

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. 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 and a "Language" dropdown set to "Default". An "Edit" button is located next to the "Author" field. Below the "Author" field is a checkbox for "Corporate Author". The main section contains input fields for "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

2. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

3. Name **three** commands/buttons on the Home tab of Word.
(Pages: 393) (7.14 points)

4. You inserted an oval shape into your Word document shown in Figure 2, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 3, “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.”]

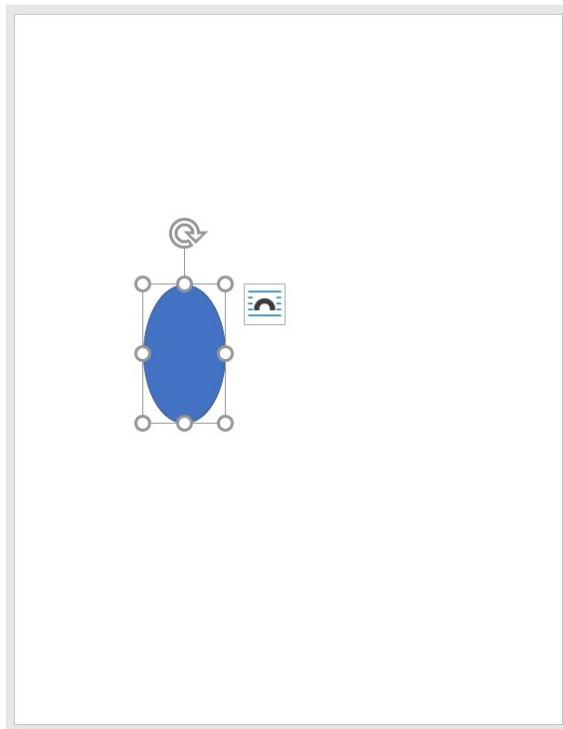


Figure 2: Added Oval Shape

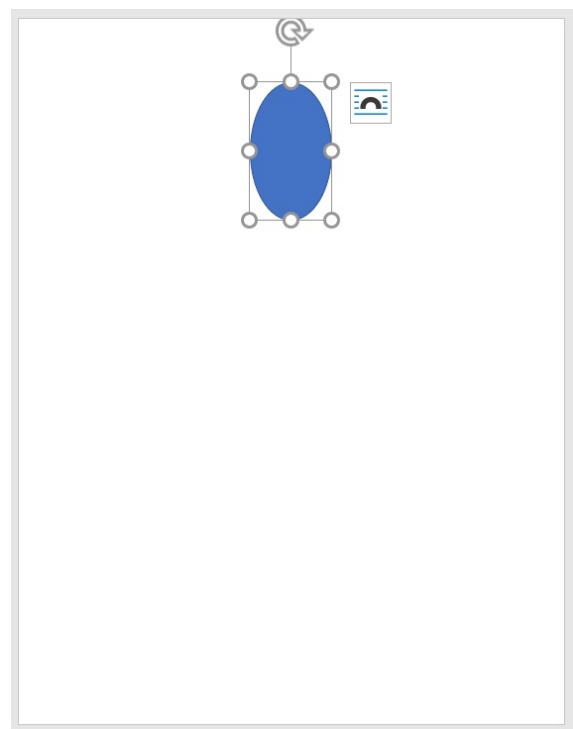


Figure 3: Moved Oval

(Pages: 519 – 521) (7.14 points)

5. 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)

6. Where should you click to change the table in Figure 4, “Table: Before” to the one in Figure 5, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

(Pages: 494 – 498) (7.14 points)

7. 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.)

