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. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

Figure 1: 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)

a)The word "eat" should be corrected to "eats" because "girl" is singular, so Word warns you by drawing a blue double underline under that word.

b)You can right-click the word or phrase with that underline, and from the options shown, click on the right correction. The correction will replace the mistake, and the underline will disappear.

2. Which button in Word should you click to change the text:

   Good morning!

   to the following text:

   GOOD MORNING!

   (Pages: 401 – 403) (7.14 points)

Change case button in Font group on the Home tab of the Ribbon. This button looks like Aa with an arrow and allow you to select uppercase to convert to text to all capital letters.

3. Where should you click to change the table in Figure 2, "Table: Before" to the one in Figure 3, "Table: After"?

   (Pages: 494 – 498) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

Simply Click the first of info cell right click and then insert then insert the row below or if you click last row cell of info you have to click insert then insert above. Place my cursor in the cell above the new row like first info box then right click inside the cell. now from the context menu that appears select insert and then chose button insert row below. This will add new row billow.

4. 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)

Select the words "I walked on the street" and cut them (Ctrl + X on Windows or Cmnd +X on Mac.) Then ,move the cursor
to the place before the period(.) and paste(Ctrl + V on Windows or Cmnd +V on Mac)the words you cut at that place.

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)

   Insert tab→ Header button→ Blank option

6. 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!]

   (Pages: 530 – 531) (7.14 points)

   The click ability feature about which the question talks is called a "hyperlink".
   To remove it, right-click over the text "United Nations"→ click "Remove Hyperlink" to remove the hyperlink!

7. 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.

   (Pages: 441 – 442) (7.14 points)

Select the paragraph you want to modify.
Go to home tab on ribbon .
In the paragraph group you will find Bullets button.
click the bullet button to apply bullet point to selected paragraph.
after applying bullet points you can manually edit the bullets to replace them with the desired letter like (a) (b) etc.

PowerPoint – Short Answer

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

8. How can you move the shapes in Figure 4, "My Shapes" so that they are positioned like those in Figure 5, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

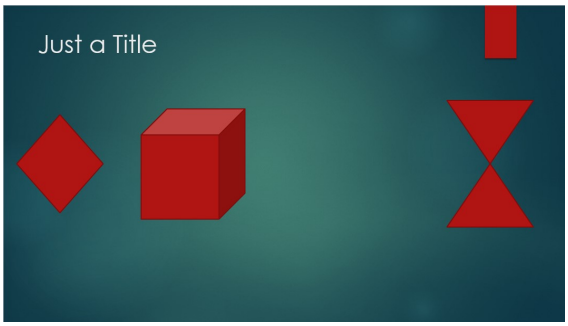


Figure 4: My Shapes

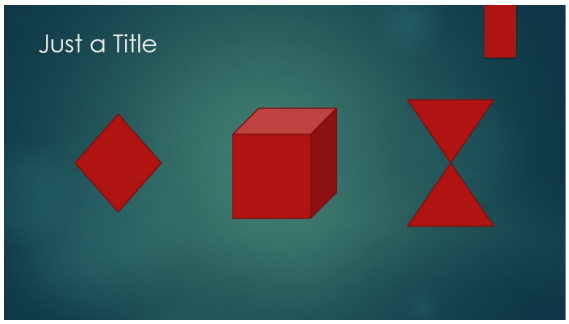


Figure 5: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

Select all the 3 shapes by clicking and holding the Control button on the keyboard and clicking on each of the shapes→ Click the Drawing Tools (Shape) Format Tab→ Click the Align button→ Click "Align to Slide"→ Click the Align button again→ Click "Distribute Horizontally"

9. (a) What is the name of the PowerPoint object appearing in the Figure 6?

   (b) Where do you need to click to delete/remove this object?

   (Pages: 880 – 883) (7.14 points)

a) This is the placeholder of the Title, or "Title placeholder" shortly
b)You can either right-click it and choose "Cut" from the short cut menu, or click its boundary and then click on the DELETE key.

10. 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)

Figure 6: Object/Box

Transitions
Animations

11. 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)

    Landscape because the width of a slide is longer than its height.

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

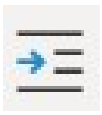


Figure 7: Button with Arrow

(Pages: 443 – 446) (7.14 points)

When you click on this Increase List Level button, the item in the list changes its importance to 2nd level point,3rd level point, etc.

13. Where do you need to click to change the table in Figure 8, "Table: Before" to the table in Figure 9, "Table: After"? Your answer must use a button from the Table Tools: Design tab.

