

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)

You would have to go to the home tab and then under the font category you would click on the color font option to change the original text to blue.

2. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

One way you can change this mistake is the undo shortcut. You can achieve this by doing Ctrl + Z at the same time.

3. What is the purpose of the following partially-shown dialog box in Figure 1?

(Pages: 569 – 570) (7.14 points)

The dialog box in Figure 1 is to cite a website that you are taking the information from.

4. Name **three** commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name Placeholder1

OK Cancel

Figure 1: Dialog Box

1. Save
2. Undo
3. Redo

5. Where should you click to change the table in Figure 2, “Table: Before” to the one in Figure 3, “Table: After”?

(Pages: 494 – 498) (7.14 points)

You will have to click on the layout section and then click on the info, depending on which one you would chose you would have to click insert above or insert below.

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)

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

First click the insert tab on the top of the word document. Second click on the header section under the insert tab. Then a drop down will appear and you will have to choose a design, write the information and then close the tab.

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, “Apple: Before” to the picture shown in Figure 5, “Apple: After”.

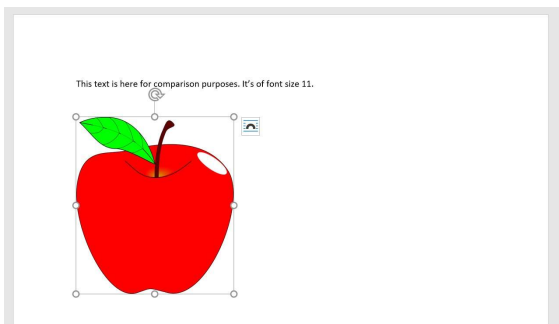


Figure 4: Apple: Before

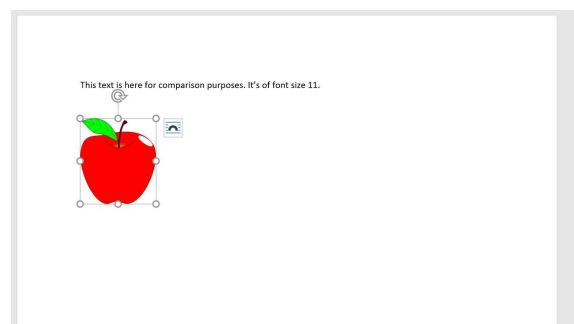


Figure 5: Apple: After

(Pages: 514 – 516) (7.14 points)

In order to change the picture from bigger to smaller, I would click on one of the corner circles and then drag one of them closer to the other corner circles.

PowerPoint – Short Answer

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

8. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 6? Your answer must use the box shown in that Figure.

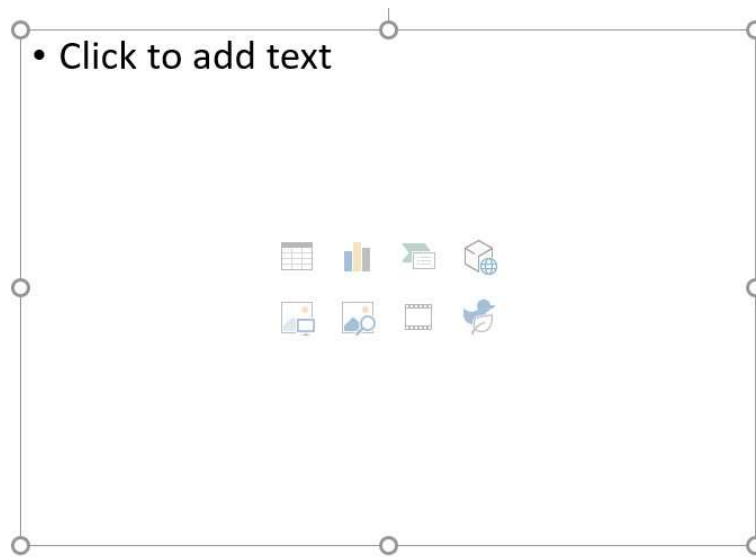


Figure 6: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

Click on the insert table box, the one of the top left and for rows you would type a 3 and for columns you would type a 2 and then click ok.

