

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. 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)

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

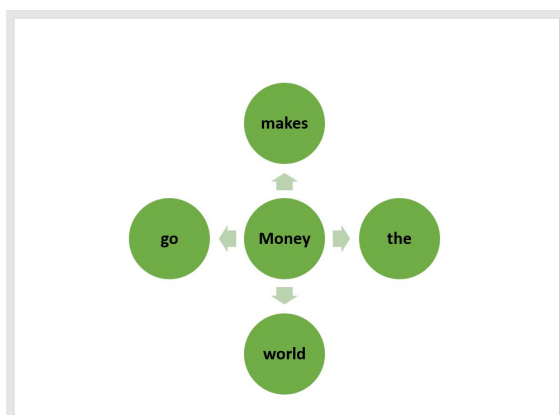


Figure 1: SmartArt: Before

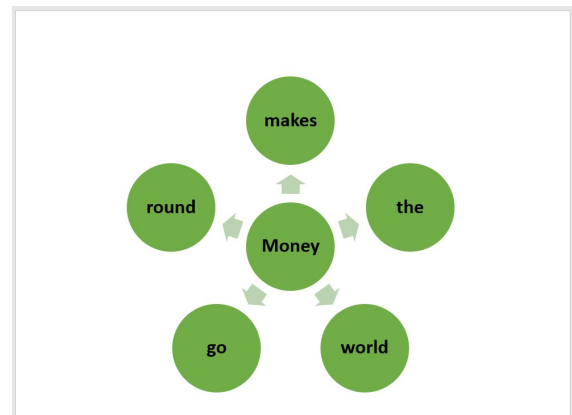


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

3. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

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Figure 3: Watermark: Before

Figure 4: Watermark: After

(Pages: 556 – 560) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

5. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (7.14 points)

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

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

(Pages: 494 – 498) (7.14 points)

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 7.

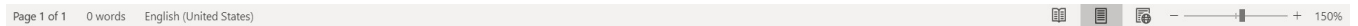


Figure 7: Window Area

- (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)

PowerPoint – Short Answer

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

8. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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

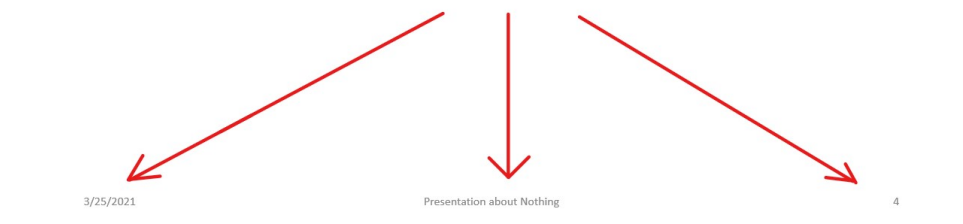


Figure 8: What is This

(Pages: 967 – 970) (7.14 points)

9. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note:** The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

10. How can you insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

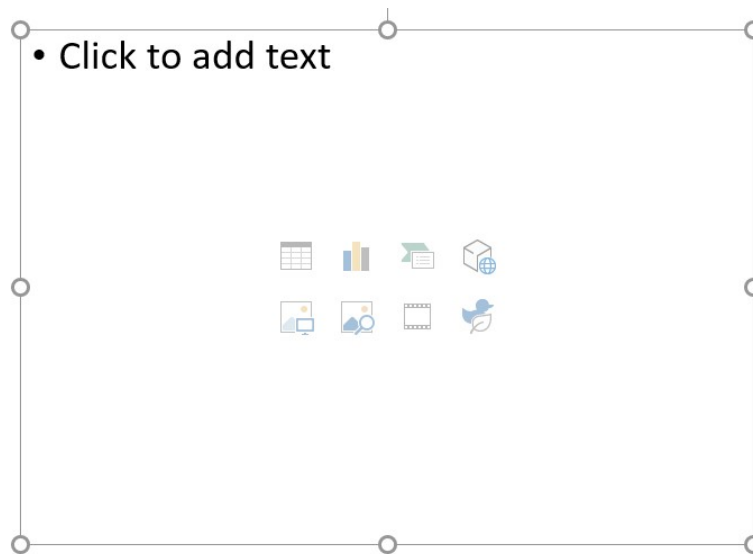


Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 10?



Figure 10: Button with Arrow

(Pages: 443 – 446) (7.14 points)

12. (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?

