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 West End Building (WEB), at room 105.
- **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. Where should you click to change the watermark in the picture 1, "Watermark: Before" to the watermark in the picture 2, "Watermark: After"?

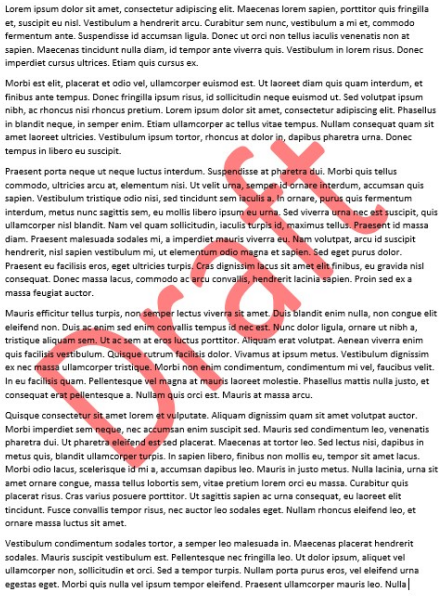

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Figure 1: Watermark: Before

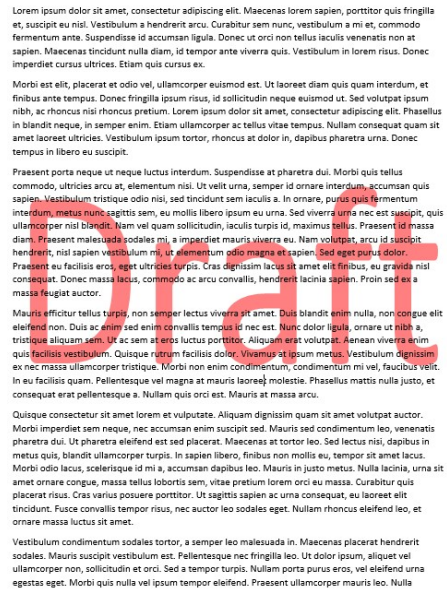

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Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

You click custom watermark and there the printed watermark box will appear to chnage the option of the watermark's visibility,as well as it's layout.

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

(Pages: 365 – 366) (7.14 points)

You click on the blue word icon once you've clicked start menu.

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".

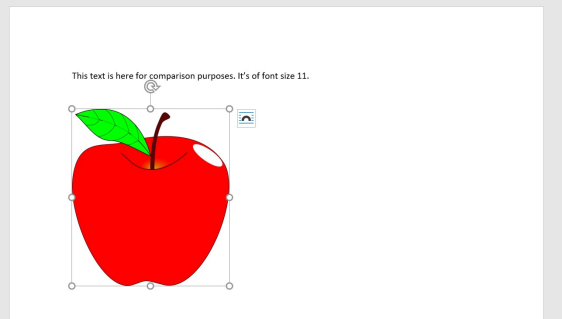

Figure 3: Apple: Before

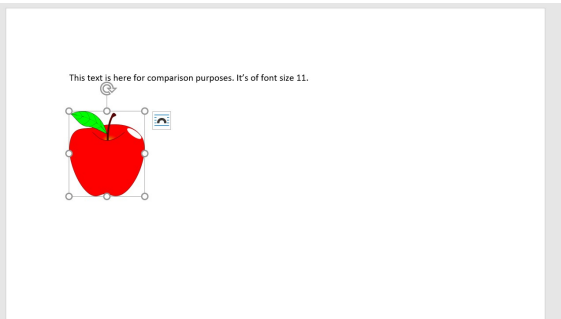

Figure 4: Apple: After

(Pages: 514 – 516) (7.14 points)

You can change the size of the picture by dragging the corners inward to decrease the size of the picture or outward if you want to make the picture bigger.

4. Where should you click to change the text layout in picture 5, "My Text Layout: Before" to the one in the picture 6, "My Text Layout: After" inside a Word document?

(Pages: 465 – 469) (7.14 points)

To go from picture 5 to picture 6 you click the layout tab and then go to columns, click the number of columns needed.In this case 3 columns will be chosen.

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

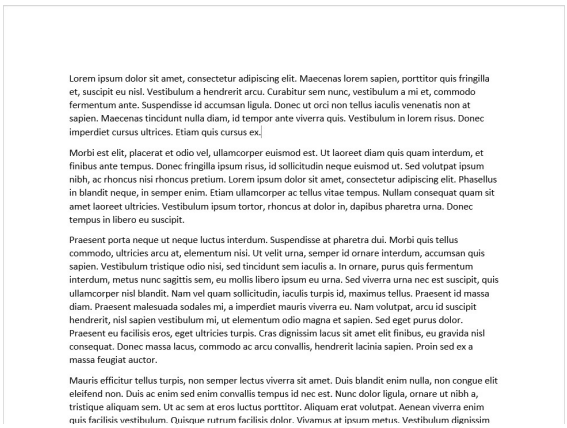

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Figure 5: My Text Layout: Before

