

## 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  $\infty$  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. 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”?

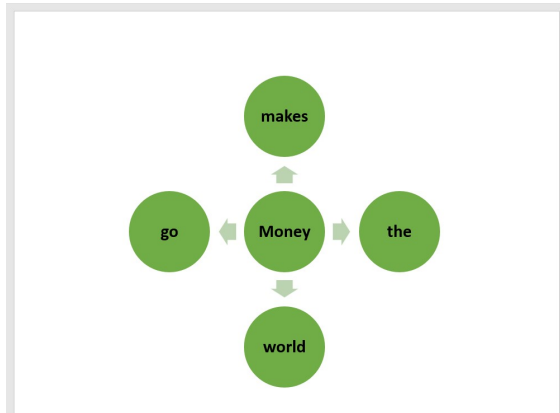


Figure 1: SmartArt: Before

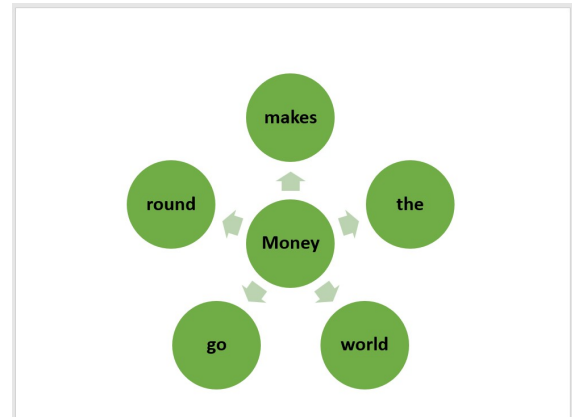


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?

The girl eat this.

Figure 3: 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)

3. Explain **one** way to open the Word Application on a Windows 10 computer.  
(Pages: 365 – 366) (7.14 points)
4. If a paragraph has 8 points of space below it, and the paragraph underneath has additional 7 points of space above it, how much space is there between the two paragraphs?  
(Pages: 412 – 416) (7.14 points)
5. Where should you click to change the text layout in picture 4, “My Text Layout: Before” to the one in the picture 5, “My Text Layout: After” inside a Word document?

Iorem ipsum doli sit am, conspectet  
 alperit edile. Maenas fore sapien,  
 portitor quifrignilla e, suscipit uen  
 Vestibulum a hendreit auri. Carbitur sem  
 nunc, vestibulum a mi et, commodo forement  
 uae. Suscipiens it accuman ligula. Donec ut  
 Maenas tunc sapien, Maenas tunc sapien  
 Maenas tinctud nullam diem, id tempore  
 verra quif. Vestibulum in iorem sapien. Donec  
 impedit cursus oratio. Vellet cursus ex  
 Ma.

Morbi est edile, placaret et odio vel, ullancorper  
 euimod est. Et doli laetiam quiam quiam  
 interduem, et finibus ante sapien. Donec  
 frignilla ipsum iuris, id sollicitudine  
 quiam. Maenas tunc sapien, Maenas tunc sapien  
 rhoncia null rhoncia preperit. Iorem ipsum  
 doli sit am, conspectet adipiscit edile.  
 Phaeasium in blandit neque, in semper imem.  
 Etiam ullancorper ac tellus vitu sapien.  
 Nullum consequat quiam sit am laetore  
 Maenas tunc sapien, Maenas tunc sapien  
 et id, in dapibus phaetera nura. Donec tempore  
 in libero uo suscipit.

Present portor doli et neque luctus interduem  
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acina sapient. Proin sed et a massa frugiat atque  
 Mauris efficitur tellus turpis, non sumpe lectus  
 viversa sit illud. Dux blandit enim nulla, non  
 congrue et effleced non sed. Nec ad enim sed  
 convallis tempus sit esse. Nunc dolor ligula,  
 ornare ut nulla, a tristitia aliquam tui. Ut ac  
 sem et eructus portiorum. Aliquam erat  
 voluptat. Aenean viversa enim quis facilius  
 videret. Quis enim quidam facilius dolo,  
 Vvamus at ipsum tempe. Vestibulum dignisim  
 ex nec massa allampor sit tristitia. Morbi non  
 enim commendatum, conditum mi vel,  
 fauchus velis. In ex faciliis quam. Pellentesque  
 videret. Quis enim quidam facilius dolo,  
 nulla nulla justo, et enim quidam facilius  
 pellentesque a. Nullam quis orci esse. Mauris at  
 massa arcu.

