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: 02:15 PM – 03:30 PM. Exam Location: at the Ingersoll Hall Extension (IA), Room 130 (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.

<u>**Sections & Points in the Midterm**</u>:

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"?

Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

2. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

3. You inserted an oval shape into your Word document shown in Figure 3, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 4, "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."]
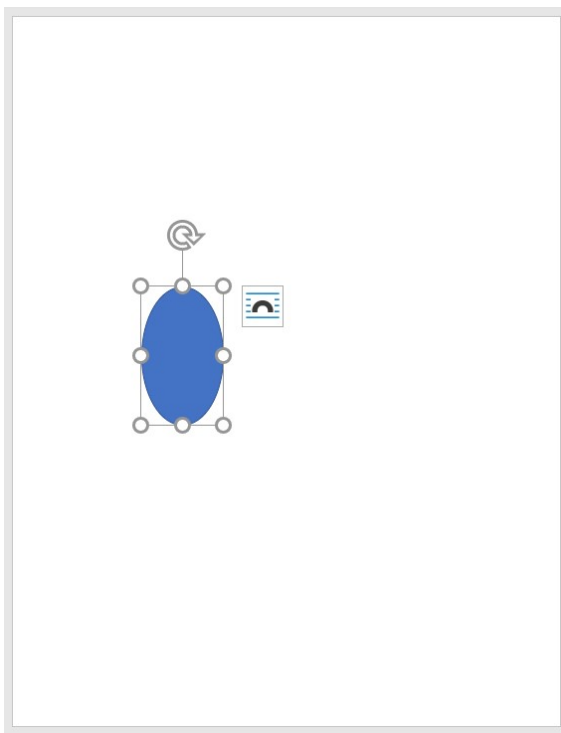
Figure 3: Added Oval Shape
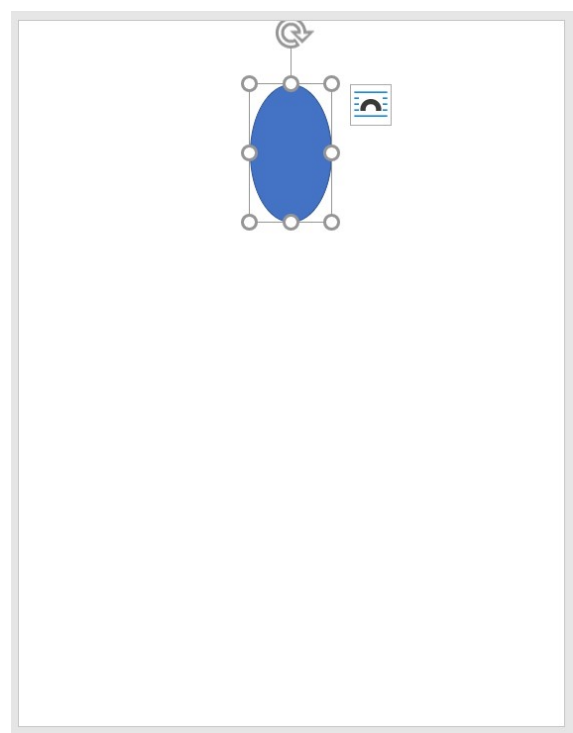
Figure 4: Moved Oval

(Pages: 519 – 521) (7.14 points)

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

(Pages: 454 – 459) (7.14 points)

5. What is the purpose of the following partially-shown dialog box in Figure 5?

Figure 5: Dialog Box

(Pages: 569 – 570) (7.14 points)

6. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?

(Pages: 772 — 774) (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. How do you change the layout of a slide to Title and Content? Mention **one** way.
   (Pages: 902 – 903) (7.14 points)

9. Which button do you need to click to add the text pointed by the red arrows in Figure 6? (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.)
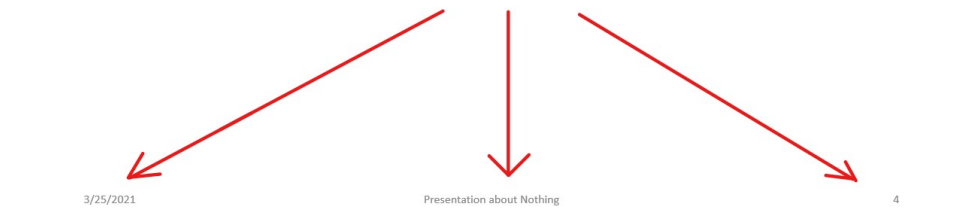
Figure 6: What is This

(Pages: 967 – 970) (7.14 points)

10. 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)

11. 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.

