

## 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  $\infty$  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. What is change has been made to the picture in Figure 1, “Dino: Before”, so that it became the picture in Figure 2, “Dino: After”?

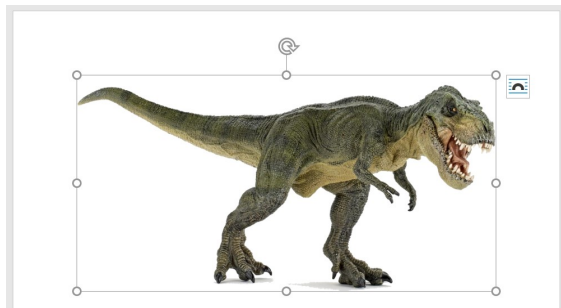


Figure 1: Dino: Before

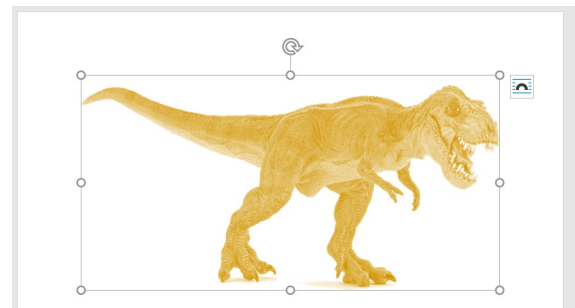


Figure 2: Dino: After

(Pages: 514 – 516) (7.14 points)

2. Name **two** commands/buttons on the Status Bar.

(Pages: 369 – 370) (7.14 points)

3. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, “Apple: Before” to the picture shown in Figure 4, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

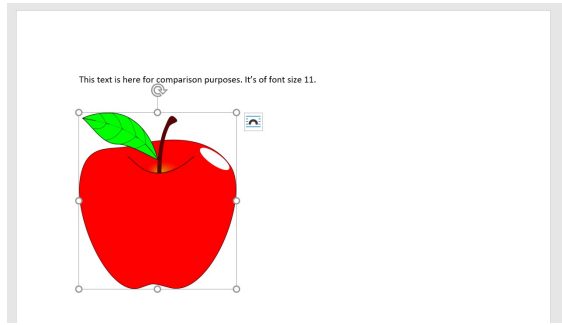


Figure 3: Apple: Before

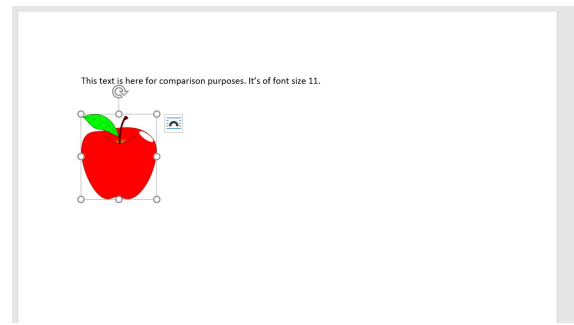


Figure 4: Apple: After

4. What does the button displayed in the Figure 5 do?



Figure 5: Multiple Pages

(Pages: 370) (7.14 points)

5. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

6. Explain **one** way to open the Word Application on a Windows 10 computer.  
(Pages: 365 – 366) (7.14 points)

7. Which button in Word should you click to change the text:  
Good morning!  
to the following text:  
**Good morning!**  
(Pages: 399 – 401) (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. How can you move the shapes in Figure 6, “My Shapes” so that they are positioned like those in Figure 7, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

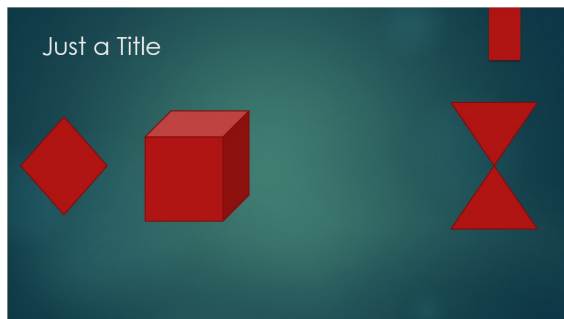


Figure 6: My Shapes

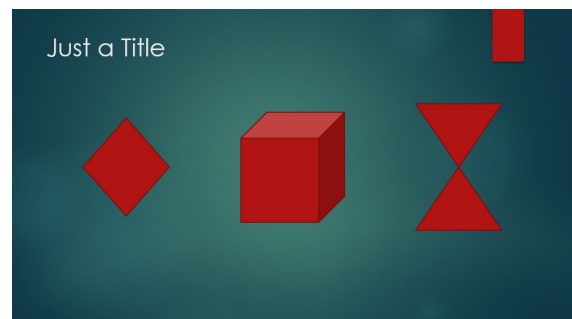


Figure 7: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. How do you duplicate a slide? Mention **one** way.

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

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 8? Your answer must use the box shown in that Figure.

(Pages: 1055 – 1059) (7.14 points)

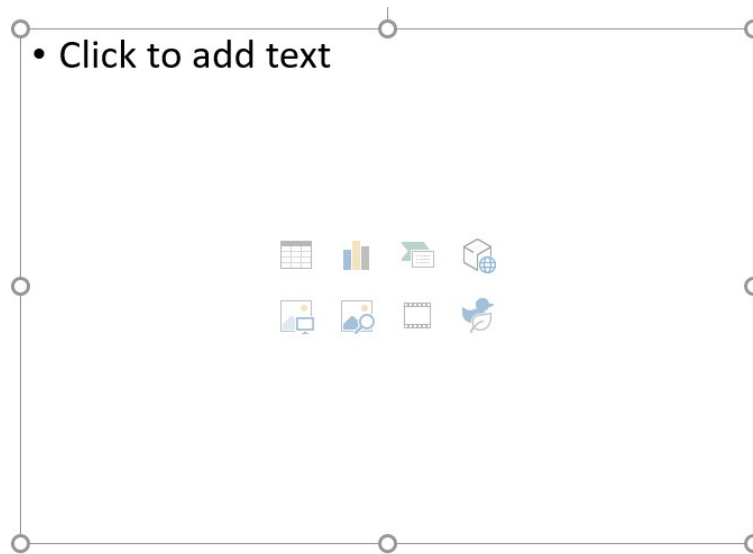


Figure 8: Insert Table Here

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

(Pages: 524 – 529) (7.14 points)


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. 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)

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



Click to add title

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Figure 9: Object/Box

(Pages: 880 – 883) (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. 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."

(2.5 points)

16. Where should you click to change the table in Figure 10, "Table: Before" to the one in Figure 11, "Table: After"?

(2.5 points)

### PowerPoint

17. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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)



Column 1	Column 2
Info	Info
Info	Info

Figure 10: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 11: Table: After

Just a Title

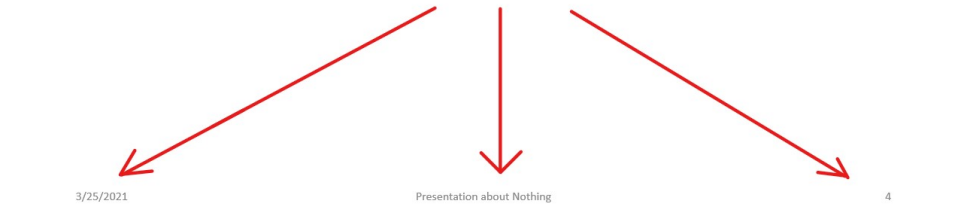


Figure 12: What is This

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

