

## 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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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  $\infty$  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. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 – 366) (7.14 points)

2. Where should you click to change the text layout in picture 1, “My Text Layout: Before” to the one in the picture 2, “My Text Layout: After” inside a Word document?

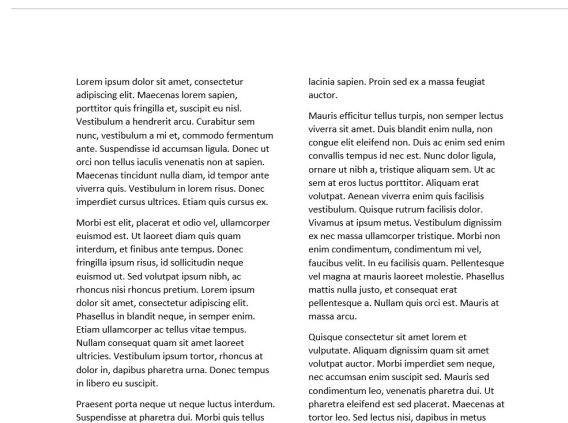


Figure 1: My Text Layout: Before

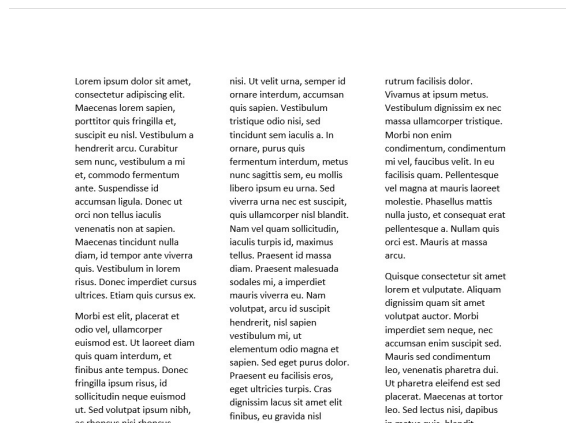


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

3. If a paragraph has 19 points of space below it, and the paragraph underneath has additional 11 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

4. Name **two** commands/buttons on the Design tab of Word.

(Pages: 557) (7.14 points)

5. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
| Info     | Info     |

Figure 3: Table: Before

| Column 1 | Column 2 |
|----------|----------|
| Info     | Info     |
|          |          |
| Info     | Info     |

Figure 4: Table: After

(Pages: 494 – 498) (7.14 points)

6. 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)

7. You inserted an oval shape into your Word document shown in Figure 5, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 6, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

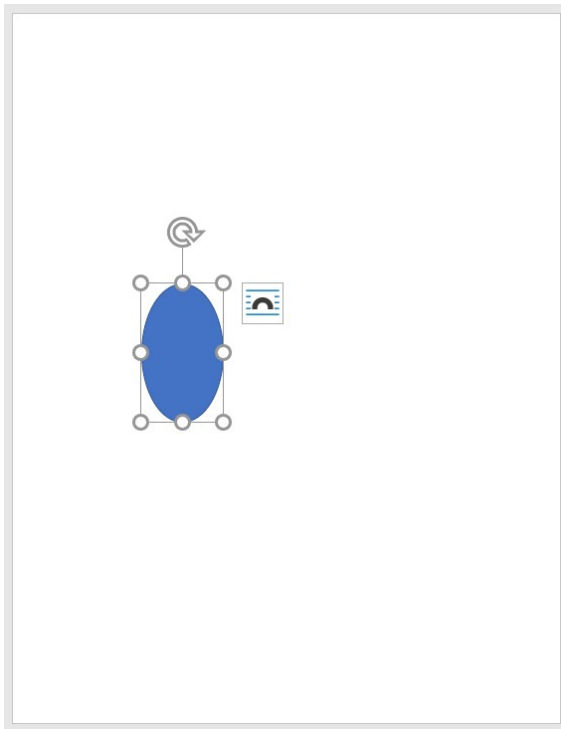


Figure 5: Added Oval Shape

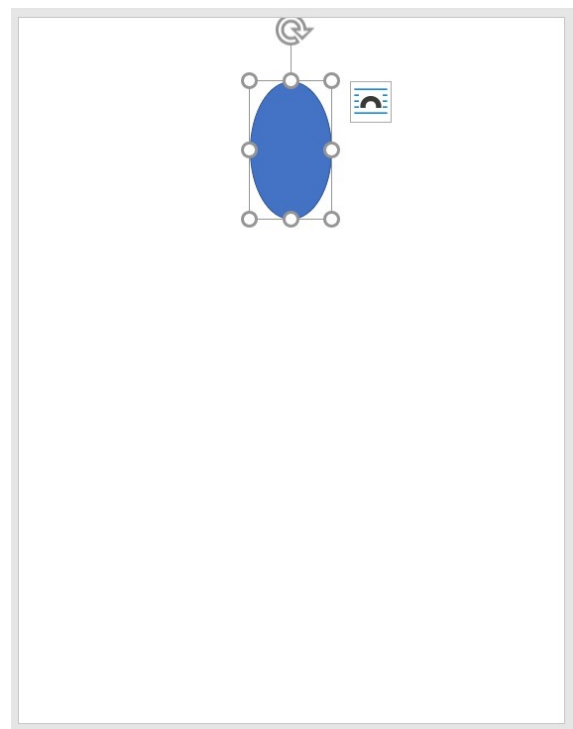


Figure 6: Moved Oval

(Pages: 519 – 521) (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. 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)