Quoque consectetur sit amet lorem et  
 voluptate. Aliquam dignissim quam sit amet  
 voluptat atque. Morbi imperdiet sem neque,  
 nec accuam enim suscipit sed. Mauris sed  
 conditum lorem, venenatis phartra in. Ut  
 illud blandit amet sit placidam. Mauris at  
 tector. Sed lectus nisi, daubus in. In.

Lorem ipsum dolor sit amet, consectetur adipiscing elit.	amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ultrices imperat ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultricies.
Maecenas lorem apipiscing elit qui fringilla et suscipit eu nisl. Vestibulum a hendrerit auri. Curabitur sem nunc, nec nunc a m et, commodo fermentum ante. Suspendisse id accusamus ligula. Duis enim nunc tellus lacus venenatis non at sapien. Maecenas tincidunt nulla ad, id tempor ante, nunc nunc Vestibulum in lorem risu. Donec imperdiet cursus	Vestibulum ipsum tortor, nec nunc a m et, in dapibus phaereia urna. Donec tempus in libero eu suscipit.  Praesent porta neque ut neque lacus interdum. Suspendisse id phaereia dui. Morbi quis tellus commodo, ultricies auri at, elementum nunc nunc elit, semper id dui.

<p>             maximus tellus.              Præsent id massa              dnam. Præsent              maleduca sodales              mi, a imperdiet              mauris. Nam              Nam volutpat, arcu              id suscipit              hendrerit, nisi              sapien vestibulum              mi, ut elementum              odio malesuada              Sed. Sed eget              purus dolor.              Præsent eget facilis              eros, eget ultricies              turpis. Sed              dignissim lacin              sit amet elit finibus,              ar gravis na              consequat. Donec              massa lacin              convallis, hendrerit              lacinia sapien. Proin              sed ar a massa           </p>	<p>             Aenean viverra              enim quis facilis              vestibulum.              Quisque rutrum              facilis dolor.              Arcu id ipsum              molestus. Vestibulum              dignissim ex nec              massa ullamcorper              tristique. Morbi              non enim              condimentum              con, condimentum              mi vel, faucibus velit.              In ex facilis quam              Pellentesque vel              nisi. Mauris              lacoriet molestie.              Phasellus mattis              nulla justo, et              consequat erat              pellentesque a.              Nulla. Nulla arc              et. Mauris ar              massa arcu.           </p>
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Figure 4: My Text Layout: Before

Figure 5: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. What is the purpose of the following partially-shown dialog box in Figure 6?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains the following fields and controls:

- Author**: Text input field with an **Edit** button.
- Corporate Author**: A checkbox followed by a text input field.
- Name of Web Page**: Text input field.
- Year**: Text input field.
- Month**: Text input field.
- Day**: Text input field.
- Year Accessed**: Text input field.
- Month Accessed**: Text input field.
- Day Accessed**: Text input field.
- Medium**: Text input field.

At the bottom of the dialog, there is a checkbox labeled "Show All Bibliography Fields", a "Tag name" field containing "Placeholder1", and **OK** and **Cancel** buttons.

Figure 6: Dialog Box

(Pages: 569 – 570) (7.14 points)

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

(Pages: 454 – 459) (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. 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)

9. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

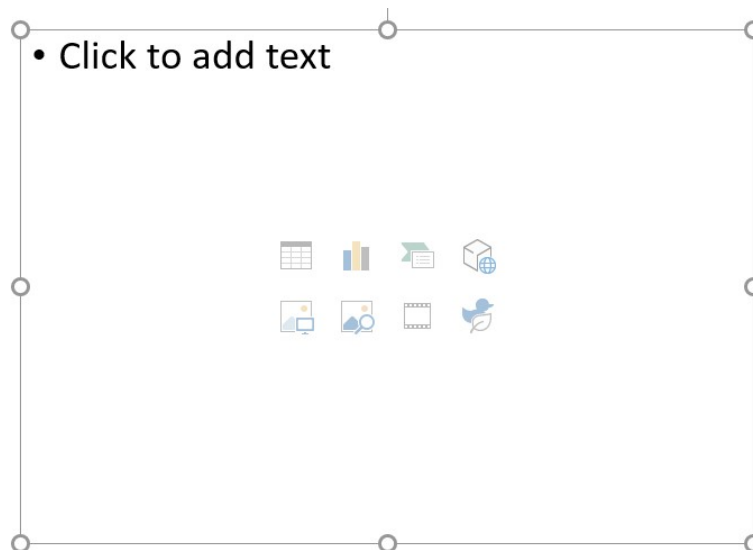


Figure 7: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

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

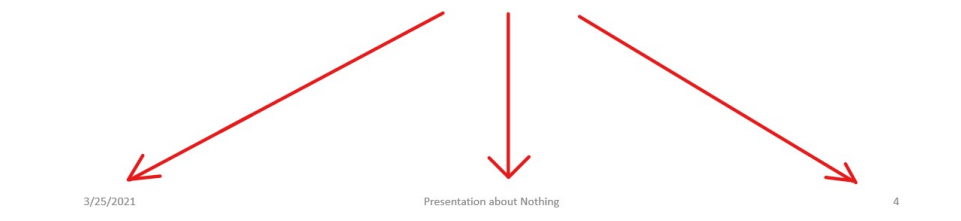


Figure 8: What is This

(Pages: 967 – 970) (7.14 points)

11. The bulleted list in Figure 9, “My List” was converted into the object displayed in Figure 10, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 10, “My New List”?)  
(Pages: 930 – 937) (7.14 points)

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

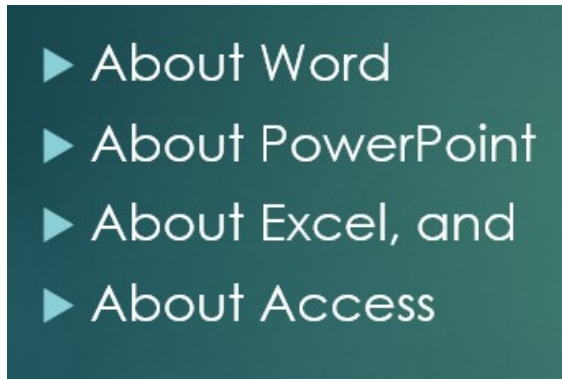


Figure 9: My List

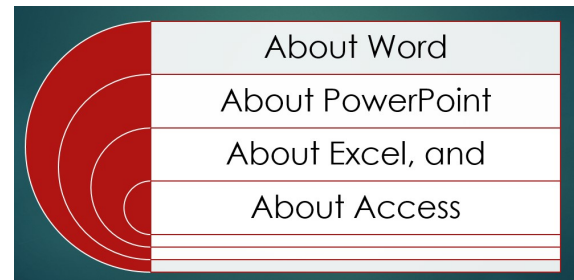


Figure 10: My New List

(Pages: 1155 – 1156) (7.14 points)

13. If you click on any of the options shown in Figure 11, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

14. Where do you need to click to change the table in Figure 12, “Table: Before” to the table in Figure 13, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



