

## 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  $\infty$  times until it is due. The last attempt is the one to be graded.

### Sections & Points in the Midterm:

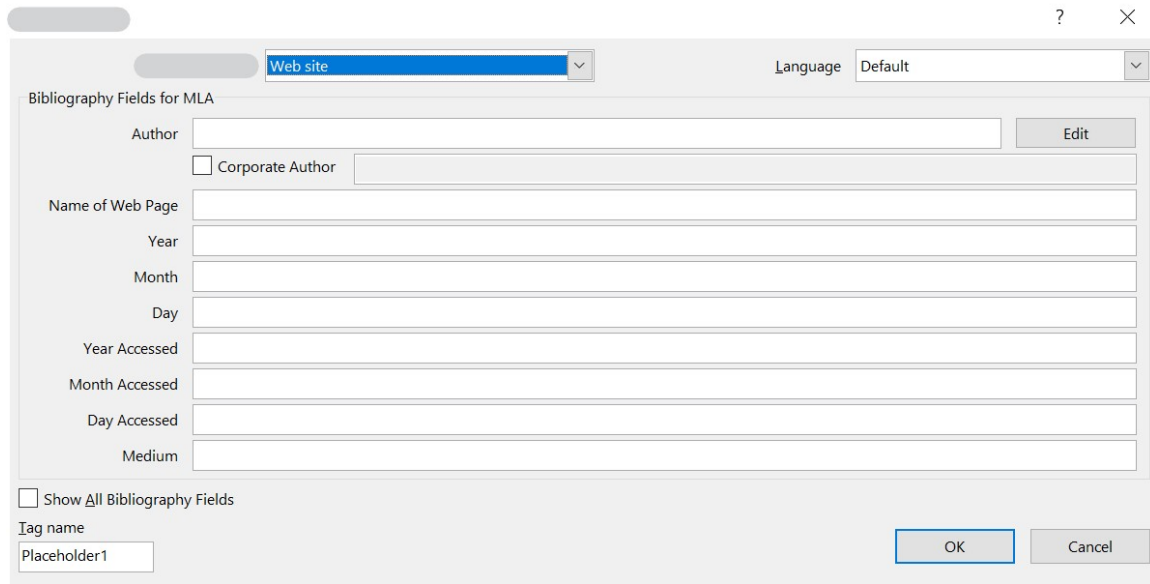
Section	# of Questions	Points per Question
Word – Short Answer	7	7.14
PowerPoint – Short Answer	7	7.14
Extra Credit – Short Answer	4	2.5

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



The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu at the top. Below this, there are several input fields: "Author" (with an "Edit" button), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". There is also a checkbox labeled "Show All Bibliography Fields". At the bottom, there is a "Tag name" field with the text "Placeholder1" and "OK" and "Cancel" buttons.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

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

(Pages: 365 – 366) (7.14 points)

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Figure 2: Watermark: Before

Figure 3: Watermark: After

3. Where should you click to change the watermark in the picture 2, “Watermark: Before” to the watermark in the picture 3, “Watermark: After”?

(Pages: 556 – 560) (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. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (7.14 points)

7. What is change has been made to the picture in Figure 4, “Dino: Before”, so that it became the picture in Figure 5, “Dino: After”?