(Pages: 372 – 378, 544) (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 insert a picture inside the object shown in Figure 6? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

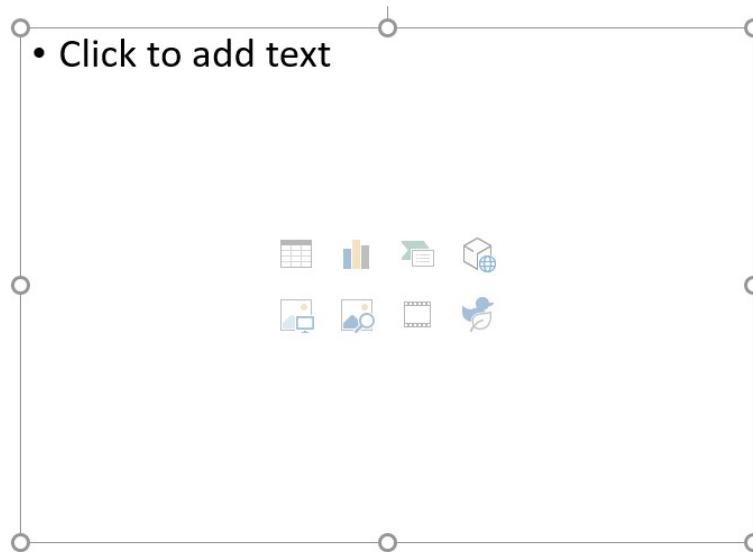


Figure 6: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. Which button do you need to click to add the text pointed by the red arrows in Figure 7? (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)

Just a Title

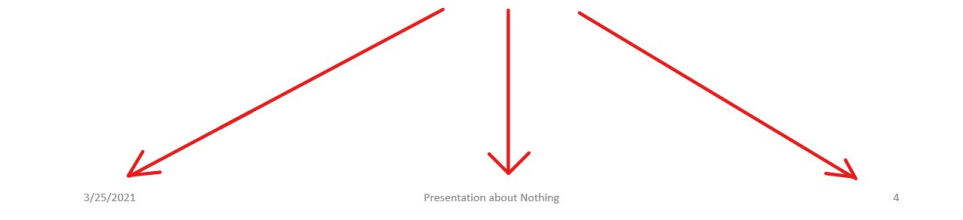


Figure 7: What is This

10. If you click on any one of the squares in the picture in Figure 8, what will change in the PowerPoint presentation? Explain in general.

(Pages: 962 – 964) (7.14 points)

11. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)

(Pages: 930 – 937) (7.14 points)

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

(Pages: 1126 – 1133) (7.14 points)

