# 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** → **Midterm**.

- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Addition (New Ingersoll, IA) building, at room 432.

- **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 **Course Documents** → **"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. 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)

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

   (Pages: 557) (7.14 points)

3. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

   (Pages: 556 – 560) (7.14 points)

4. Explain **one** way to open the Word Application on a Windows 10 computer.

   (Pages: 365 – 366) (7.14 points)

Figure 1: Watermark: Before



Figure 2: Watermark: After

5. 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)

6. 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)

7. 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)

# PowerPoint – Short Answer

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

8. Which button do you need to click to add the text pointed by the red arrows in Figure 3? (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.)

Just a Title

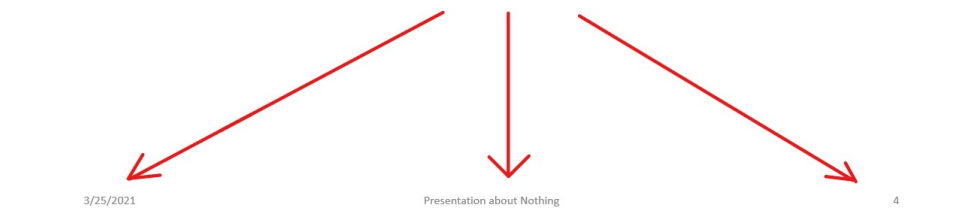3/25/2021        Presentation about Nothing        4

Figure 3: What is This

(Pages: 967 – 970) (7.14 points)

9. If you were to click on an option from the menu in the Figure 4, what kind of object would be added to the PowerPoint slide?
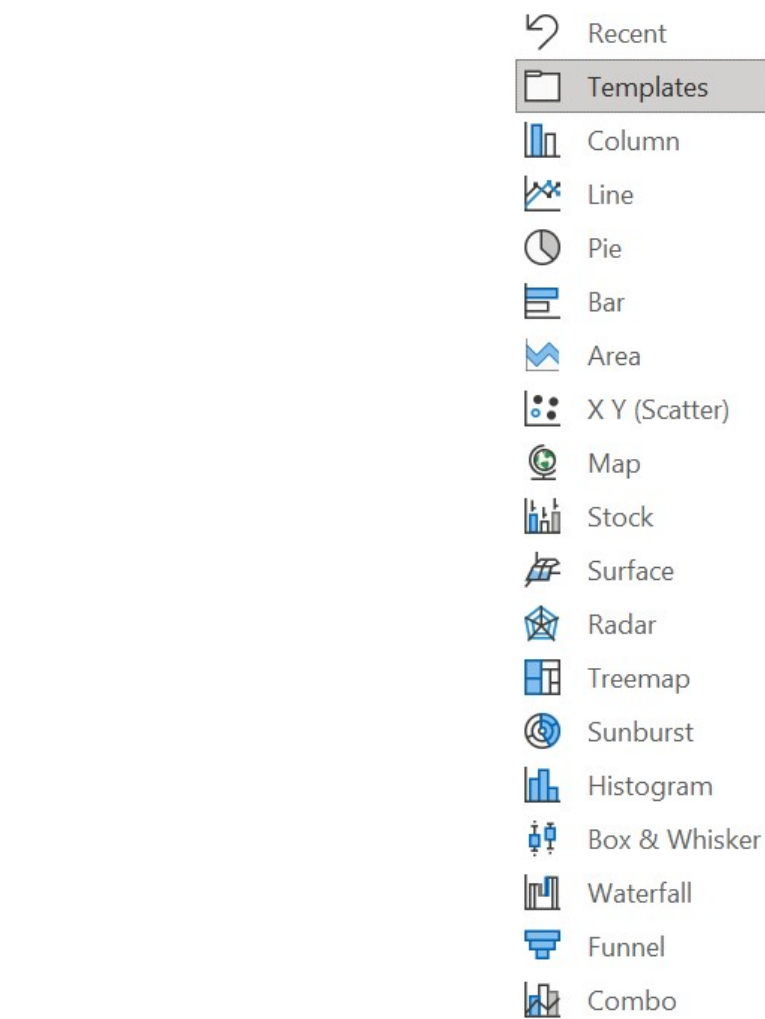
(Pages: 1116 – 1123) (7.14 points)

Figure 4: Long Menu

10. 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)

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

    (Pages: 1155 – 1156) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint**: Look at the screenshots given on the textbook pages listed below.