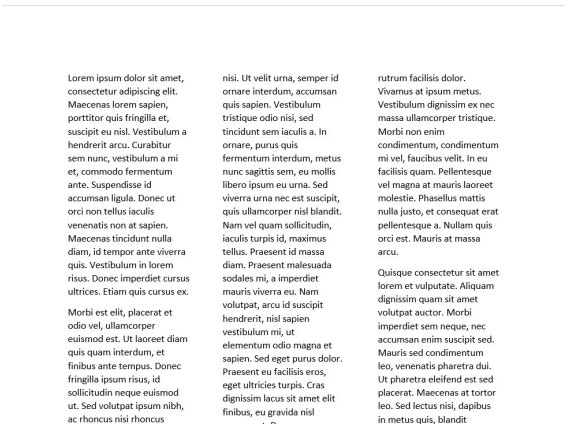

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Figure 6: My Text Layout: After

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)

You right click the hyperlink and there will be an option to remove the hyperlink.

6. 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)

   You go to insert tab and you click on header which gives you a menu of headers.You then click blank header.

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

   (Pages: 454 – 459) (7.14 points)

One way rulers are used for is for tab stops. You make sure the ruler is shown and then you select where you would like the tab stop and choose what type of tab stop. Lastly you choose where you want to place the tab stop on the ruler.

PowerPoint – Short Answer

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

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

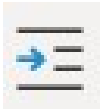


Figure 7: Button with Arrow

(Pages: 443 – 446) (7.14 points)

When you click it, it changes the level of the bulleted list to the right.

9. 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.

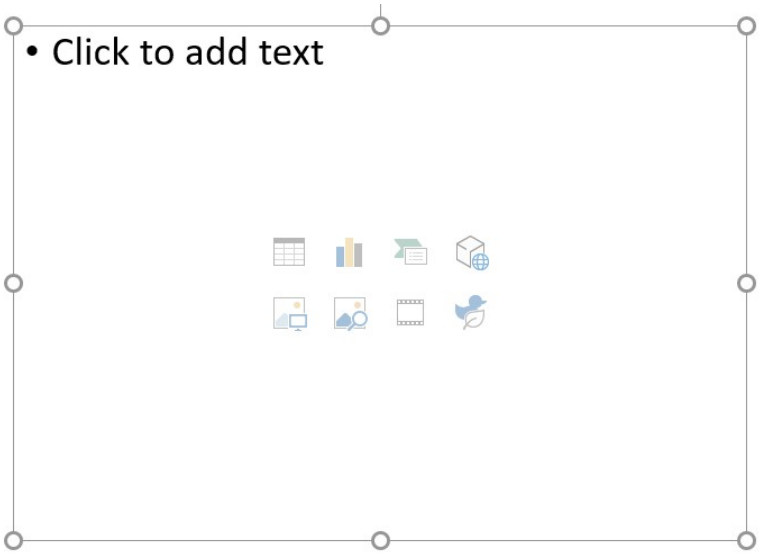


Figure 8: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

Using the box shown you clicke the first icon with the table and a box will appear where you can type the number of columns and rows needed. Once you click ok the table with 3 rows and 2 colomns will appear.

10. (a) What is the object displayed in Figure 9?

    (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

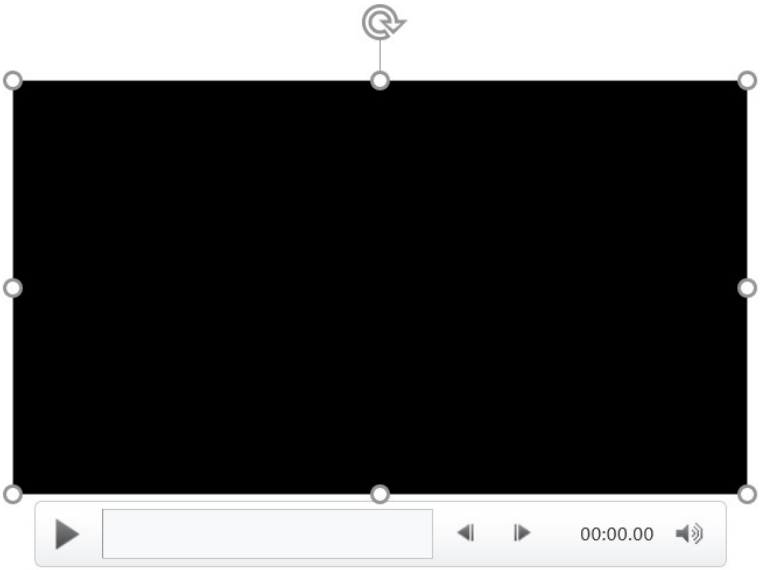


Figure 9: Object with Buttons

(Pages: 980 – 987) (7.14 points)

The object is an inserted video.When you click on the triangle button the video will start to play.

11. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?