9. (a) What is the name of the PowerPoint object appearing in the Figure 7?  
(b) Where do you need to click to delete/remove this object?



Click to add title

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Figure 7: Object/Box

(Pages: 880 – 883) (7.14 points)

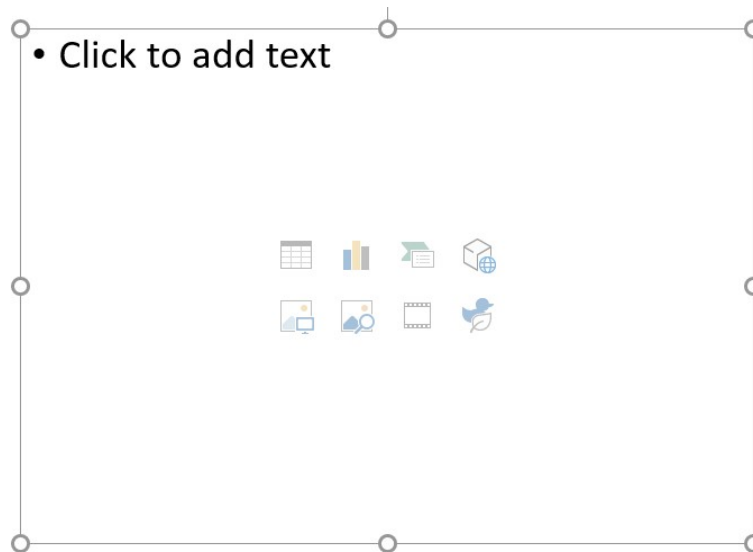


Figure 8: Insert Picture Here

10. 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)

11. Where do you need to click to change the chart in Figure 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

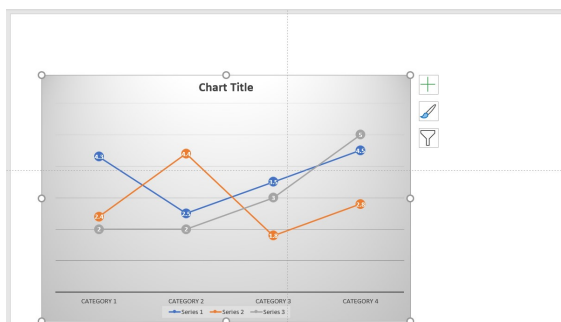


Figure 9: Chart: Before

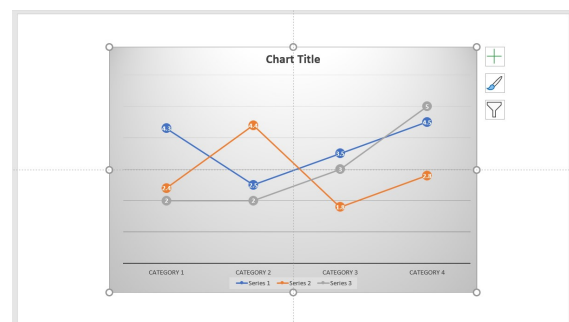


Figure 10: Chart: After

(Pages: 1126 – 1133) (7.14 points)

12. How do you change the shapes on a PowerPoint slide shown in Figure 11, “Three Shapes” to the shape in Figure 12, “Three Shapes: Changed”?