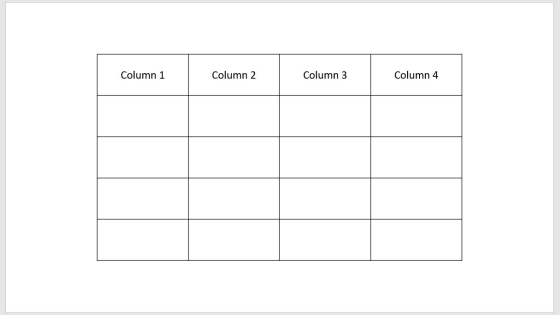


Figure 8: Table: Before

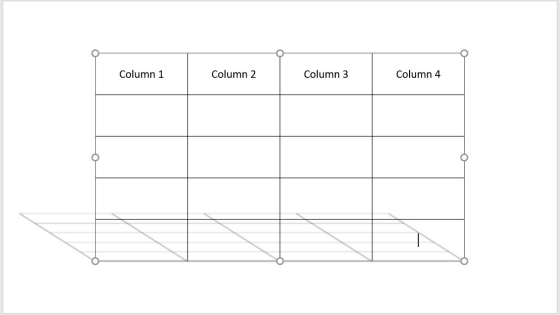


Figure 9: Table: After

(Pages: 549 – 551) (7.14 points)

Select the table→ click on the Table Tools: Design tab→ Click on the Effects button→ Move the mouse over the "Shadow" option→ Click on the "Perspective: Upper Left" shadow option to add it.

14. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

This object is a content placeholder. Click the "Insert Table" icon inside this content placeholder to open the Insert Table dialog box→ Type 3 in the "Number of rows" box and 2 in the "Number of columns" box→ Click OK for the table to be added.

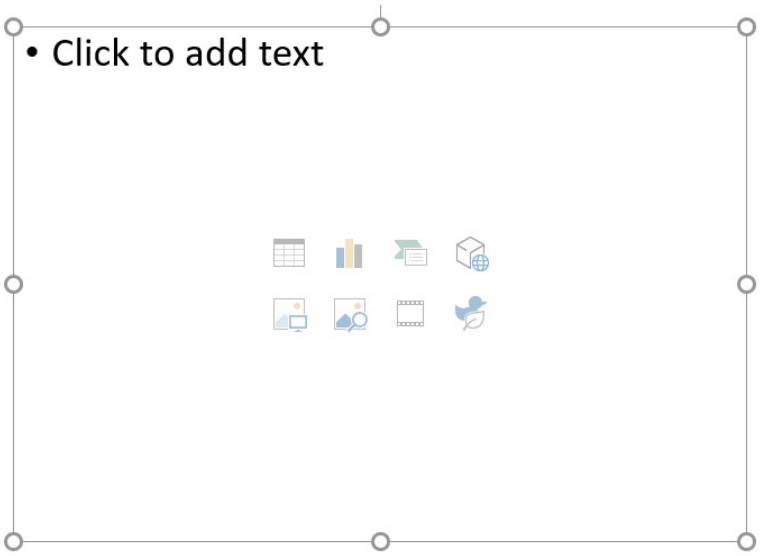


Figure 10: Insert Table Here

Extra Credit

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

Word

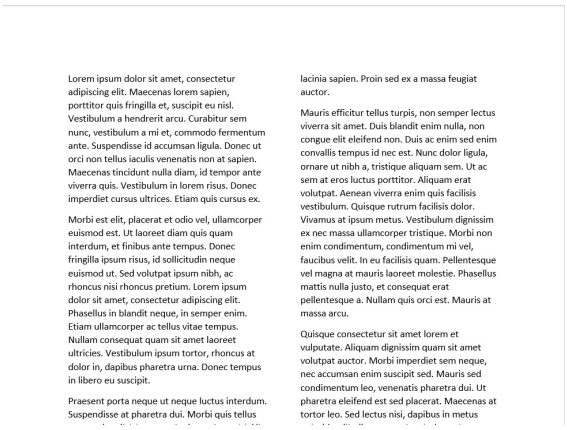
15. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

    (2.5 points)

    doc binary format
    docx XML format

16. Where should you click to change the text layout in picture 11, "My Text Layout: Before" to the one in the picture 12, "My Text Layout: After" inside a Word document?

    (2.5 points)



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit 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 tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

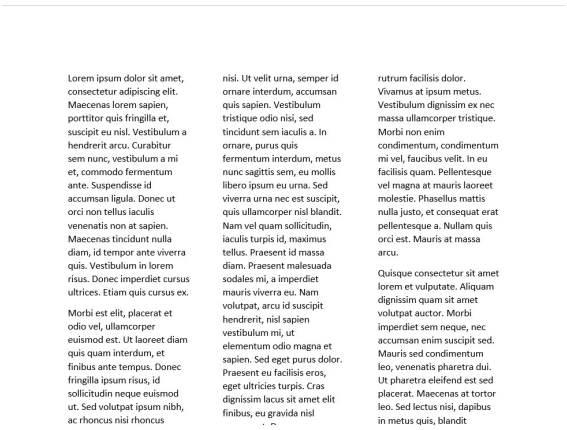
Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultricies. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus 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 elit 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 porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus

Figure 11: My Text Layout: Before



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit 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 tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus

nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem iaculis a. In ornare, purus quis fermentum interdum, metus nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisl blandit. Nam vel quam sollicitudin, iaculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisl sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dolor. Praesent eu facilisis eros, eget ultricies turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisl

rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.

