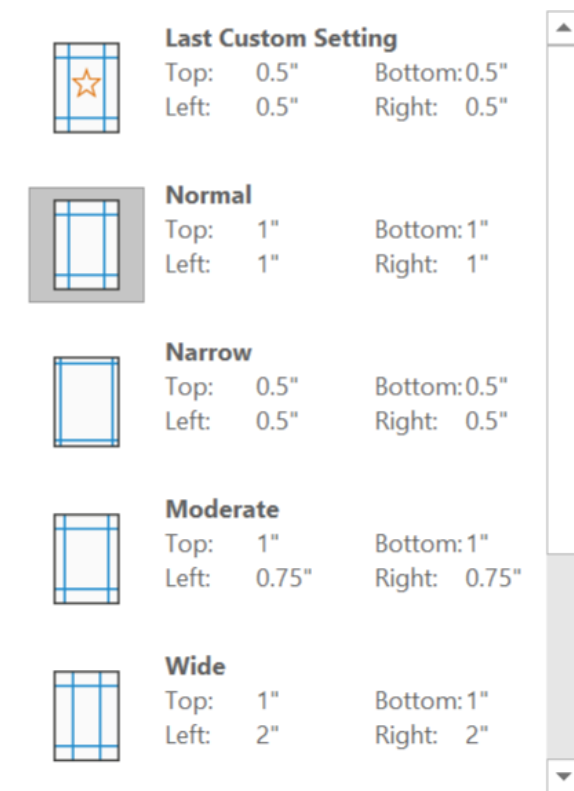


Figure 5: Five Buttons

PowerPoint – Short Answer

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

8. How can you move the shapes in Figure 6, “My Shapes” so that they are positioned like those in Figure 7, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

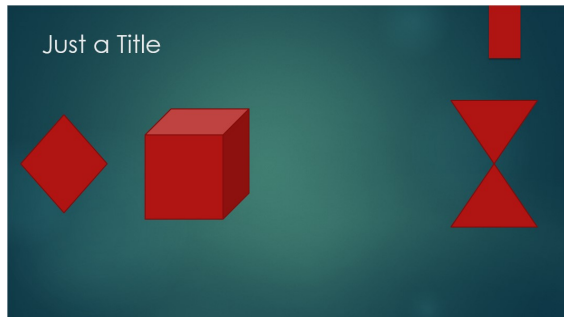


Figure 6: My Shapes

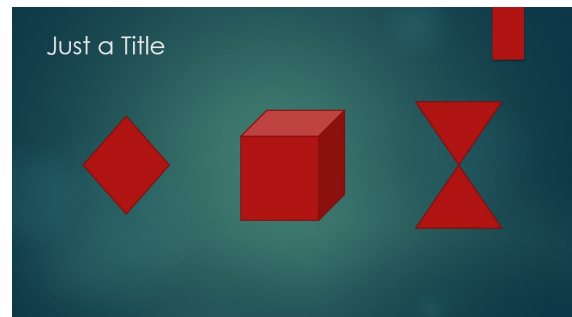


Figure 7: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. 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”?

(Pages: 945 – 949) (7.14 points)

10. Which button do you need to click to add the text pointed by the red arrows in Figure 10? (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.)

(Pages: 967 – 970) (7.14 points)



Figure 8: Three Shapes

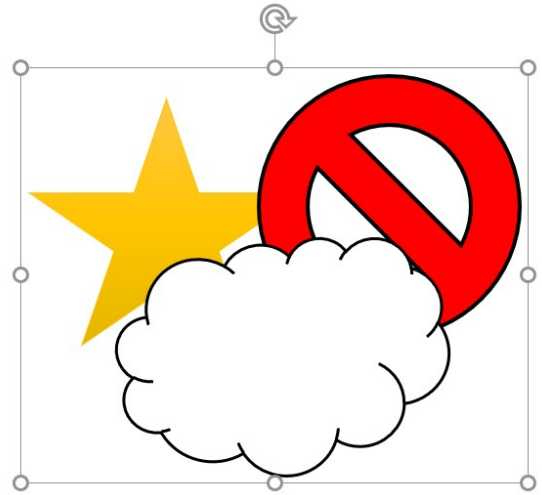
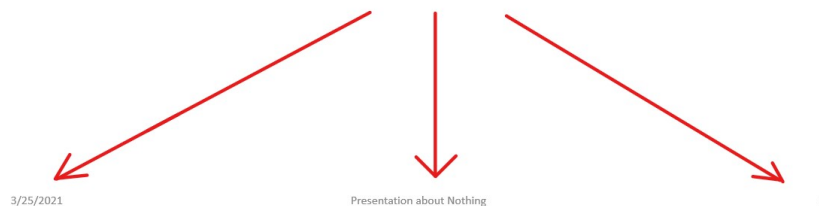