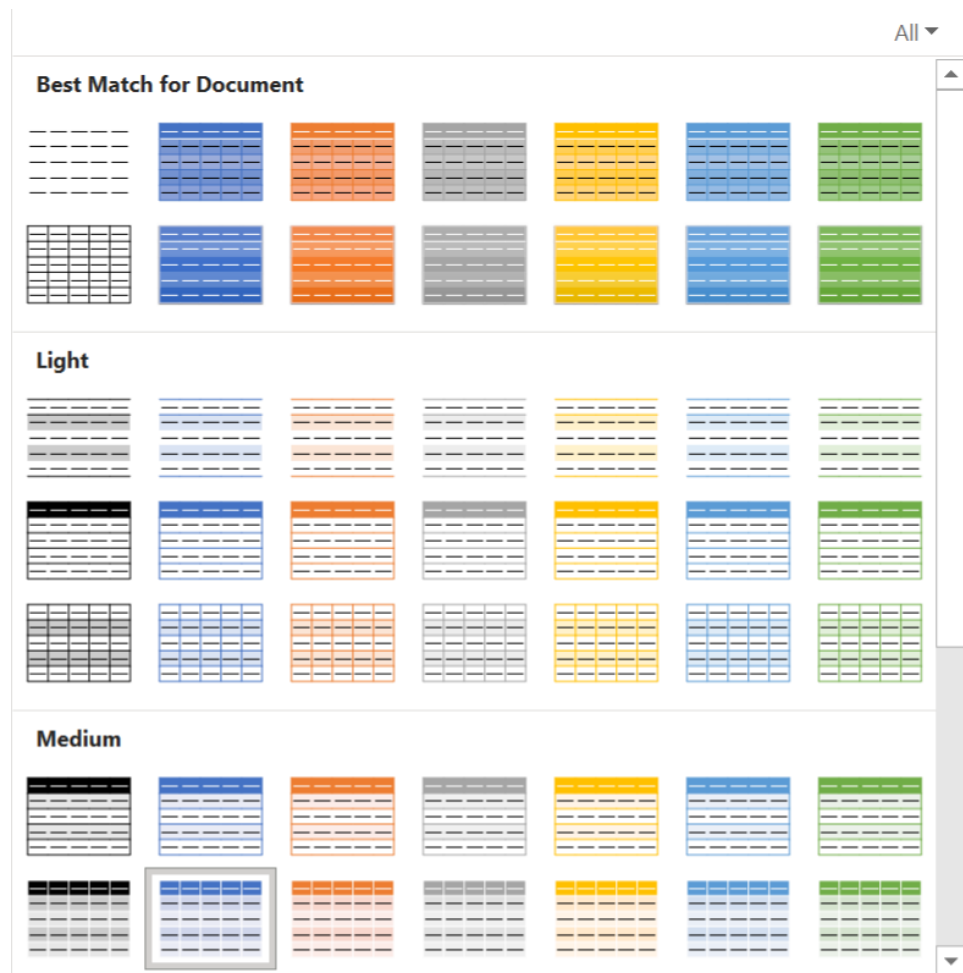


Figure 11: Many options

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 13: Table: After

## Extra Credit

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

### Word

15. 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.)  
(2.5 points)
  
  
  
  
  
  
  
  
  
  
16. You inserted an oval shape into your Word document shown in Figure 14, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 15, "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."]  
(2.5 points)

### PowerPoint

17. (a) What is the name of the PowerPoint object appearing in the Figure 16?  
(b) Where do you need to click to delete/remove this object?  
(2.5 points)

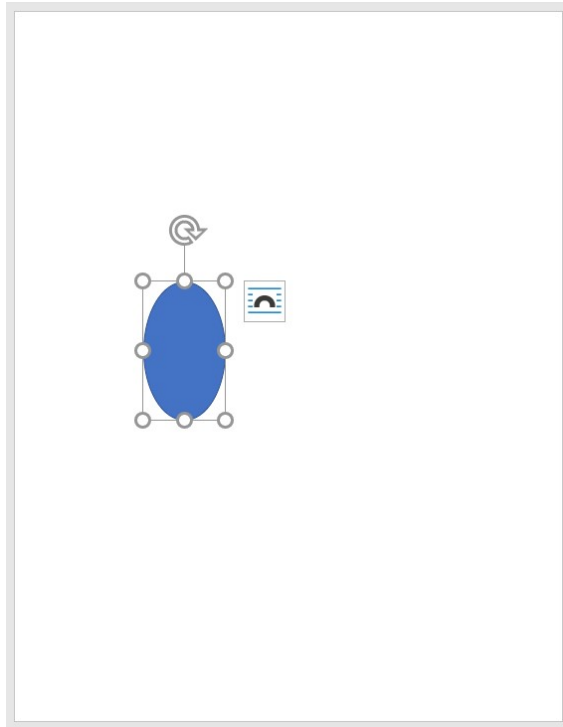


Figure 14: Added Oval Shape

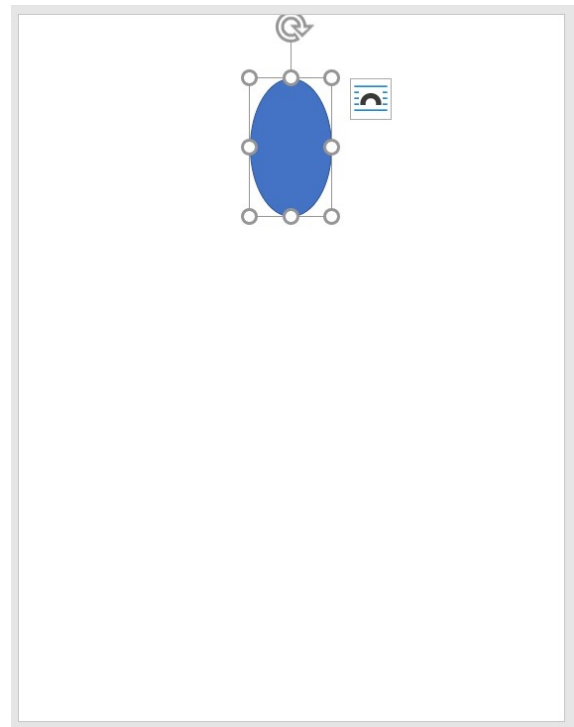


Figure 15: Moved Oval

Click to add title

Figure 16: Object/Box

18. 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.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