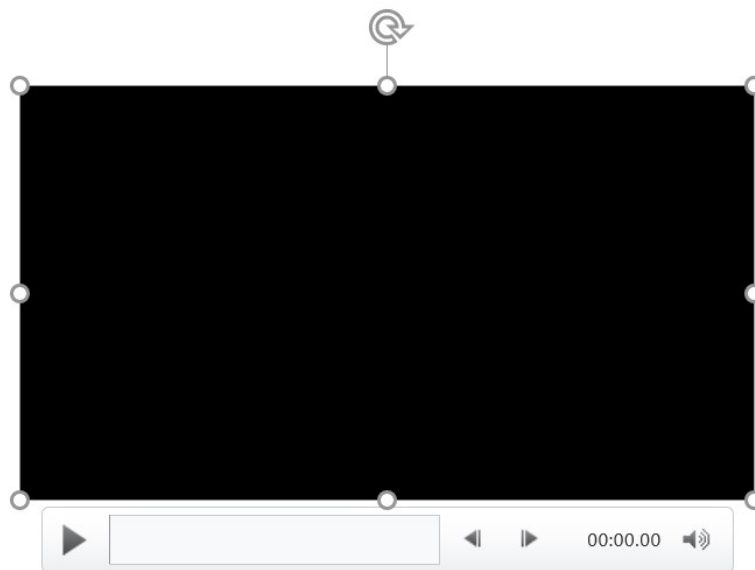


Figure 11: Object with Buttons

(Pages: 980 – 987) (7.14 points)

13. (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?

(Pages: 880 – 883) (7.14 points)

Click to add title

Figure 12: Object/Box

14. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?
(Pages: 1074 – 1078) (7.14 points)

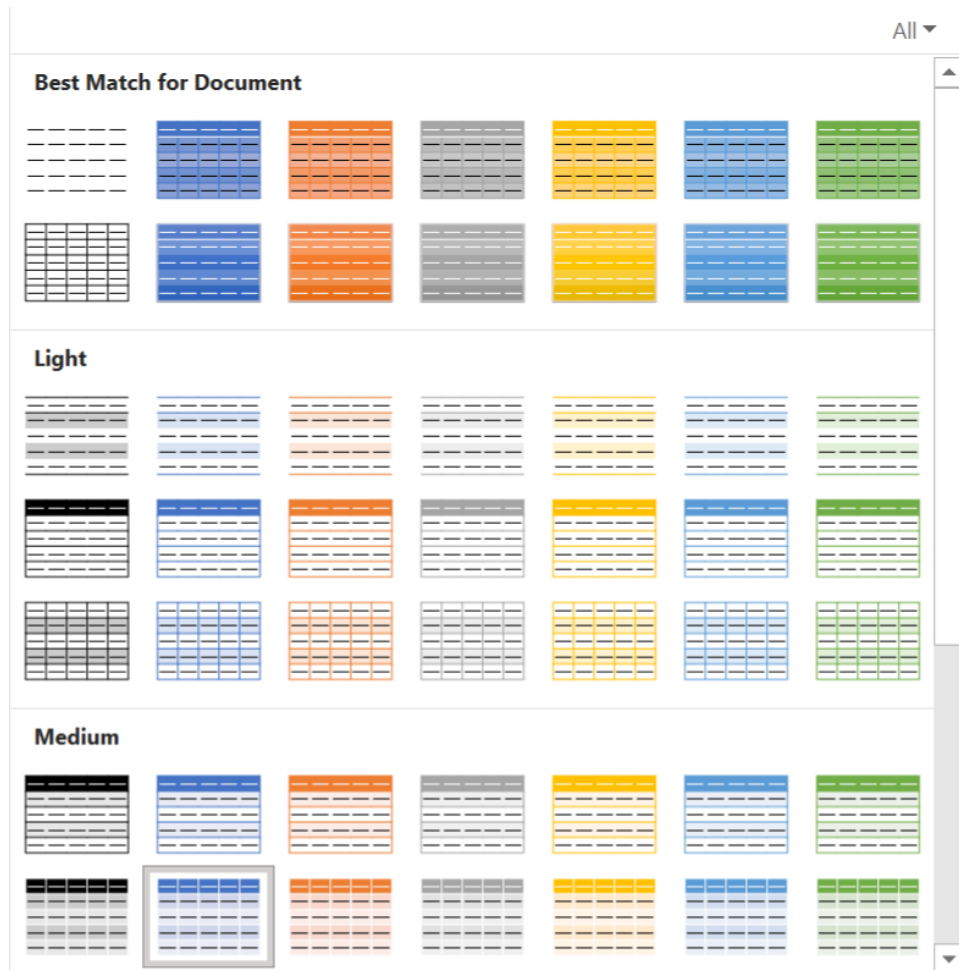


Figure 13: Many options

Extra Credit

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

Word

15. Mention **two** ways to change the zoom of a Word document to 100%.
(2.5 points)

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



Figure 14: Many Options

(2.5 points)

18. 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)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

