Instructions

- During the exam, you are ALLOWED to use the textbook, the Cheat Sheet on the next page, any notes, 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** \rightarrow **Midterm**.
- Exam duration: 02:15 PM 03:30 PM. Exam Location: at the West End Building (WEB), at room 105.
- 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 ∞ 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?

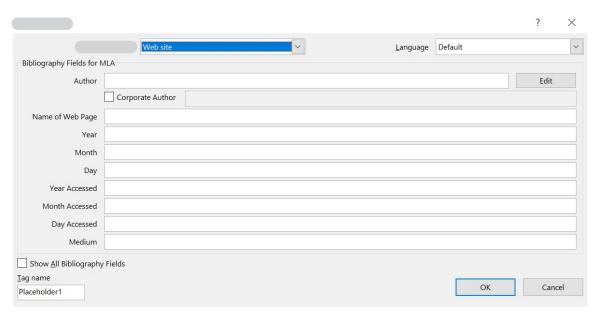


Figure 1: Dialog Box

(Pages: 569 - 570) (7.14 points)

2. 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)

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Figure 2: Watermark: Before

Figure 3: Watermark: After

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

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Figure 4: My Text Layout: Before

(Pages: 465 - 469) (7.14 points)

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Figure 5: My Text Layout: After

4. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 - 64) (7.14 points)

5. 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.) (Pages: 470 – 473) (7.14 points)

6. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 6.

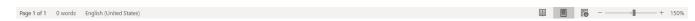


Figure 6: Window Area

(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)

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

the colroful flower

Figure 7: 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.")

(Pages: 419 – 423) (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. 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)

9. How can you insert a picture inside the object shown in Figure 8? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 - 924) (7.14 points)

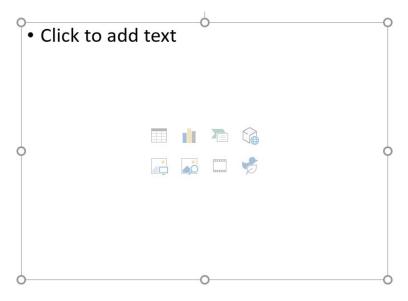


Figure 8: Insert Picture Here



Figure 9: My Slides



Figure 10: My Slides: Changed

10. 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 9, "My Slides". Where should you click to change the Slides tab to the one in Figure 10, "My Slides: Changed"?

(Pages: 907 – 908) (7.14 points)

11. How do you duplicate a slide? Mention one way.

(Pages: 63 - 64, 900 - 901) (7.14 points)

12. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.



Figure 11: Many Options

(Pages: 885 - 889) (7.14 points)

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

(Pages: 1155 - 1156) (7.14 points)

14. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Figure 12: Table: Before

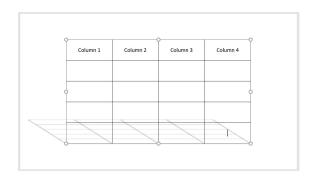


Figure 13: Table: After

(Pages: 549 - 551) (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. Where should you click to change the table in Figure 14, "Table: Before" to the one in Figure 15, "Table: After"?

Column 1	Column 2	
Info	Info	
Info	Info	

Column 1	Column 2	
Info	Info	
Info	Info	

Figure 14: Table: Before

Figure 15: Table: 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:

	7. /F			т
•	Mv	name	1S	Jane.

- I love cats.
- I also love pizza.

(2.5 points)

PowerPoint

17. How can you enter a hyperlink into an existing text? (2.5 points)

18. Which button do you need to click to add the text pointed by the red arrows in Figure 16? (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.)

(2.5 points)

– End of Midterm Exam –

Just a Title



Figure 16: What is This

Congrats for completing the Midterm exam!