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: 11:00 AM – 12:15 PM. 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. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

2. 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?

(Pages: 465 – 469) (7.14 points)

Figure 3: My Text Layout: Before

Figure 4: My Text Layout: After

3. What is the purpose of the buttons displayed in Figure 5?

   (Pages: 772 — 774) (7.14 points)

4. If a paragraph has 7 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

   (Pages: 412 – 416) (7.14 points)

5. What are the Rulers in Word used for? Describe **one** use.
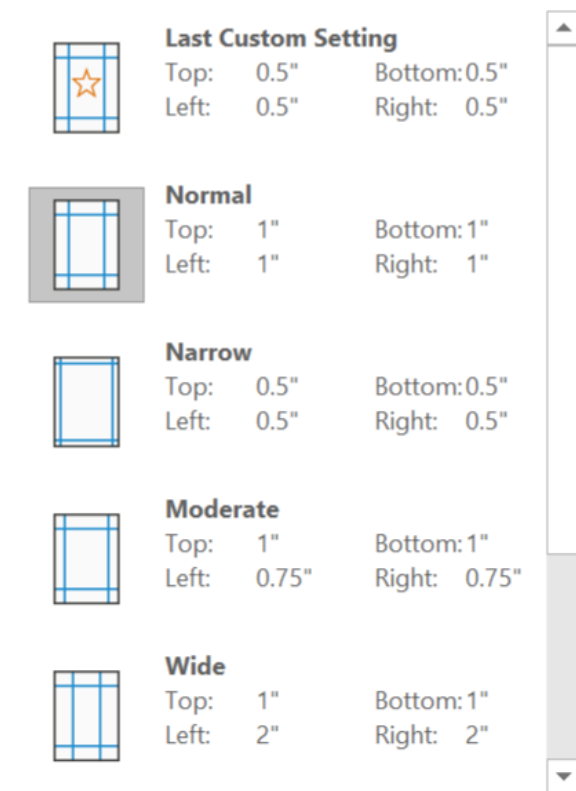
Figure 5: Five Buttons

(Pages: 454 – 459) (7.14 points)

6. Explain where you should click to:

    (a) Save the Word document for the 1st time (mention just **one** way.)

    (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?
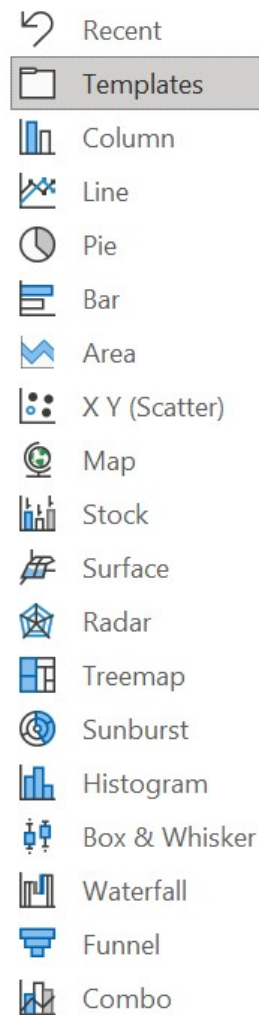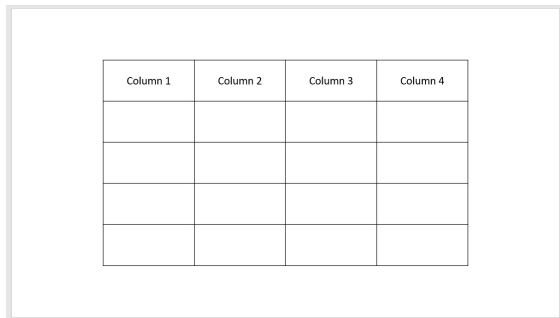
Figure 6: Long Menu

(Pages: 1116 – 1123) (7.14 points)

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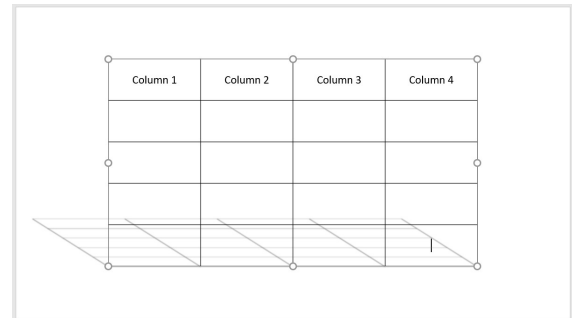
   (Pages: 524 – 529) (7.14 points)

10. 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.

Figure 7: Table: Before

Figure 8: Table: After

   (Pages: 549 – 551) (7.14 points)

