

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: 09:30 AM – 10:45 AM. Exam Location: at the West End Building (WEB), Room 105 (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 ∞ 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. 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)

2. What is the purpose of the following partially-shown dialog box in Figure 1?

(Pages: 569 – 570) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

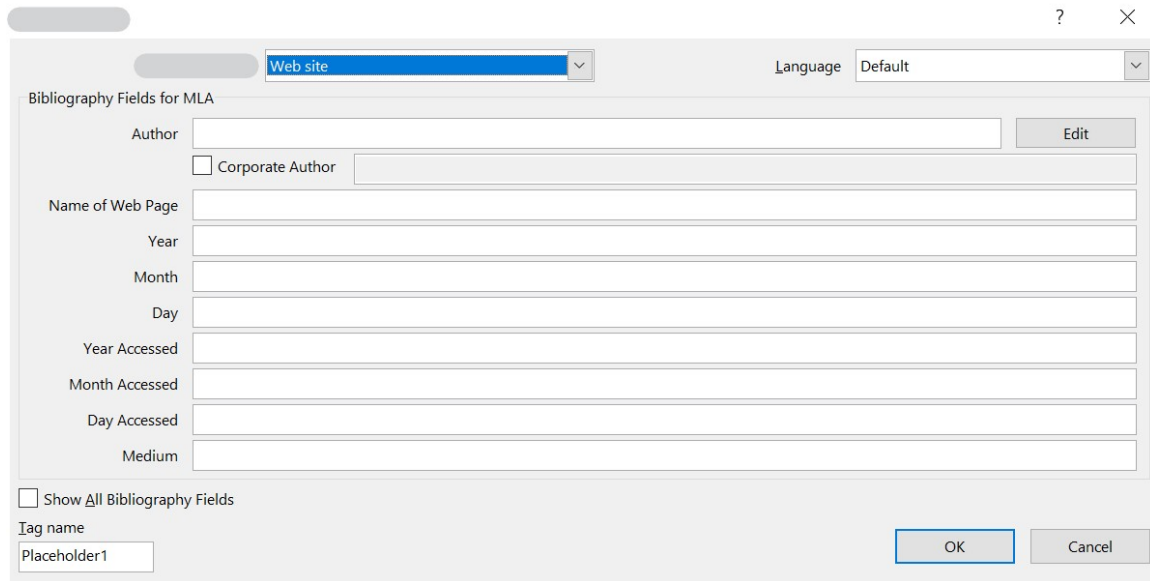


Figure 1: Dialog Box

4. Suppose you are working on the SmartArt graphic in Word in Figure 2, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 3, “SmartArt: After”?

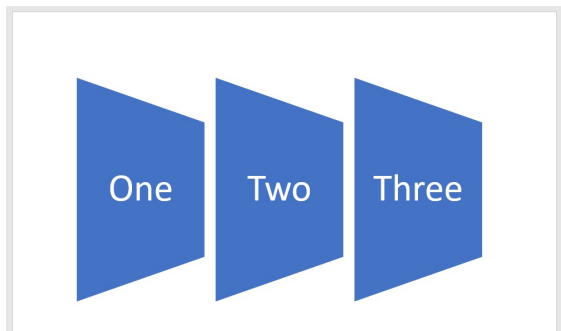


Figure 2: SmartArt: Before

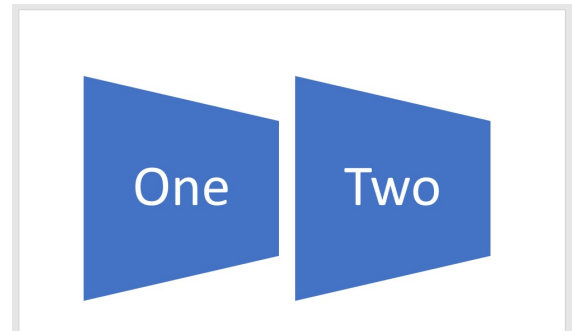


Figure 3: SmartArt: After

(Pages: 930 – 937) (7.14 points)

5. You inserted an oval shape into your Word document shown in Figure 4, “Added Oval Shape”. Where should you click to change the location of the oval in the document

to the one shown in Figure 5, “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.”]

