

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

(Pages: 369 – 370) (7.14 points)

2. Suppose you are working on the SmartArt graphic in Word in Figure 1, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 2, “SmartArt: After”?

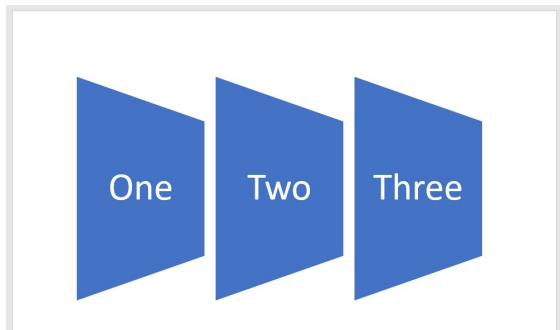


Figure 1: SmartArt: Before

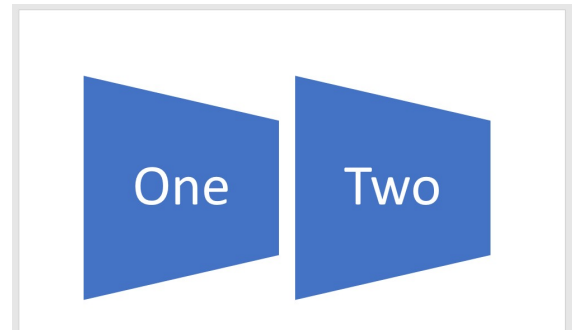


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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

Good morning!

to the following text:

Good morning!

(Pages: 393 – 396) (7.14 points)

4. 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.

(Pages: 369, 372 – 378) (7.14 points)

5. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?



Figure 3: My Text Layout: Before

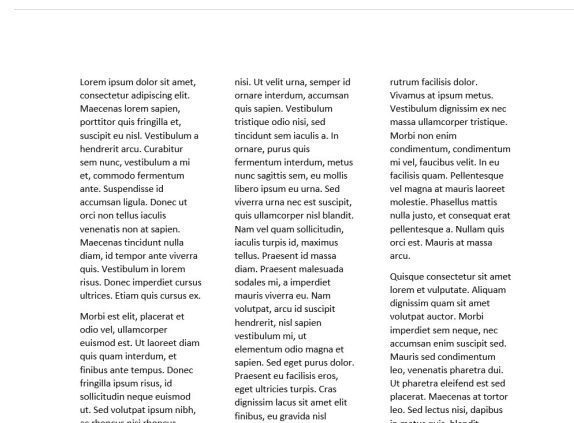


Figure 4: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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)

7. (a) Why does Word show a strange colorful underline in the phrase in Figure 5?

The girl eat this.

Figure 5: 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)

PowerPoint – Short Answer

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

8. How do you change the shapes on a PowerPoint slide shown in Figure 6, “Three Shapes” to the shape in Figure 7, “Three Shapes: Changed”?



Figure 6: Three Shapes

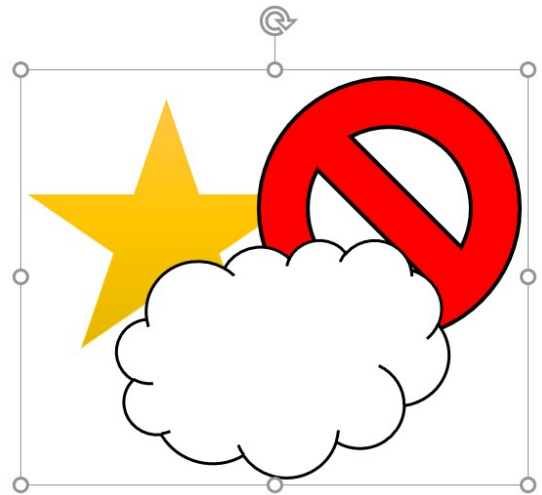


Figure 7: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

9. Where do you need to click to change the chart in Figure 8, “Chart: Before” to the chart in Figure 9, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)