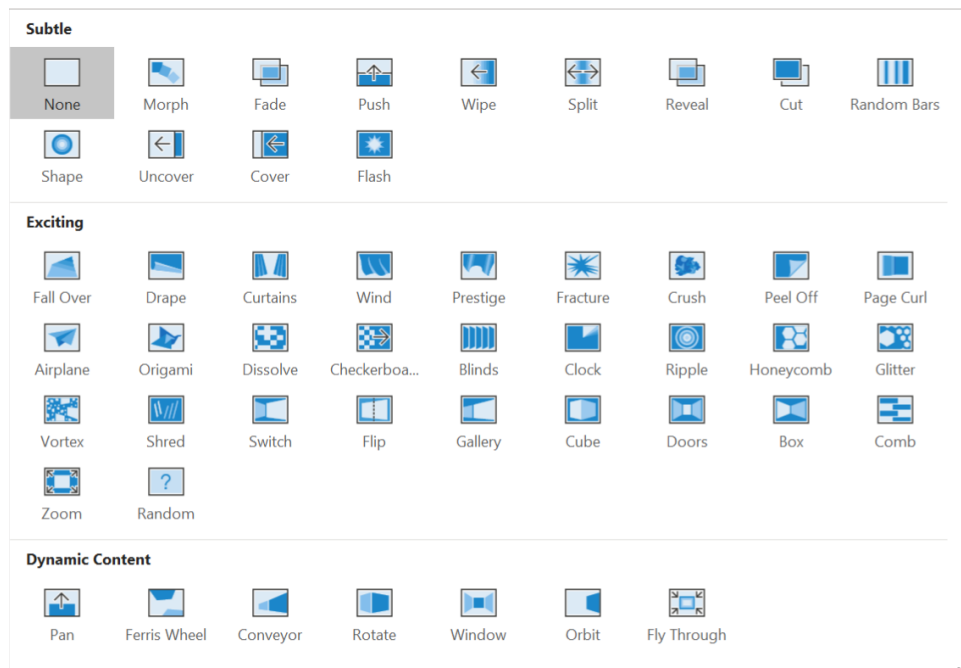


Figure 8: Many Options

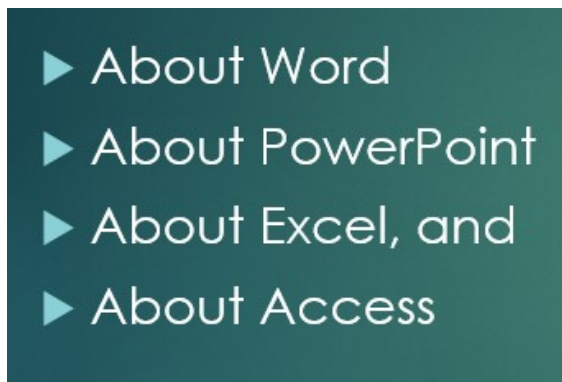


Figure 9: My List

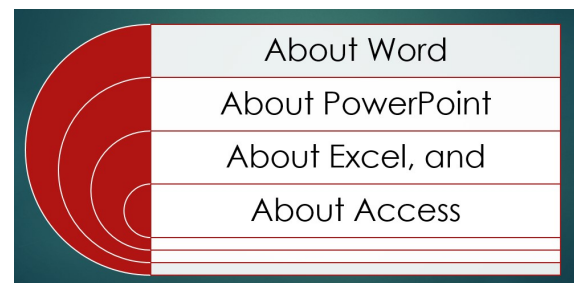


Figure 10: My New List

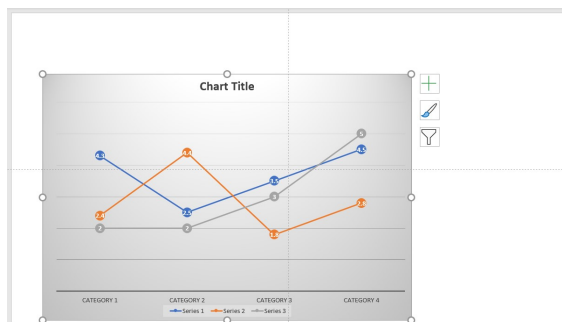


Figure 11: Chart: Before

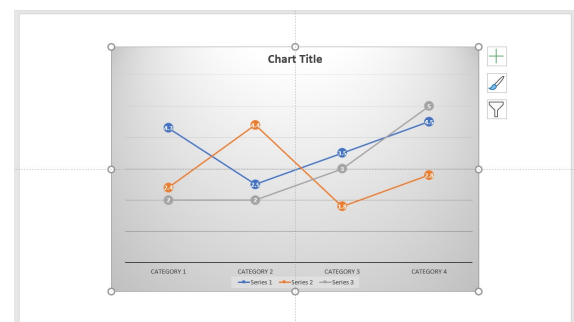


Figure 12: Chart: After

13. How can you move the shapes in Figure 13, “My Shapes” so that they are positioned like those in Figure 14, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