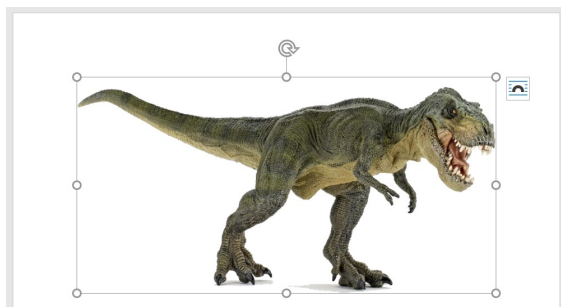


Figure 4: Dino: Before

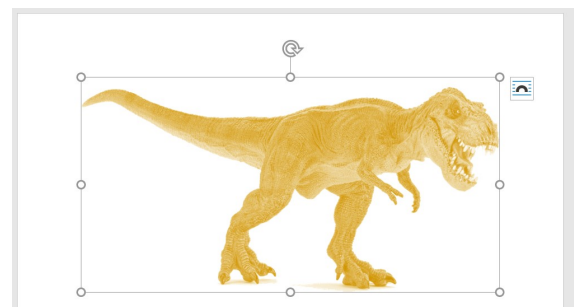


Figure 5: Dino: After


(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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint:** Look at the screenshots given on the textbook pages listed below.



Click to add title

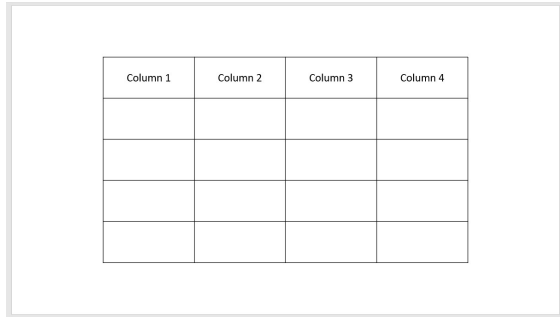
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Figure 6: My Slide

(Pages: 900 – 903) (7.14 points)

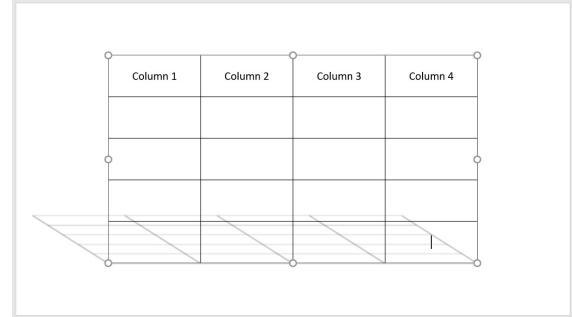
9. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 8: Table: After

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.

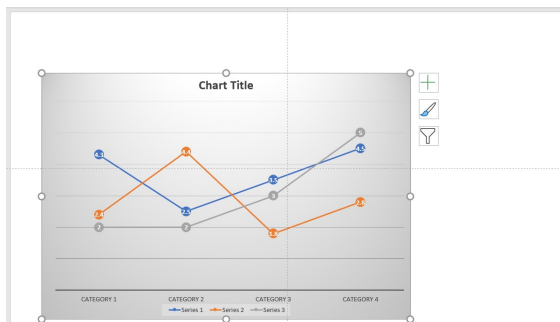


Figure 9: Chart: Before

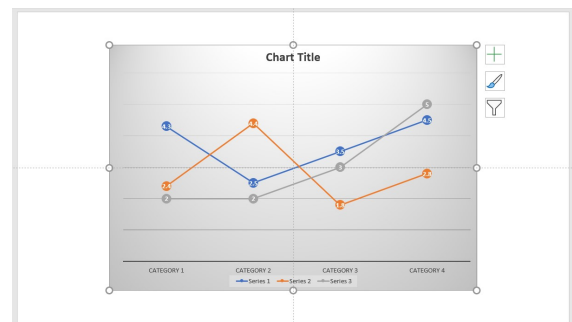


Figure 10: Chart: After

(Pages: 1126 – 1133) (7.14 points)

11. How can you insert a picture inside the object shown in Figure 11? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (7.14 points)