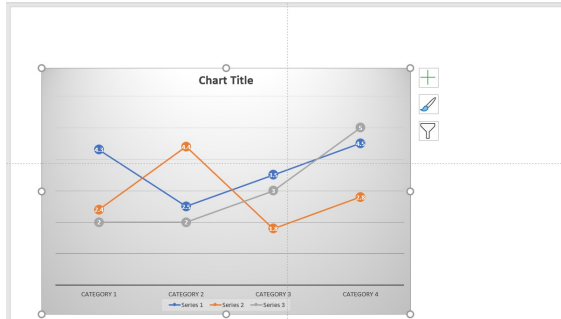


Figure 8: Chart: Before

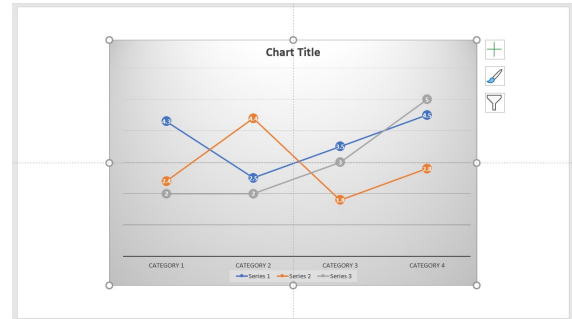


Figure 9: Chart: After

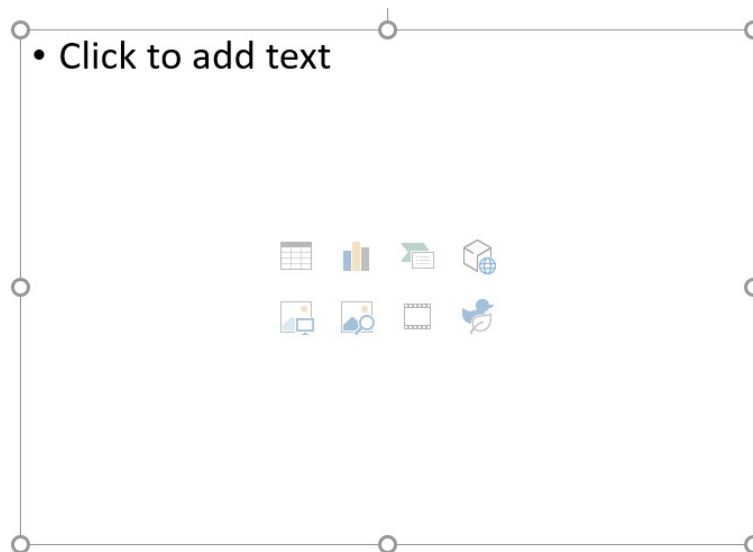


Figure 10: Insert Picture Here

10. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer's Desktop folder.
(Pages: 921 – 924) (7.14 points)

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

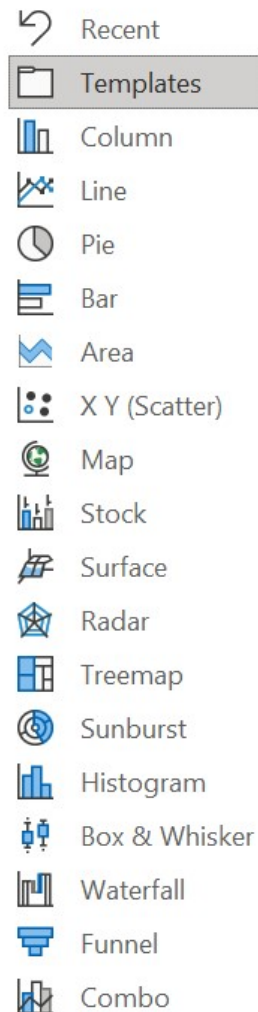


Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 12? Your answer must use the box shown in that Figure.

