

## 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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 130 (1st floor).
- **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  $\infty$  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. Mention **two** ways to change the zoom of a Word document to 100%.  
(Pages: 370) (7.14 points)
2. 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)
3. 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.  
(Pages: 369, 372 – 378) (7.14 points)
4. Name **three** commands/buttons on the Quick Access Toolbar.  
(Pages: 369) (7.14 points)

5. Where should you click to change the table in Figure 1, “Table: Before” to the one in Figure 2, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 1: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: After

(Pages: 494 – 498) (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 existing Word document on your Windows 10 computer (mention just **one** way.)

(Pages: 372 – 378, 544) (7.14 points)

7. 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)

## 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 move the shapes in Figure 3, “My Shapes” so that they are positioned like those in Figure 4, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

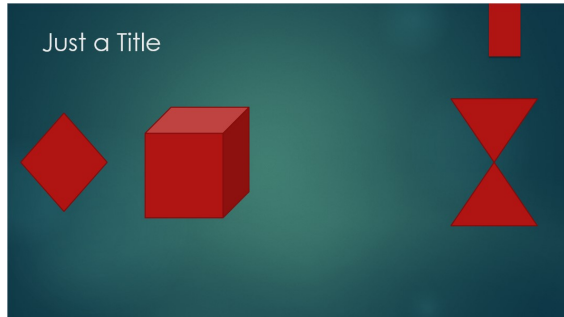


Figure 3: My Shapes

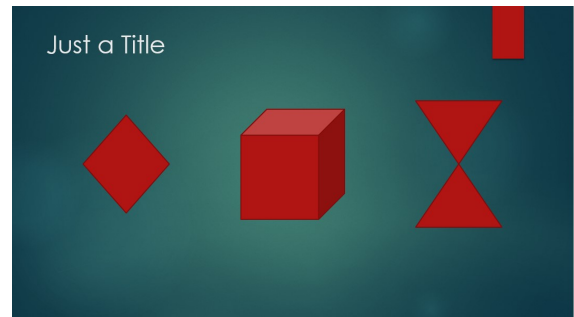


Figure 4: My Shapes: Moved

Just a Title

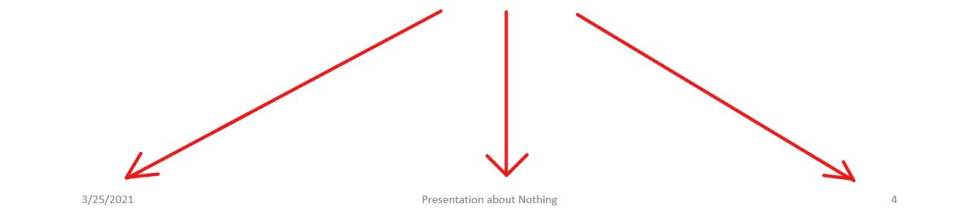


Figure 5: What is This

10. Which button do you need to click to add the text pointed by the red arrows in Figure 5? (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)

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint:** Look at the screenshots given on the textbook pages listed below.

