#### Instructions

Updated: 08/23/2023, 00:47

- 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  $\rightarrow$  Midterm.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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**  $\rightarrow$  "**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. 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)

2. If a paragraph has 20 points of space below it, and the paragraph underneath has additional 19 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 - 416) (7.14 points)

3. 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:

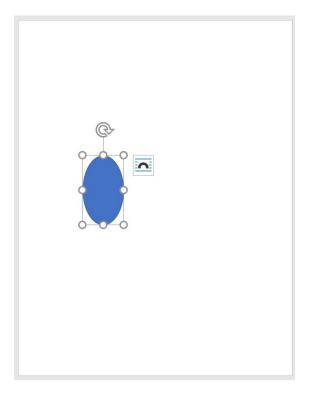
When I entered the store I walked on the street.

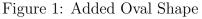
Be specific. Your answer should NOT say: "I can simply delete the current paragraph and type the new paragraph from scratch."

(Pages: 384 - 387) (7.14 points)

Updated: 08/23/2023, 00:47

4. You inserted an oval shape into your Word document shown in Figure 1, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 2, "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."]





(Pages: 519 - 521) (7.14 points)

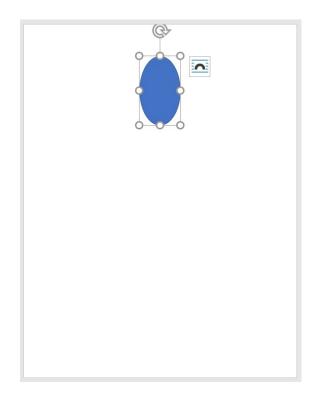


Figure 2: Moved Oval

5. Where should you click to change the text layout in picture 3, "My Text Layout: Before" to the one in the picture 4, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing ellit. Maecenas lorem sapien, portitior quis fringilla et, suscipit eu nial. Vestibulum a hendretit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas incidiant mulia dain, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morti est elli, piscare et codi ove, ullumoroppe euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donce fringilla i josum rius, id sollicitudin neque euismod ut. Sed volutare i joum nitus, id sollicitudin neque euismod ut. Sed volutare i joum nitus, et chronica michi rhoncus perium inche eri a met convectetura adjoiscing elli. File Phasellu in ib bundit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet utitiries. Vestibulum i poum tortor, rhoncus at dolor in, dapibus pharetra urna. Donce tempus in libero eu suscipit.

tempus in libero eu suscipit.

Praesem pota neque un enque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commods, ultricies arcu at, elementum nisi. Ut vellt urna, semper id ornare interdum, accuman quis sejne. Vestibulum tristique odo insi, sed trioicidus sem audius la, nornare, pruns quis fermentum interdum, metus nunc sagitis sem, eu mollis libero josum eu urna. Sed viverra urna nec est suscipit, qui ultancorper in blamati. Nam vel quam soliticutini, icaulis turpis id, maximus tellus. Praesent da diam. Praesent malexuada sodales mi, a impordiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisì algen vestilalum mi, ul etementum odio magna et sagine. Sed eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet eli finibas, eu gravida nisi consequat. Done me massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue el eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus portitor. Aliquam erat volutpat. Aenean viverra enim quis fiacilisis vestibulum. Quiqua entrum facilisis dolor. Vivoamus at ipsum menus. Vestibulum dignission

Figure 3: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

Lorem ipsum dolor sit amet, co sit amet, co sit amet, adipiscini consectetur Phaseillu adipiscini consectetur Adipiscini enequo, ir Maccenas forem enim. Et it sapien, portitior qui similiale et subscription et tellus vitus friegille et suscipiti en unisi. Vestibulum a quamari in et, commondo dolor in, met, commondo dolor in, met, commondo dolor in et commondo dolor in et commondo et llus iaculis evenenatis non at supera venenatis non at supera venenatis non at supera diam, id tempor quis tetili et commondo forem risus. Donec inforem risus particular risus discussional risus discussion