    Click to add title

    Figure 5: My Slide

    (Pages: 900 – 903) (7.14 points)

13. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?
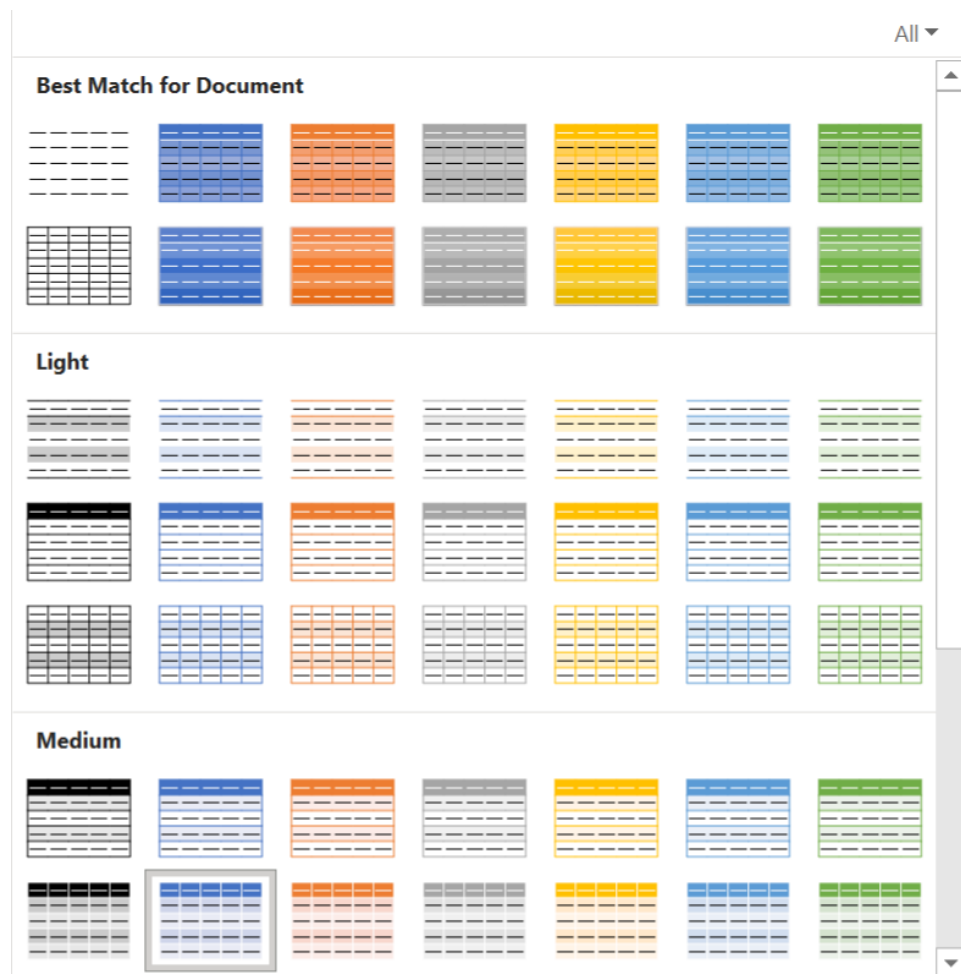


Figure 6: Many options

(Pages: 1074 − 1078) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.
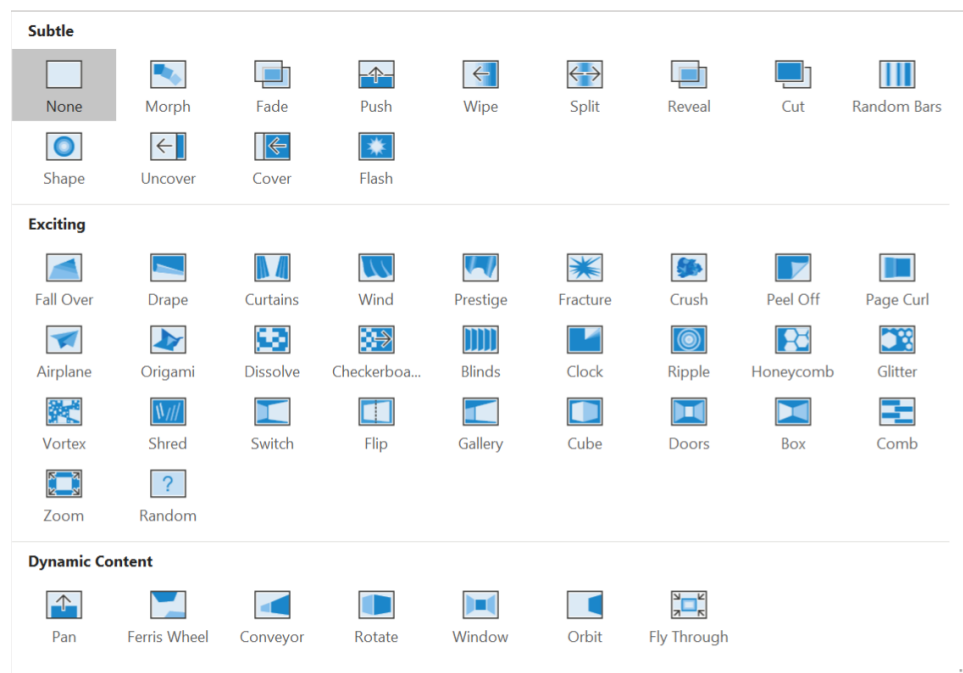