11. 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)
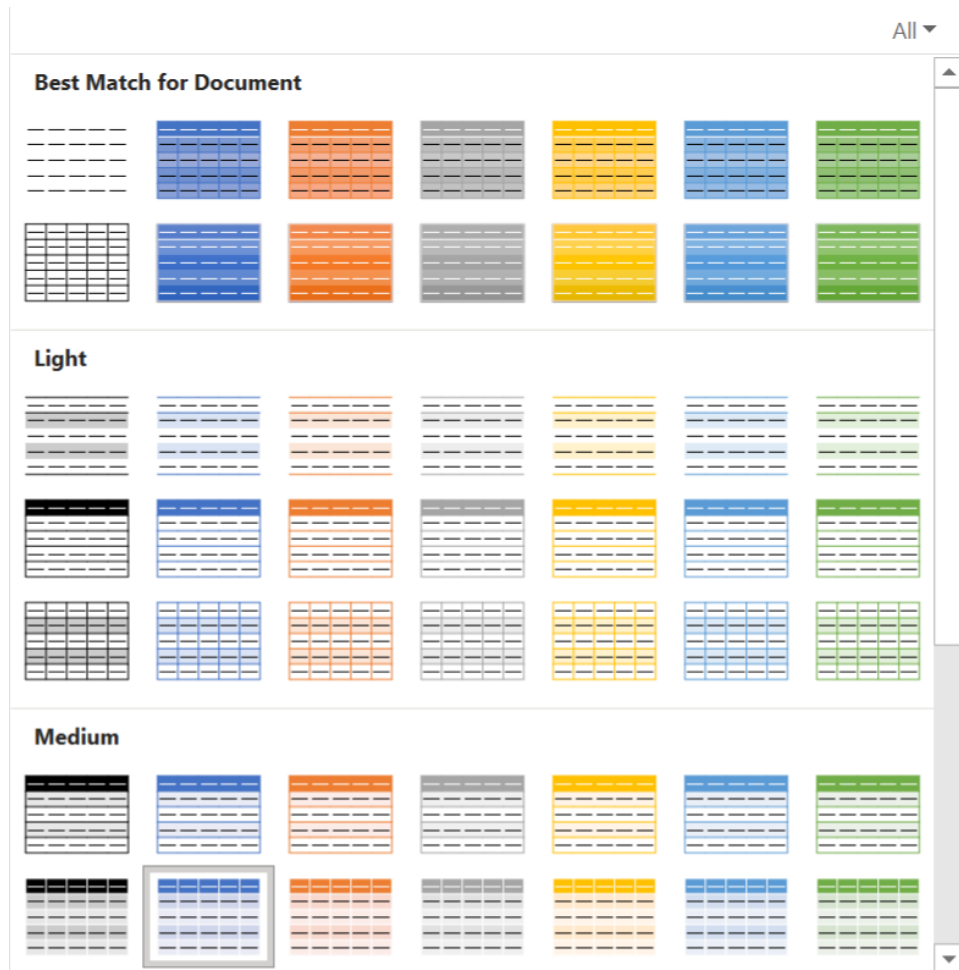
Figure 9: Many options

12. 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)

13. 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)

14. 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)

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 10, "Dino: Before", so that it became the picture in Figure 11, "Dino: After"?
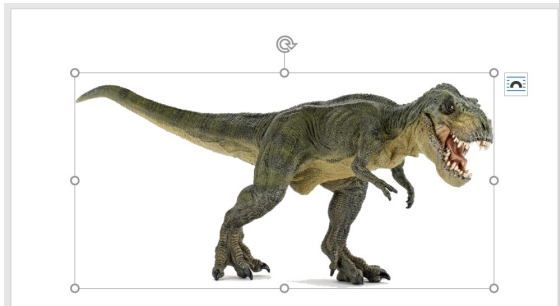

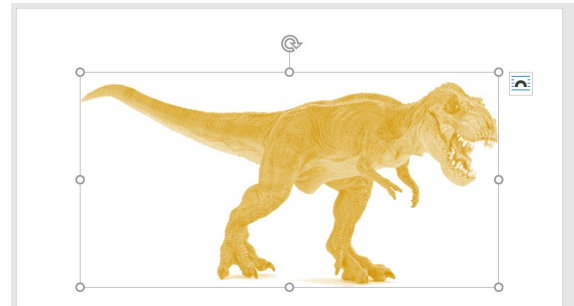
Figure 10: Dino: Before

Figure 11: Dino: After

(2.5 points)

16. Which button in Word should you click to change the 3 paragraphs:

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)

PowerPoint

17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
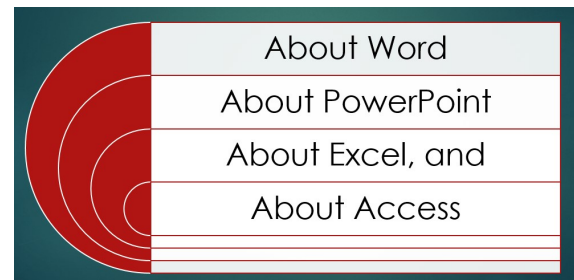

Figure 12: My List

Figure 13: My New List

(2.5 points)

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

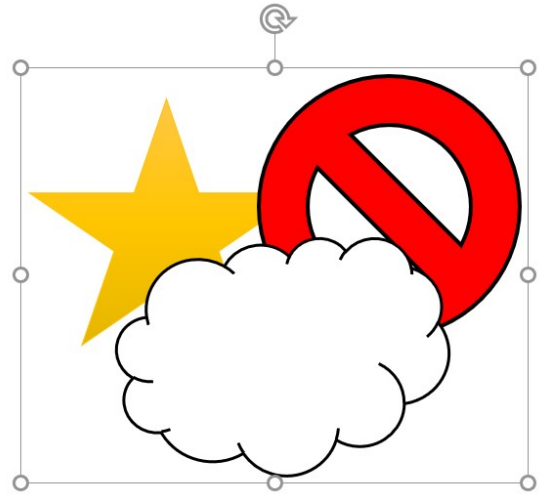(2.5 points)

Figure 14: Three Shapes

Figure 15: Three Shapes: Changed

– End of Midterm Exam –

Congrats for completing the Midterm exam!