ng elit.
si habadit
in semper
dam, Praesent id massu
dam, Praesent
dam, Praesent
malesuada sodales
ma, a imperdite
mauris viverra eu.
Nam volutpat, arcu
id suscipit
ta amet
utricies.
sapien vestibulum
mi, ut elementum
ditories, sapien vestibulum
mi, ut elementum
spera et ap facilisis
ezos, get utricies
turpis. Cras
diginisim lacus sit
amet leif finibus, eu
gravida nisi
convella, bas
do, utricies
do, utricies
commundo ac arcu
convallis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de de va massa
convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convalis, hendrent
lacinia sapien. Proin
volvit urra,
servicio de convenida de conve

Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Moris on enim vel, facibus velir. In eu facilisis quam. Pellentesque ex magna ut mauris laoreet molestie. Phasellus mattis nulli justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Figure 4: My Text Layout: After

6. Name **two** commands/buttons on the Status Bar.

(Pages: 369 - 370) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, "Apple: Before" to the picture shown in Figure 6, "Apple: After".

(Pages: 514 - 516) (7.14 points)

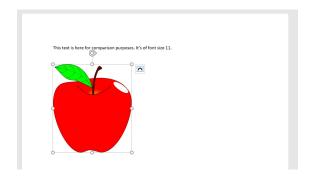




Figure 5: Apple: Before

Figure 6: Apple: After

## PowerPoint - Short Answer

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

8. Where do you need to click to change the chart in Figure 7, "Chart: Before" to the chart in Figure 8, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

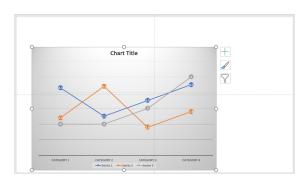


Figure 7: Chart: Before

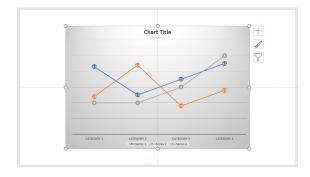


Figure 8: Chart: After

(Pages: 1126 - 1133) (7.14 points)

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 - 1078) (7.14 points)

Updated: 08/23/2023, 00:47



Figure 9: Many options

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.)

#### Just a Title



Figure 10: What is This

(Pages: 967 - 970) (7.14 points)

- 11. (a) What is the object displayed in Figure 11?
  - (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)

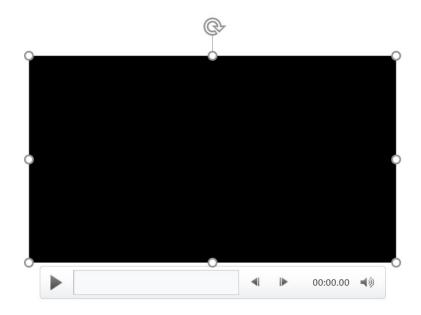


Figure 11: Object with Buttons

12. How do you change the shapes on a PowerPoint slide shown in Figure 12, "Three Shapes" to the shape in Figure 13, "Three Shapes: Changed"?



Figure 12: Three Shapes



Figure 13: Three Shapes: Changed

(Pages: 945 - 949) (7.14 points)

13. 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.



Figure 14: Many Options

(Pages: 885 - 889) (7.14 points)

- 14. 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)

#### Extra Credit

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

#### Word

	15.	Which	button	in	Word	should	you	click t	to c	hange	the	3	paragrap	ohs:
--	-----	-------	--------	----	------	--------	-----	---------	------	-------	-----	---	----------	------

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.
- (b) I love cats.
- (c) I also love pizza.

(2.5 points)

16. (a) Why does Word show a strange colorful underline in the phrase in Figure 15?

# The girl eat this.

Figure 15: 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.")

(2.5 points)

#### **PowerPoint**

17. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 16? **Hint**: Look at the screenshots given on the textbook pages listed below.



Figure 16: My Slide

(2.5 points)

18. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