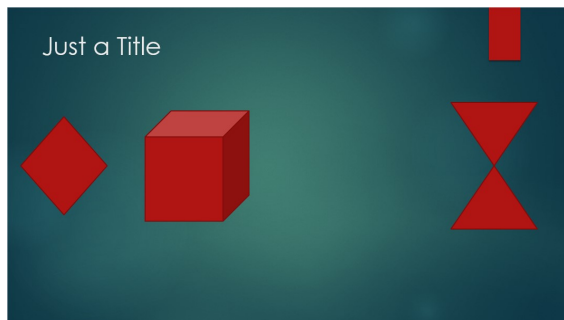


Figure 13: My Shapes

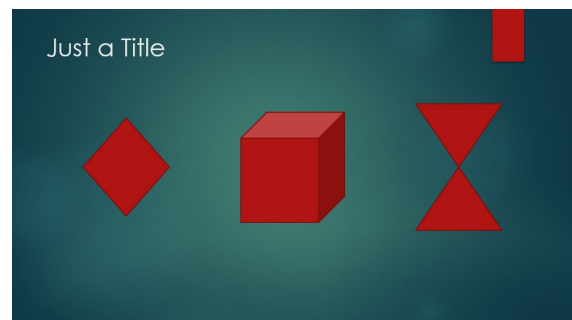


Figure 14: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

14. How do you change the shapes on a PowerPoint slide shown in Figure 15, “Three Shapes” to the shape in Figure 16, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

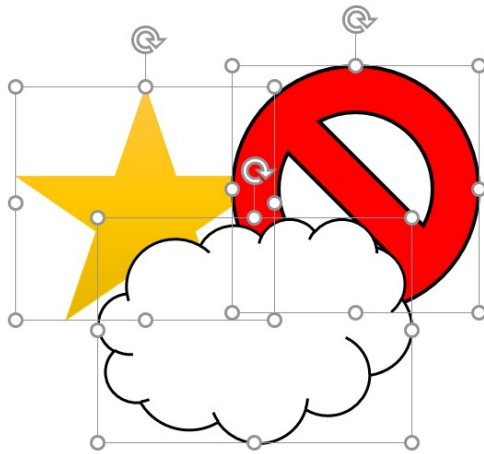


Figure 15: Three Shapes

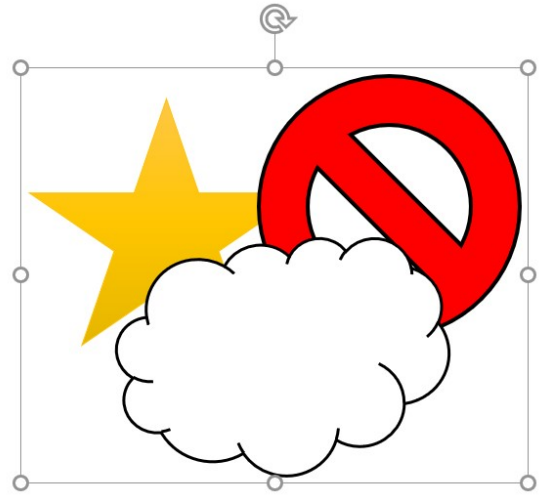


Figure 16: Three Shapes: Changed

Extra Credit

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

Word

15. 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.) (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. 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.

(2.5 points)

18. If you were to click on an option from the menu in the Figure 17, what kind of object would be added to the PowerPoint slide?

(2.5 points)

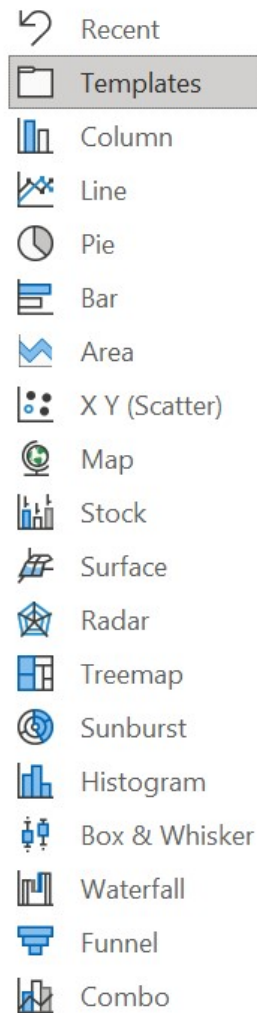


Figure 17: Long Menu

– End of Midterm Exam –

Congrats for completing the Midterm exam!