    (Pages: 1116 – 1123) (7.14 points)

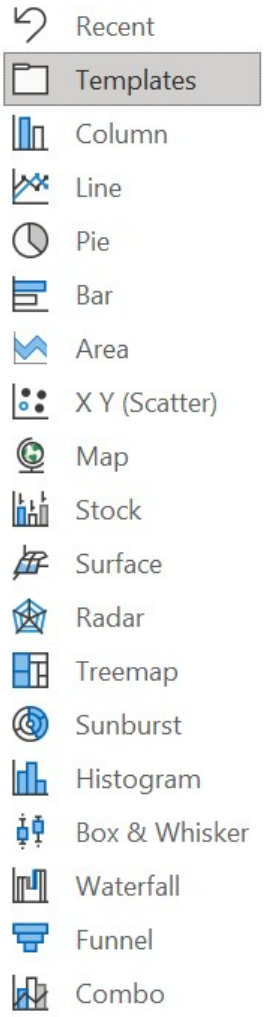


Figure 10: Long Menu

You will be able to insert a chart into the powerpoint slide. It could be of any variety listed in the menu.

12. (a) What is the name of the PowerPoint object appearing in the Figure 11?
    (b) Where do you need to click to delete/remove this object?

Figure 11: Object/Box

(Pages: 880 – 883) (7.14 points)

The object appearing in Figure 11 is a text box availble when you open a power point slide. You can right click any edge of the box and there will be an option to cut/delete/remove.

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

    (Pages: 524 – 529) (7.14 points)

Choose the text you would like to add a hyperlink to.Right click the text and choose hyperlink.This will open the dialog box where you are able to add the url or the email address.Once you click ok the hyperlink is added.

14. 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)

The orientation type of a powerpoint slide is landscape. You can tell because the layout is used for presentation so it's wider.

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 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)

    There is a save tab on the top left corner of your document,once you click it any updated work is saved. The other option is to use Ctrl+S.

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

    (2.5 points)

    .docx is a file extension of .doc and unlike .doc, it can't be opened by those with an older version of word document.

PowerPoint

17. How can you insert a picture inside the object shown in Figure 12? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

    (2.5 points)

    You click the first icon in the second row and it will show you a folder of pictures already saved to your computer. You click on the desired picture and click insert.

18. What is the difference between this list:

    - Apple

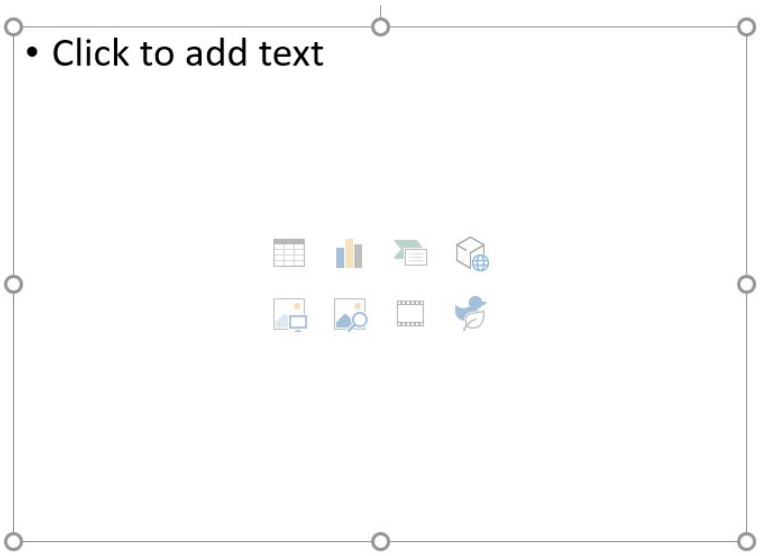


Figure 12: Insert Picture Here

- Cherry
- Banana
- Strawberry

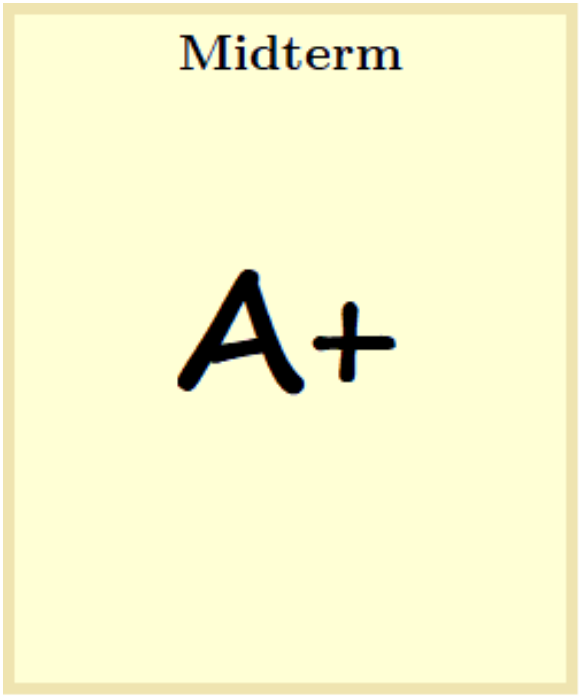
and this list:

- 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.

(2.5 points)

The first list is lower level whereas the second list has a higher level.

– End of Midterm Exam –

Congrats for completing the Midterm exam!