Figure 9: Three Shapes: Changed

Just a Title



3/25/2021

Presentation about Nothing

4


Figure 10: What is This

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

(Pages: 63 – 64, 900 – 901) (7.14 points)

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

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



Click to add title

Figure 11: Object/Box

(Pages: 880 – 883) (7.14 points)

13. 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)

14. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

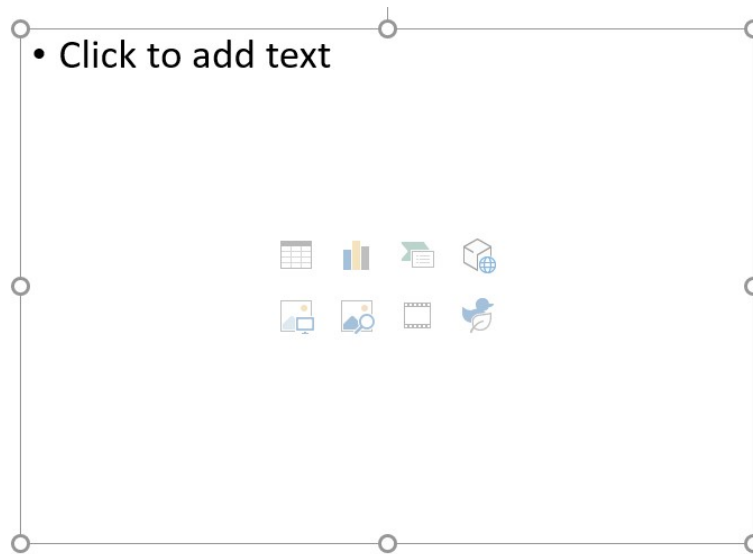


Figure 12: Insert Picture Here

Extra Credit

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

Word

15. Suppose you are working on the SmartArt graphic in Word in Figure 13, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 14, “SmartArt: After”?

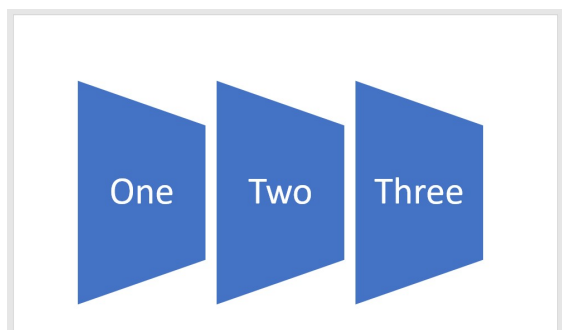


Figure 13: SmartArt: Before

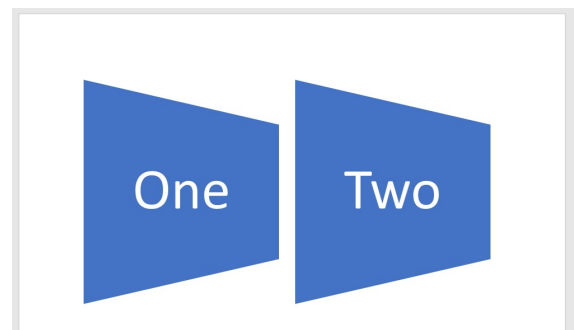


Figure 14: SmartArt: After

(2.5 points)

16. Where should you click to change the text layout in picture 15, “My Text Layout: Before” to the one in the picture 16, “My Text Layout: After” inside a Word document?