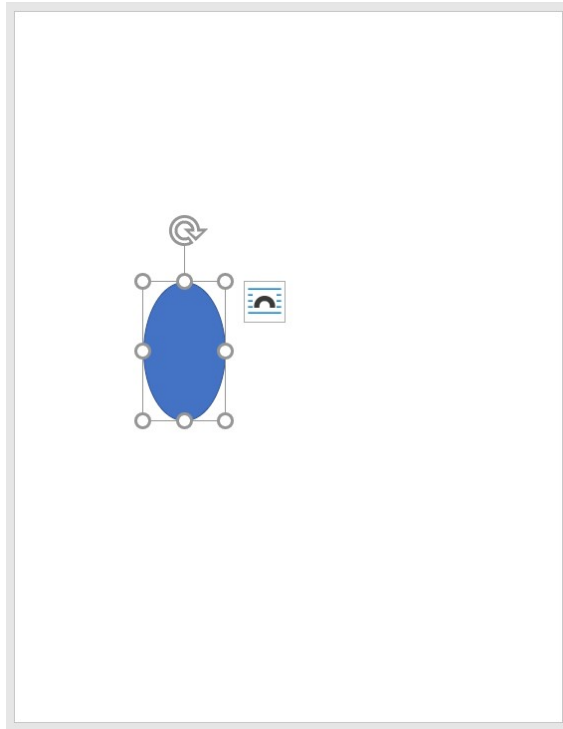


Figure 4: Added Oval Shape

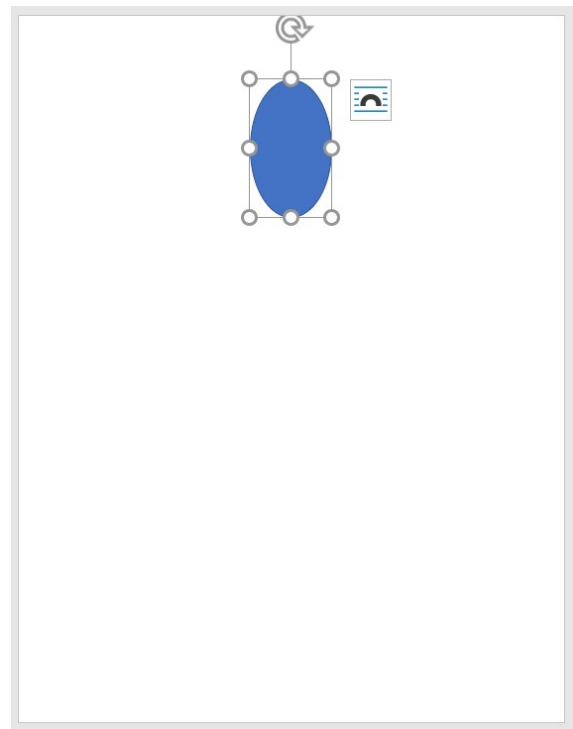


Figure 5: Moved Oval

(Pages: 519 – 521) (7.14 points)

6. What is change has been made to the picture in Figure 6, “Dino: Before”, so that it became the picture in Figure 7, “Dino: After”?

(Pages: 514 – 516) (7.14 points)

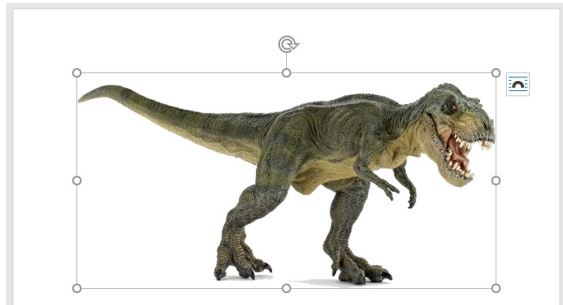


Figure 6: Dino: Before

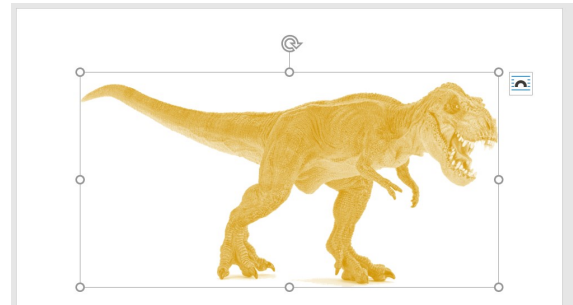


Figure 7: Dino: After

7. 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.