Figure 8: Chart: Before
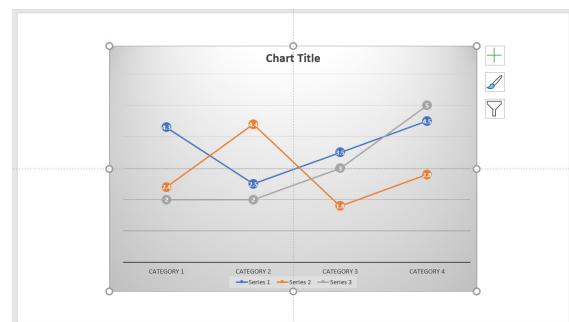
Figure 9: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

(Pages: 1055 – 1059) (7.14 points)
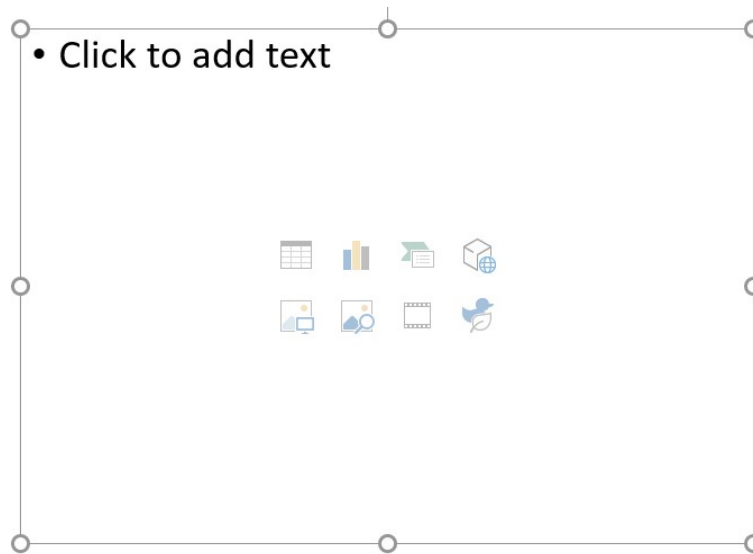
Figure 10: Insert Table Here

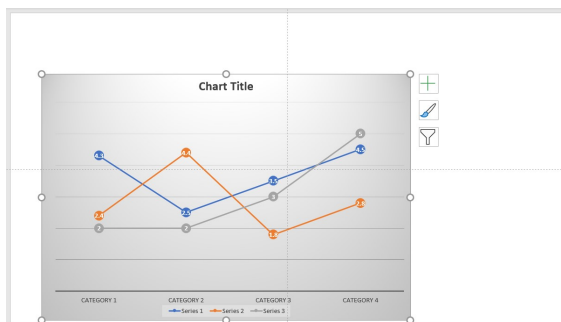13. How can you move the shapes in Figure 11, "My Shapes" so that they are positioned like those in Figure 12, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