Quisque consectetur sit amet lorem et vulputate. Aliquam dignissim quam sit amet volutpat auctor. Morbi imperdiet sem neque, nec accumsan enim suscipit sed. Mauris sed condimentum leo, venenatis pharetra dui. Ut pharetra eleifend est sed placerat. Maecenas at tortor leo. Sed lectus nisi, dapibus in metus quis, blandit

Figure 12: My Text Layout: After

The difference between the layout is in the number of columns: while the “My Text Layout: Before” image has 2 columns, the “My Text Layout: After” image has 3 columns. To change the layout to the one shown on the “My Text Layout: After ” image ,you could select the entire text in the document→ click on the Layout tab→ click the Column arrow→ click the “More Columns...” option, and then type the number 3 next to “Number of Columns”.

PowerPoint

17. The bulleted list in Figure 13, “My List” was converted into the object displayed in Figure 14, “My New List”. Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 14, “My New List”?)

Figure 13: My List

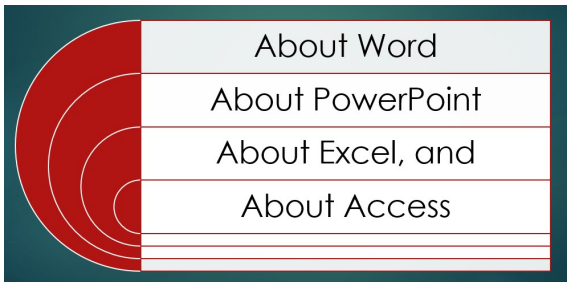


Figure 14: My New List

(2.5 points)

Select all the bulleted list's items→ Click the Home Tab→ Click the "Convert to Smart Art" button→ Select the appropriate Smart Art graphic to which you want the list to be converted. The specific graphic in the "My New List" Figure is called "Targeted List,"

18. If you were to click on an option from the menu in the Figure 15, what kind of object would be added to the PowerPoint slide?

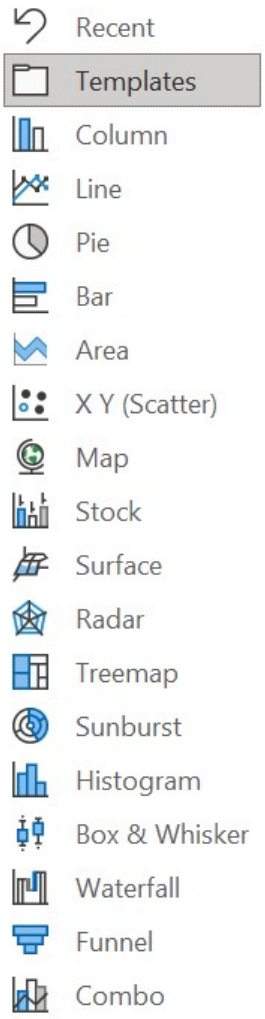
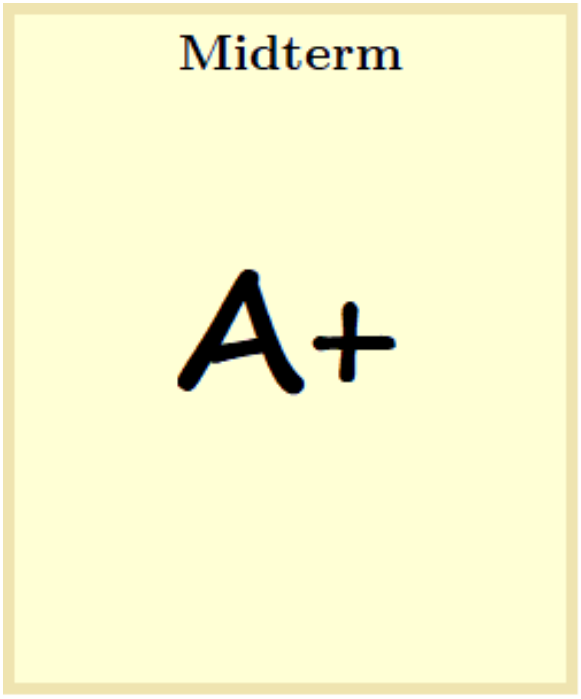


Figure 15: Long Menu

(2.5 points)

A chart of the option you specify will be added to the Power Point slide.

– End of Midterm Exam –

Congrats for completing the Midterm exam!