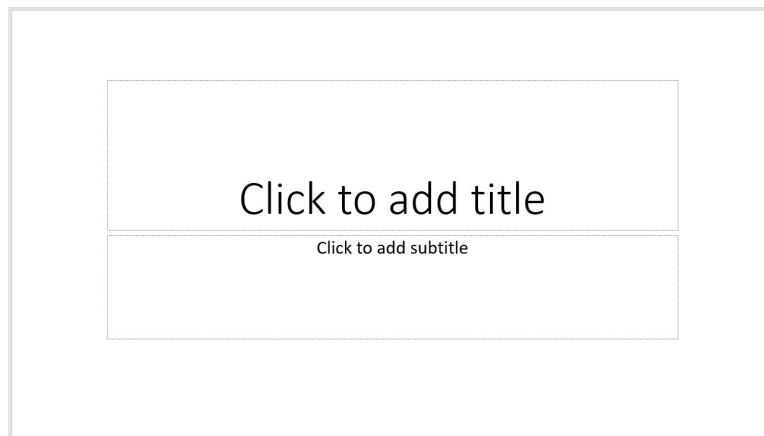


Figure 6: My Slide

(Pages: 900 – 903) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

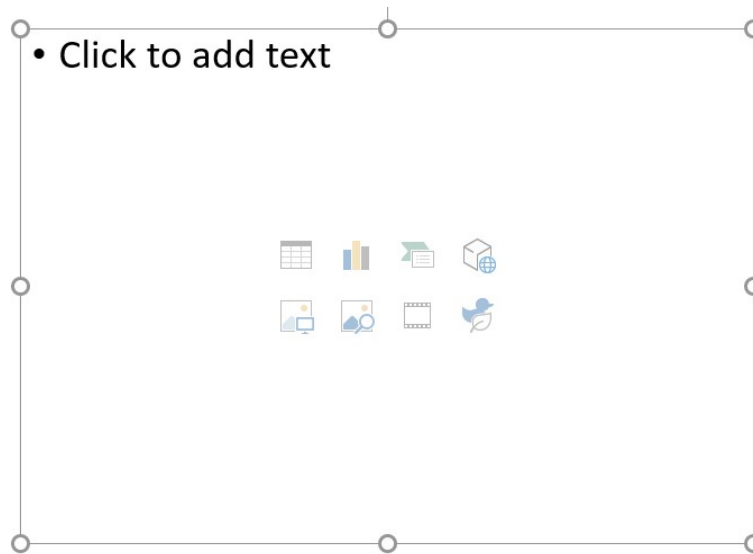


Figure 7: Insert Table Here

13. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

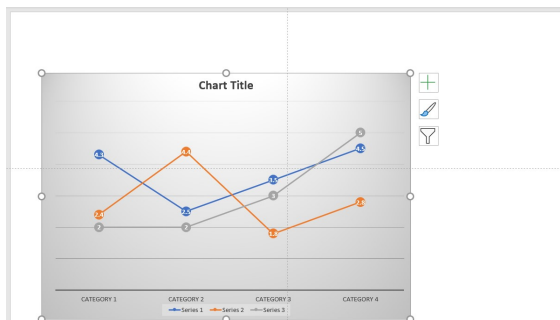


Figure 8: Chart: Before

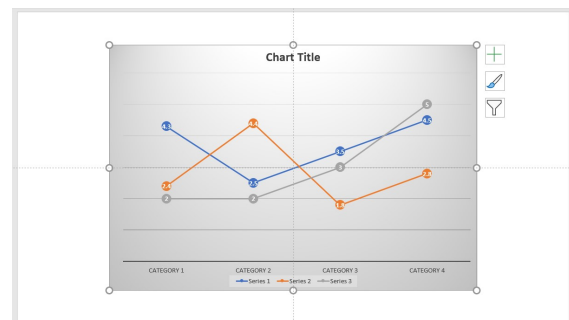


Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)



14. (a) What is the object displayed in Figure 10?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 10: Object with Buttons

(Pages: 980 – 987) (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. Explain **one** way to open the Word Application on a Windows 10 computer.  
(2.5 points)

16. The following text appears in a Word document:  
Yesterday, the President delivered a speech at the [United Nations](#) general assembly.  
When clicking on Ctrl and the words “United Nations”, a web-page will open on the computer’s browser. However, you don’t want to keep this feature. How do you remove this clickability feature from the words “United Nations”? Mention **one** way. [Note: removing the underline and the blue color will NOT remove the feature!]  
(2.5 points)

### PowerPoint

17. If you were to click on an option from the menu in the Figure 11, what kind of object would be added to the PowerPoint slide?  
(2.5 points)

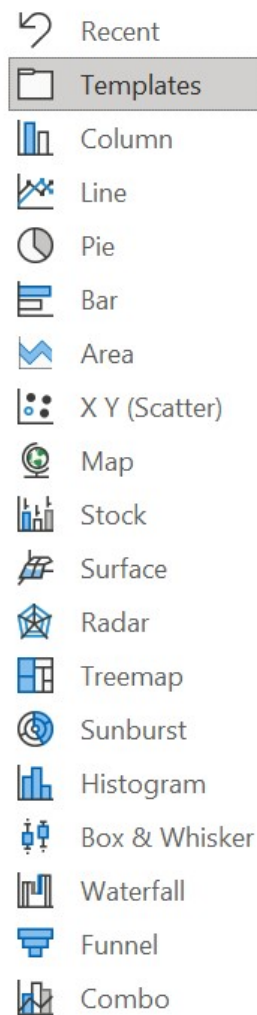


Figure 11: Long Menu

18. 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”?)

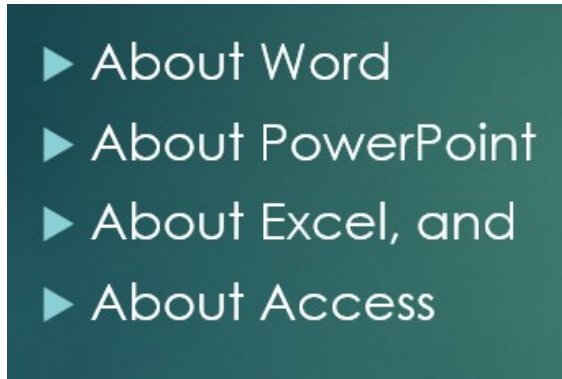


Figure 12: My List

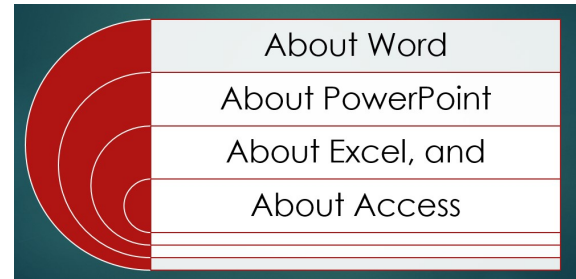


Figure 13: My New List

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