Figure 11: My Shapes

Figure 12: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

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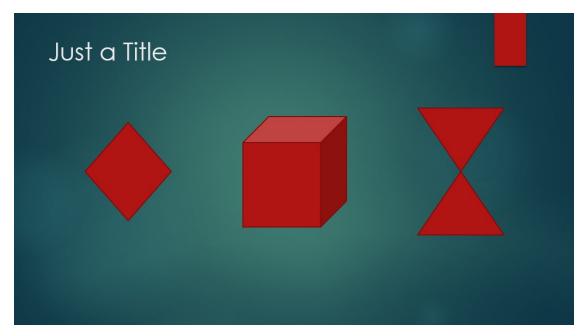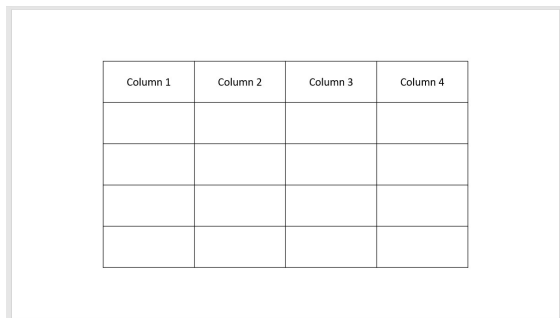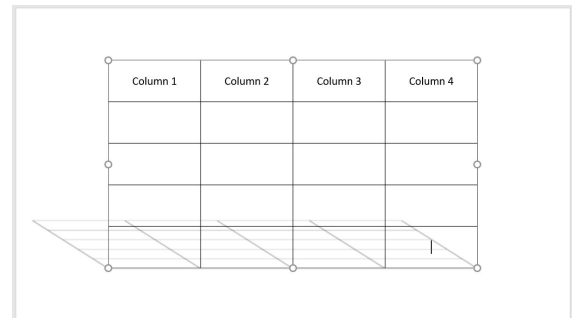

Figure 13: Table: Before

Figure 14: Table: After

(Pages: 549 – 551) (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. Suppose you are working on the SmartArt graphic in Word in Figure 15, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 16, "SmartArt: After"?
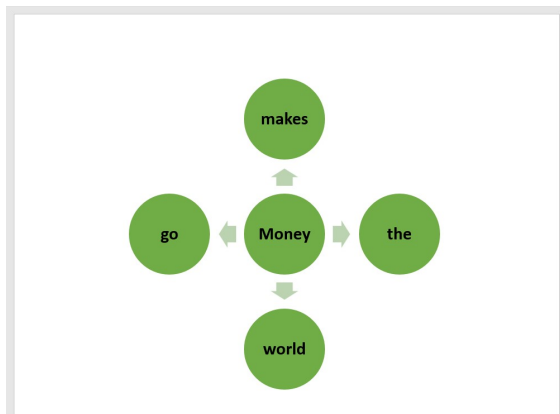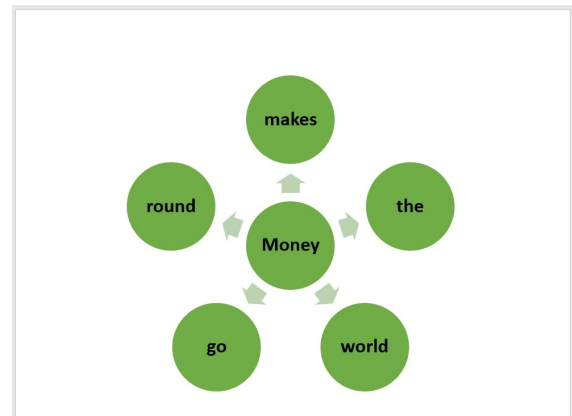

Figure 15: SmartArt: Before

Figure 16: SmartArt: After

(2.5 points)

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

    (2.5 points)

PowerPoint

17. If you were to click on an option from the menu in the Figure 17, what kind of object would be added to the PowerPoint slide?
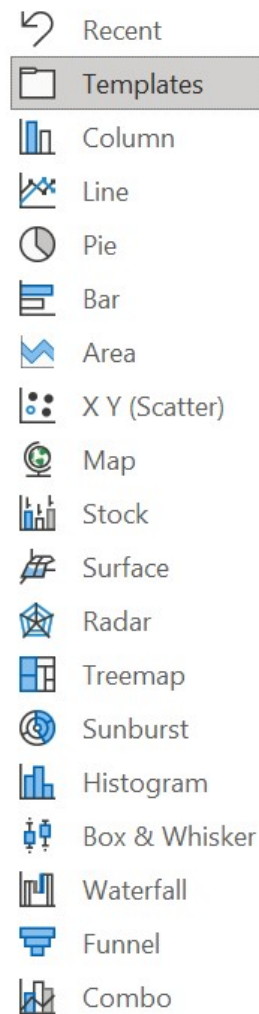

Figure 17: Long Menu

(2.5 points)

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!