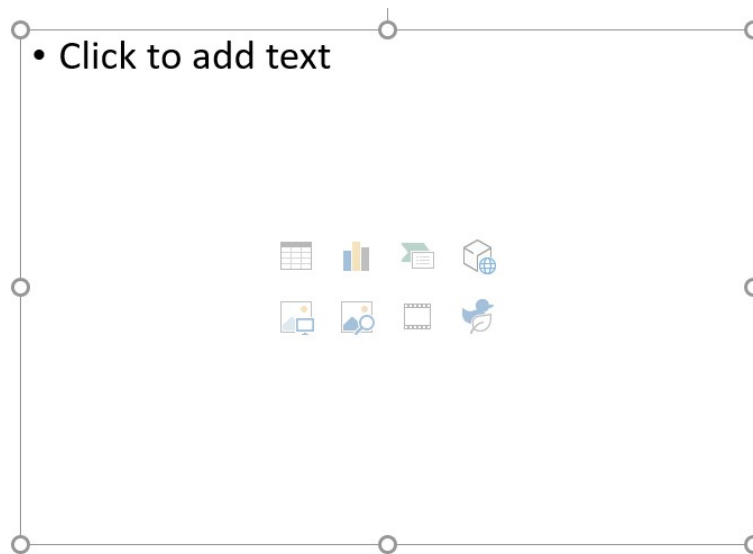


Figure 12: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

13. You are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 13, “My Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 13: My Slides



Figure 14: My Slides: Changed

14. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.

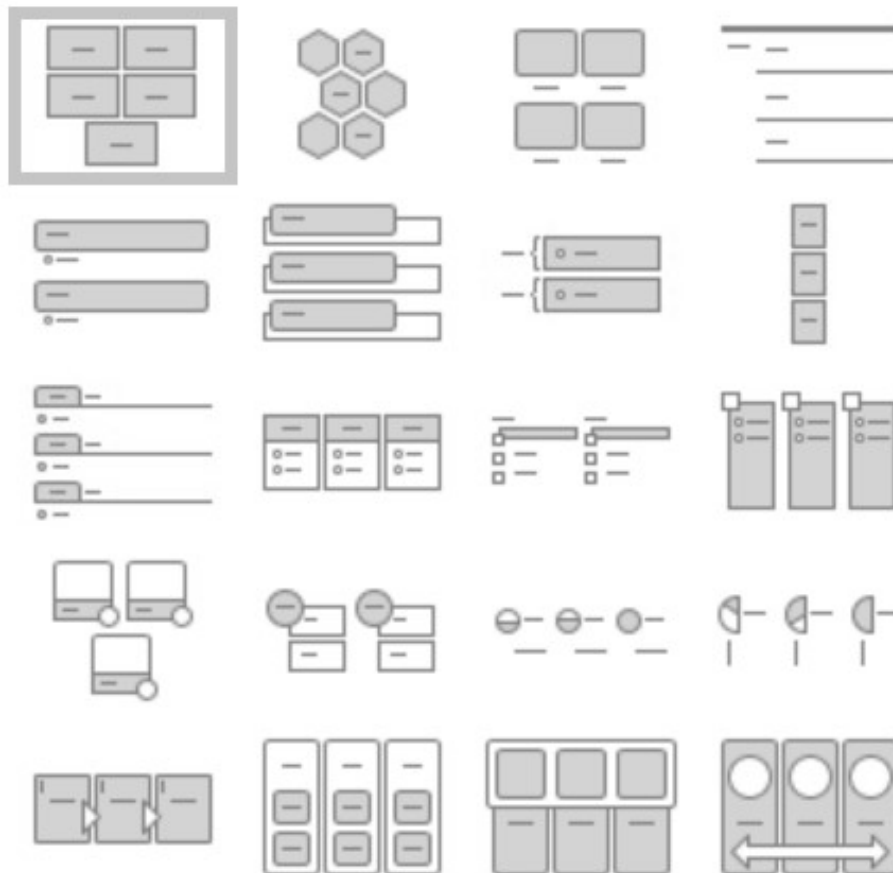


Figure 15: Many Options

(Pages: 930 – 934) (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. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(2.5 points)

16. 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!]

(2.5 points)

PowerPoint

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

(2.5 points)

18. 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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