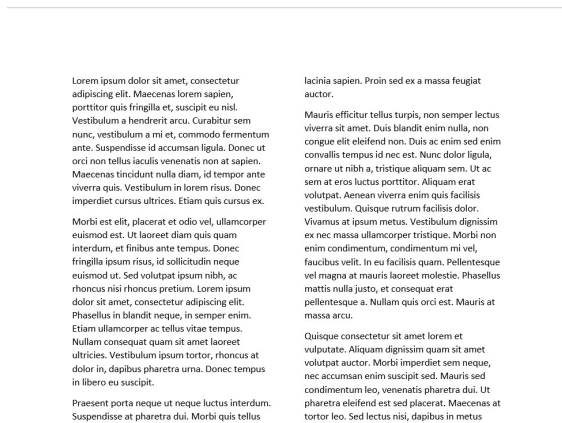


Figure 15: My Text Layout: Before



Figure 16: My Text Layout: After

(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)

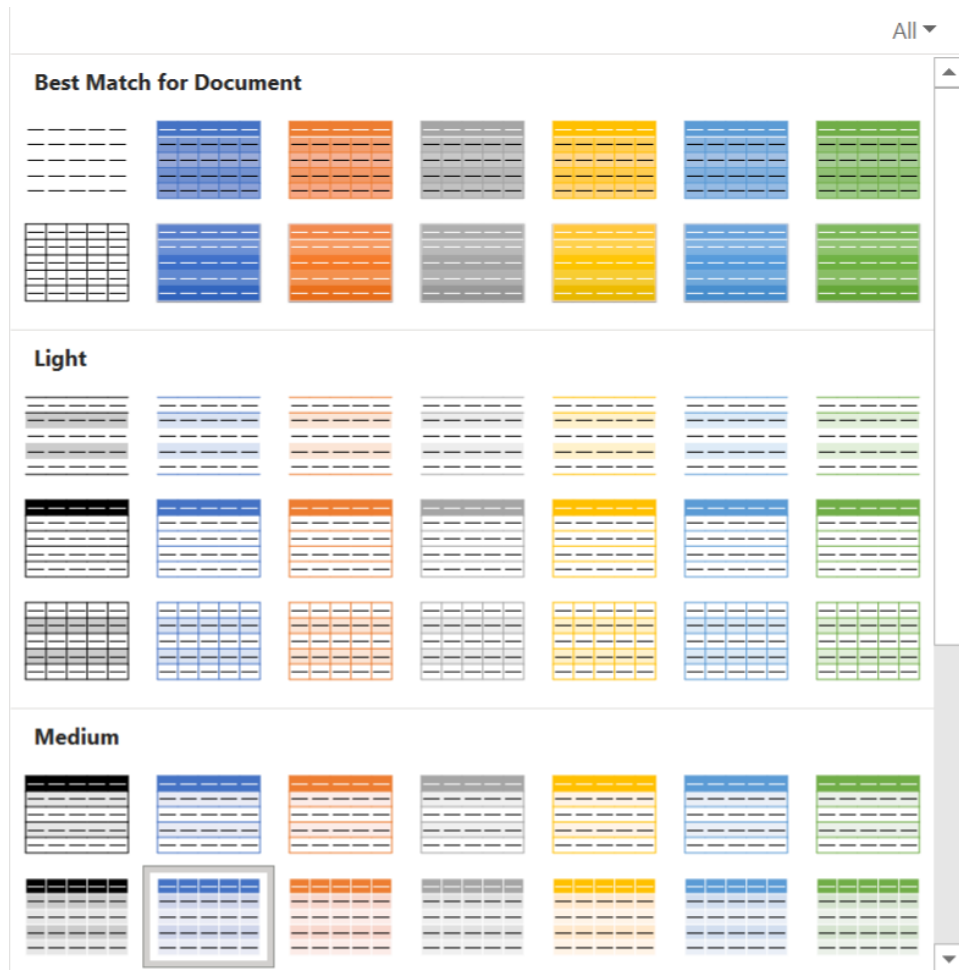


Figure 17: Many options

18. You are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 18, “My Slides”. Where should you click to change the Slides tab to the one in Figure 19, “My Slides: Changed”?



Figure 18: My Slides



Figure 19: My Slides: Changed

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