9. 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.

(Pages: 962 – 964) (7.14 points)

When presenting the PowerPoint the thing that will change is the transition of the slides. Each slide will have a unique transition depending on which one you add onto the slide. You can change the duration of the transition on the same tab.

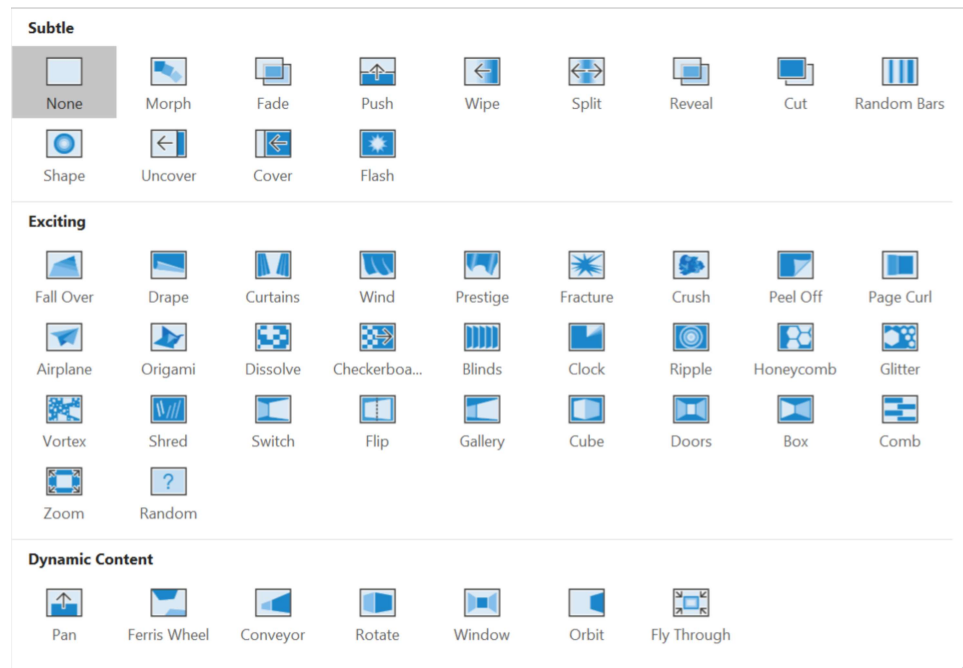


Figure 7: Many Options

10. 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 8, “My Slides”. Where should you click to change the Slides tab to the one in Figure 9, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

You can click and drag the slide you want to the desired position. For example, you would drag the third slide to the second spot under the first slide to have the result.

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)

According to the lectures, the "Title Slide" is called the title slide because it contains a textbox for the title and the subtitle.



Figure 8: My Slides



Figure 9: My Slides: Changed

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

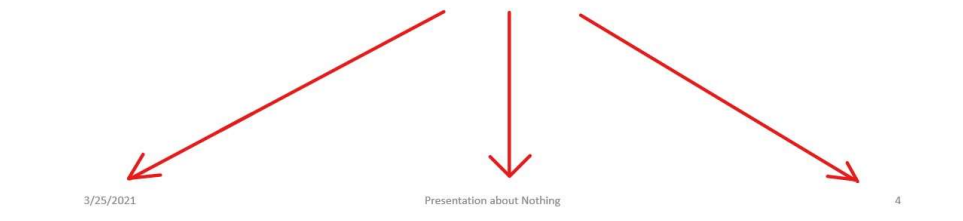


Figure 10: What is This

(Pages: 967 – 970) (7.14 points)

You would have to go to the "Header and Footer" section and from there you can insert the date, the text and the slide number then click the apply button and your work will be saved.

13. 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.