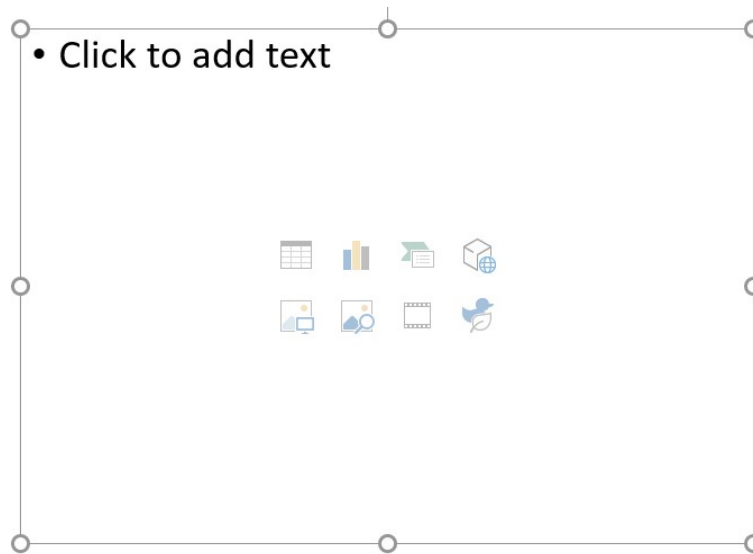


Figure 11: Insert Picture Here

12. (a) What is the object displayed in Figure 12?  
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?  
(Pages: 980 – 987) (7.14 points)

13. Which button do you need to click to add the text pointed by the red arrows in Figure 13? (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)

14. How can you enter a hyperlink into an existing text?  
(Pages: 524 – 529) (7.14 points)



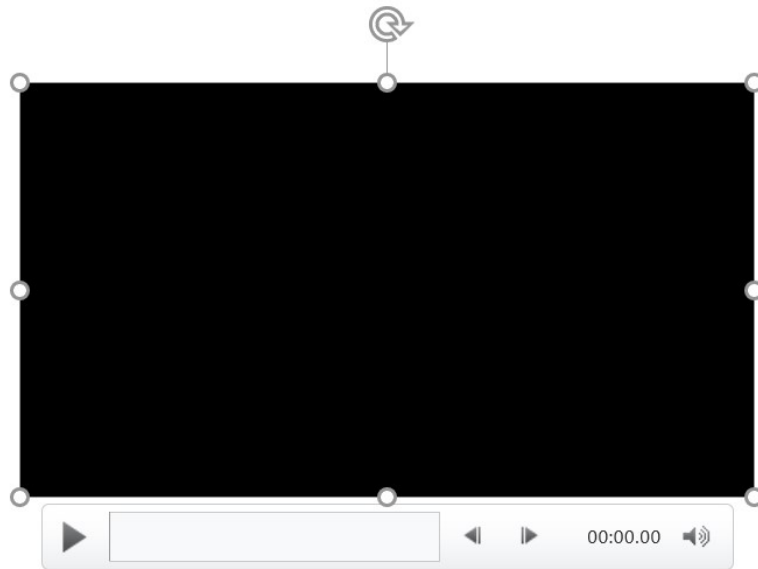


Figure 12: Object with Buttons

Just a Title

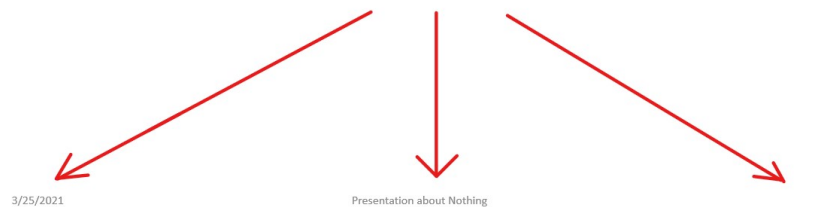


Figure 13: What is This



## Extra Credit

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

### Word

15. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?  
(2.5 points)

16. 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.  
(2.5 points)

### PowerPoint

17. You are 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 14, “My Slides”. Where should you click to change the Slides tab to the one in Figure 15, “My Slides: Changed”?  
(2.5 points)



Figure 14: My Slides



Figure 15: My Slides: Changed

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!