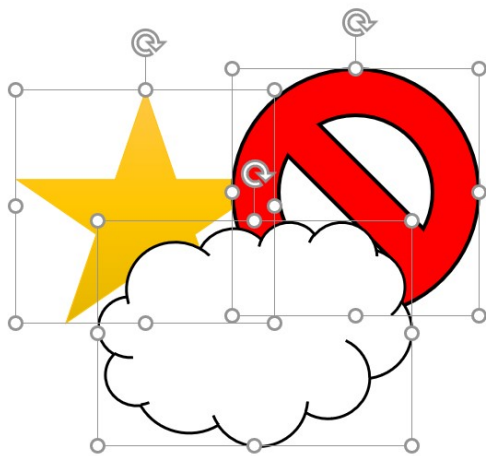


Figure 11: Three Shapes

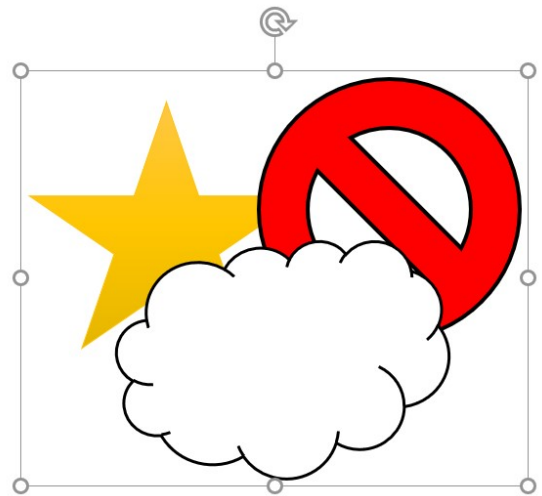


Figure 12: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

13. How can you enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

14. 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)

## Extra Credit

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

### Word

15. Describe **one** way in which you can change the picture inside a Word document shown in Figure 13, “Apple: Before” to the picture shown in Figure 14, “Apple: After”.

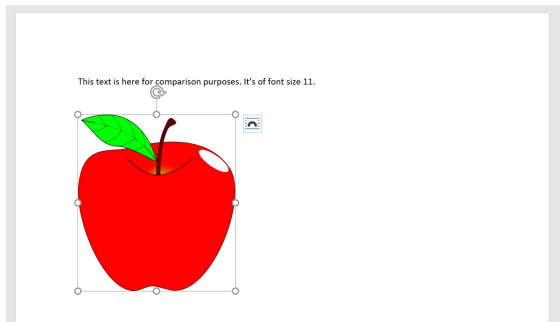


Figure 13: Apple: Before

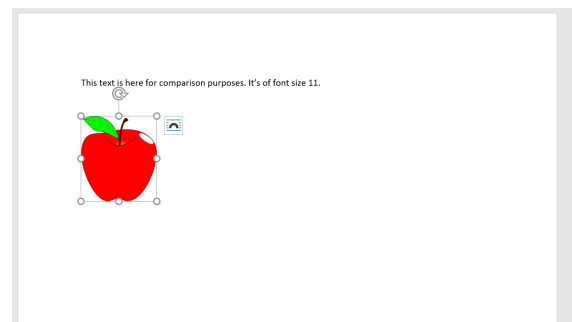


Figure 14: Apple: After

(2.5 points)

16. What change has been made to the picture in Figure 15, “Dino: Before”, so that it became the picture in Figure 16, “Dino: After”?

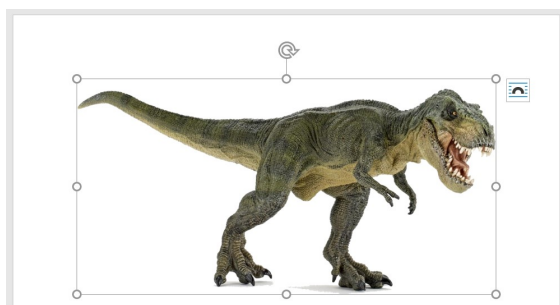


Figure 15: Dino: Before

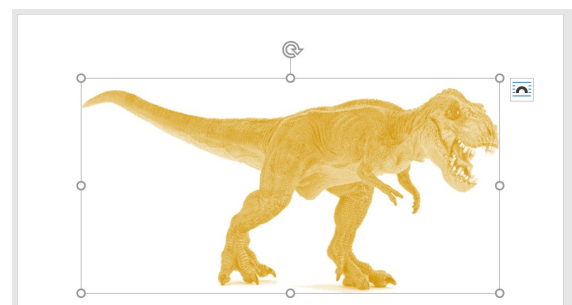


Figure 16: Dino: After

(2.5 points)

## PowerPoint

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

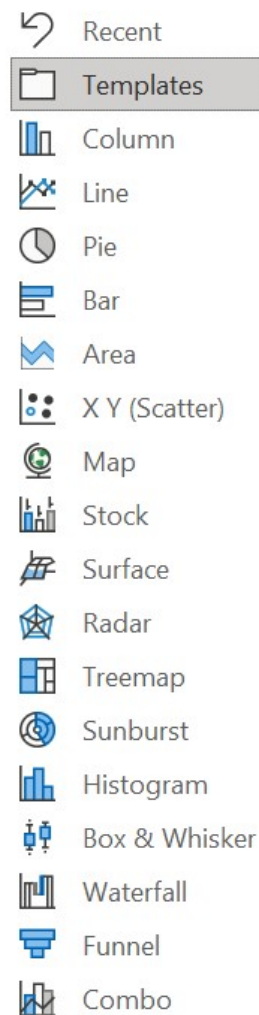


Figure 17: Long Menu

(2.5 points)

18. How do you delete a slide? Mention **one** way.  
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