(Pages: 443 – 446) (7.14 points)

The first list was all bulleted and the second line included bullet points and dashes while seperating them into different catergories.

14. Where do you need to click to change the chart in Figure 11, “Chart: Before” to the chart in Figure 12, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

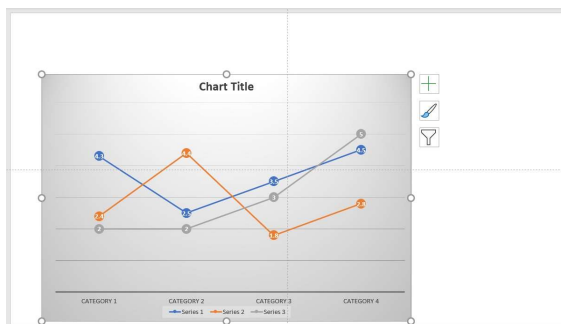


Figure 11: Chart: Before

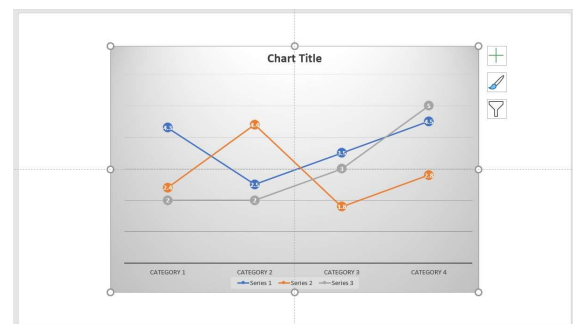


Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

First you have to click on the graph until you see all the dots and then you have to go to the align tab and lclick align center and then align middle.

Extra Credit

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

Word

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

(2.5 points)

The Rulers in Word are used to control where your line starts and when it ends. If I pushed the rulers closer to each other, the line would be shorter compared to when I drag them further apart.

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

My name is Jane.

I love cats.

I also love pizza.

to:

(a) My name is Jane.

(b) I love cats.

(c) I also love pizza.

(2.5 points)

Go to the "Home Tab" and then click on the bullet button and click on the drop down section. After you would click on "Define New Bullet" and then be able to select which symbol you want and then click apply.

PowerPoint

17. 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.

(2.5 points)

The tabs in PowerPoint that Word doesn't have is the transitions tab and the animations tab.

18. How can you move the shapes in Figure 13, "My Shapes" so that they are positioned like those in Figure 14, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

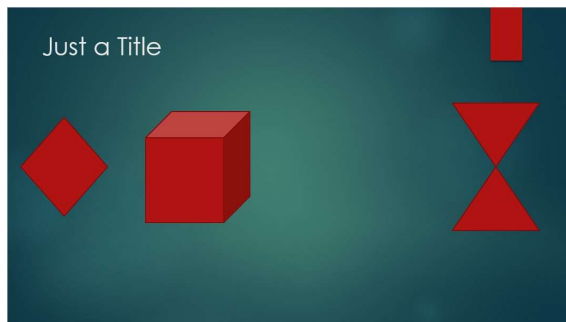


Figure 13: My Shapes

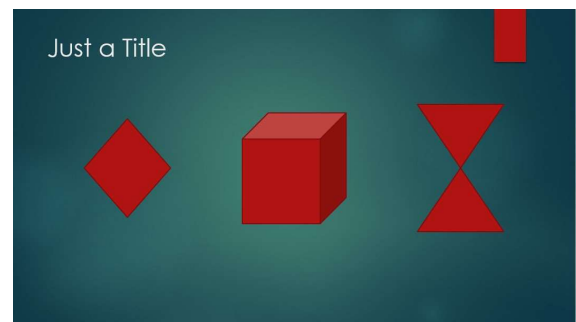


Figure 14: My Shapes: Moved

(2.5 points)

You can use the shortcut Ctrl + A and then click on the Format tab then go to "Align button" and then click on align slide to slide button.

– End of Midterm Exam –

Congrats for completing the Midterm exam!