Figure 7: Many Options

(Pages: 962 – 964) (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 text layout in picture 8, "My Text Layout: Before" to the one in the picture 9, "My Text Layout: After" inside a Word document?
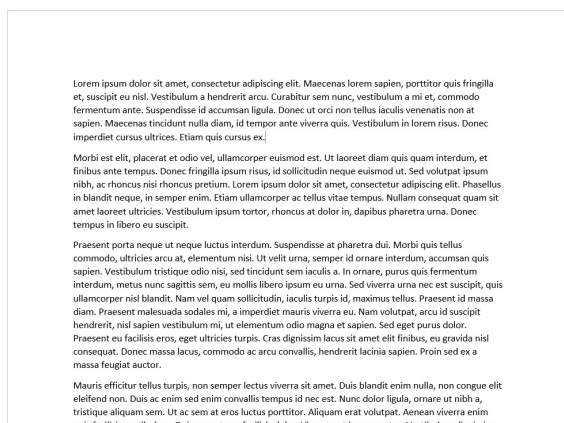


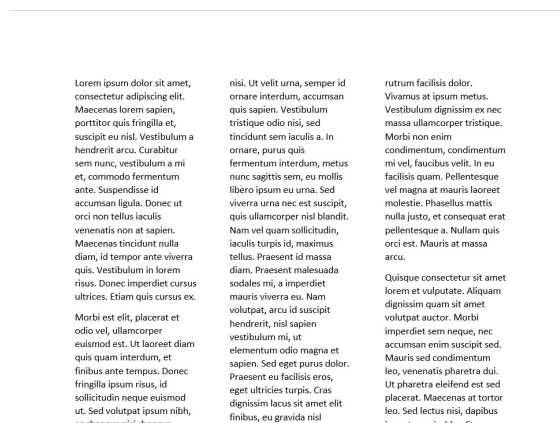Figure 8: My Text Layout: Before



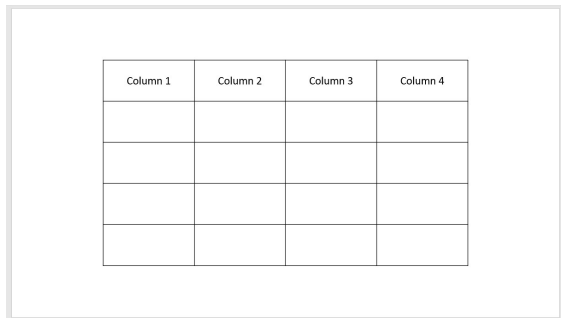Figure 9: My Text Layout: After

(2.5 points)

16. 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.
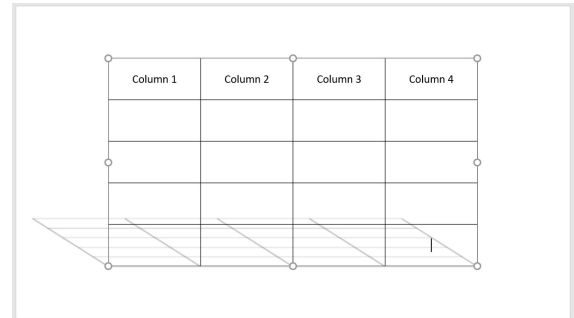
(2.5 points)

## PowerPoint

17. Where do you need to click to change the table in Figure 10, "Table: Before" to the table in Figure 11, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Figure 10: Table: Before



Figure 11: Table: After

(2.5 points)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!