(Pages: 369, 372 – 378) (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 can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

9. If you were to click on an option from the menu in the Figure 8, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

10. Where do you need to click to change the chart in Figure 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

(Pages: 443 – 446) (7.14 points)

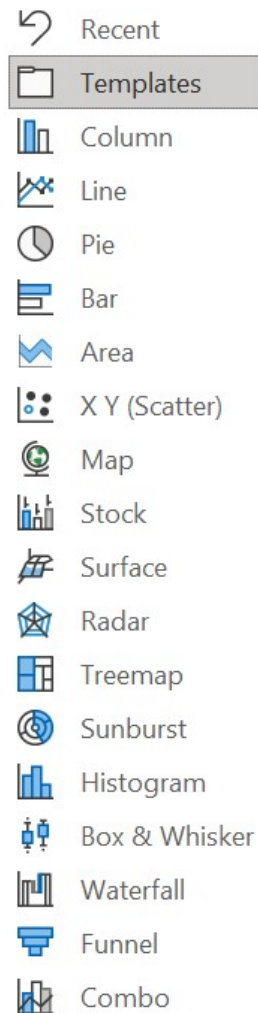


Figure 8: Long Menu

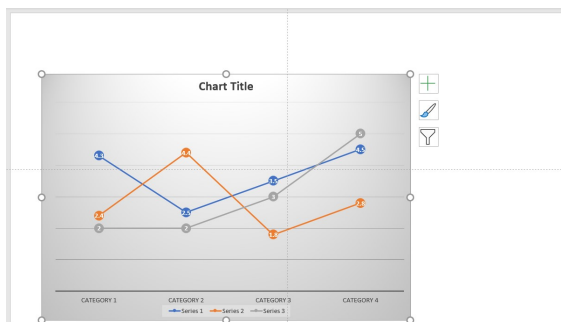


Figure 9: Chart: Before



Figure 10: Chart: After



Figure 11: Button with Arrow

12. (a) What is the name of the PowerPoint object appearing in the Figure 12?
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 12: Object/Box

(Pages: 880 – 883) (7.14 points)

13. 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.

(Pages: 883) (7.14 points)

14. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

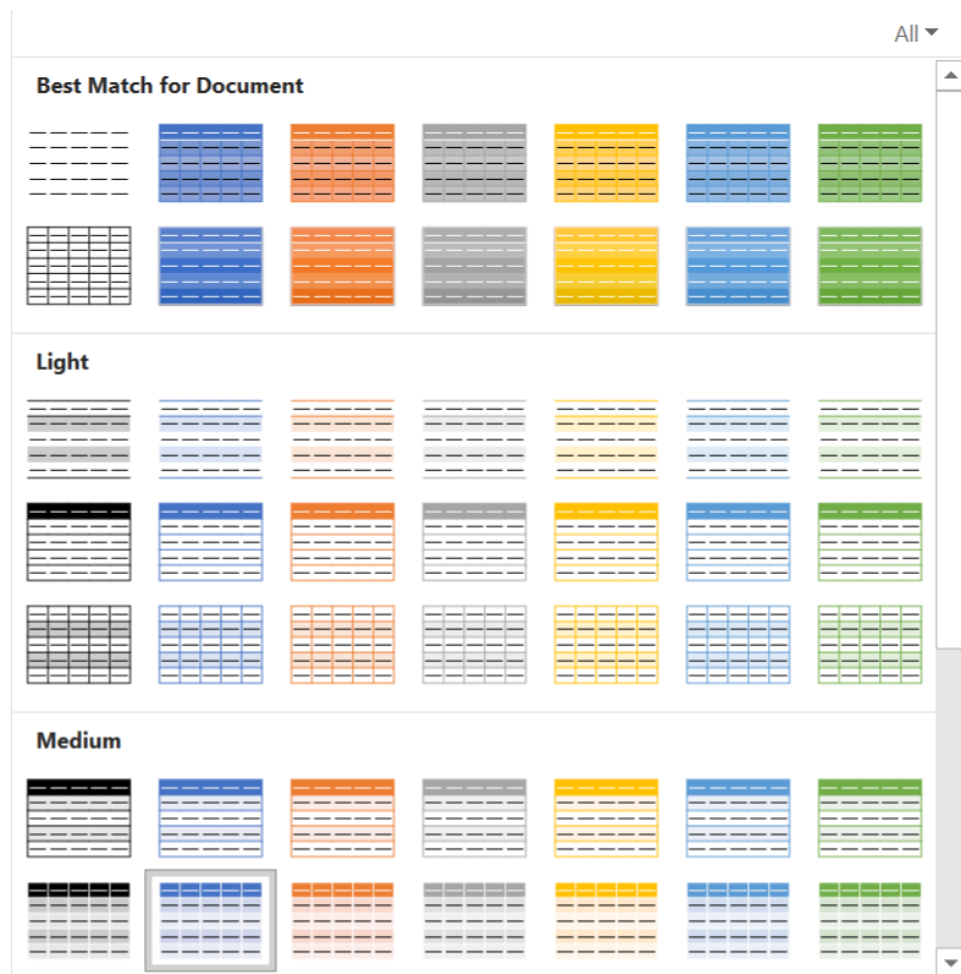


Figure 13: Many options

(Pages: 1074 – 1078) (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. 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!]

(2.5 points)

16. 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)

PowerPoint

17. 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.

(2.5 points)

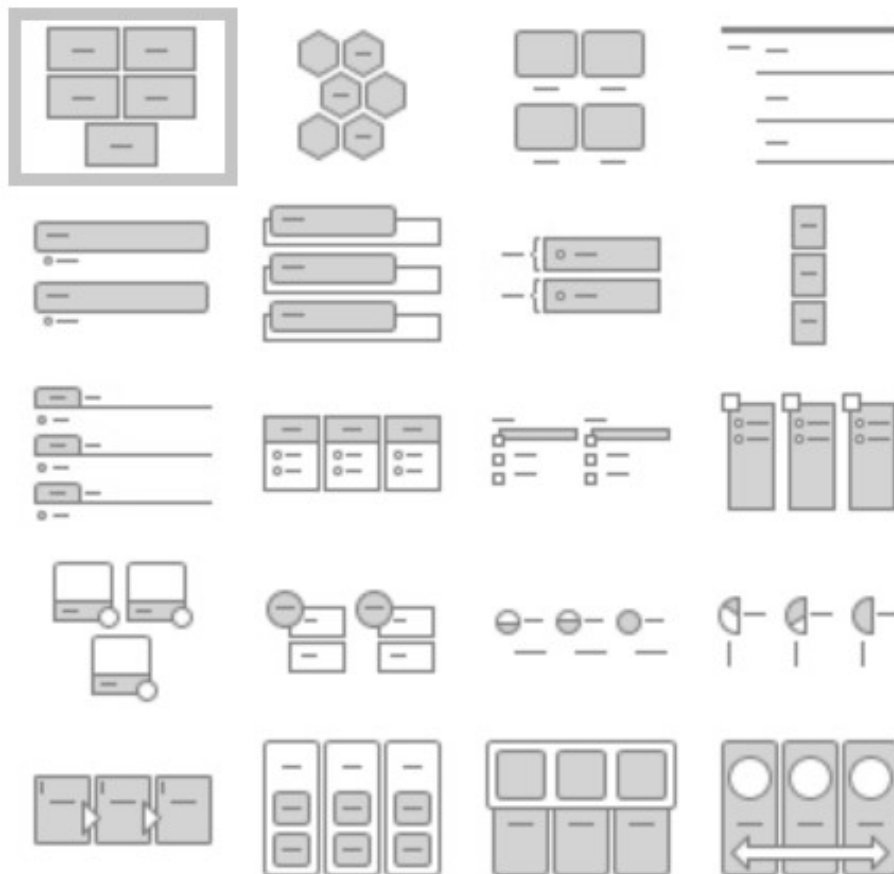


Figure 14: Many Options

18. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

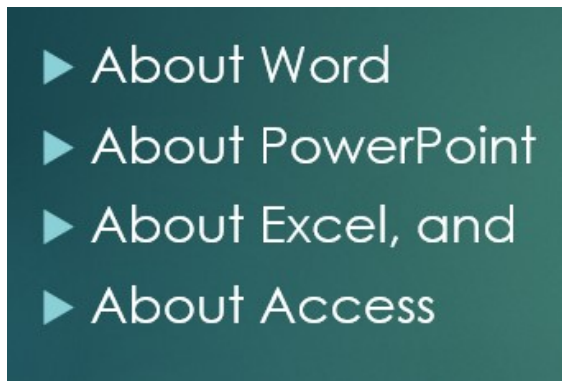


Figure 15: My List

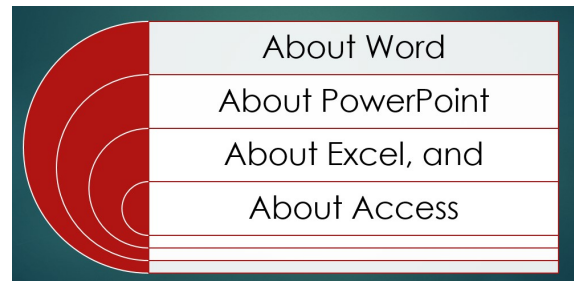


Figure 16: My New List

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

