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

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

2. 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)

3. Explain where you should click to:

   (a) Save the Word document for the 1st time (mention just **one** way.)

   (b) Open an <u>existing</u> Word document on your Windows 10 computer (mention just **one** way.)

   (Pages: 372 – 378, 544) (7.14 points)

4. Explain **one** way to open the Word Application on a Windows 10 computer.
   (Pages: 365 – 366) (7.14 points)

5. Where should you click to change the text layout in picture 2, "My Text Layout: Before" to the one in the picture 3, "My Text Layout: After" inside a Word document?
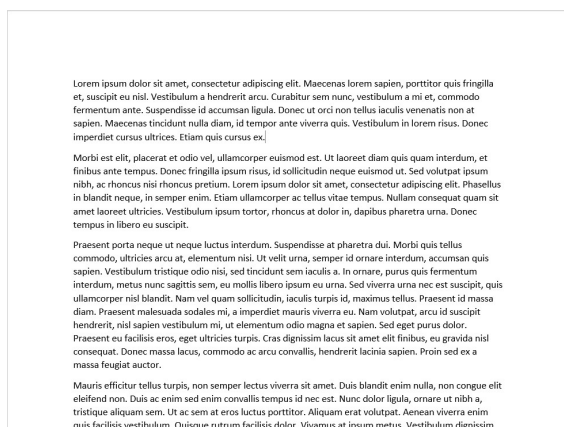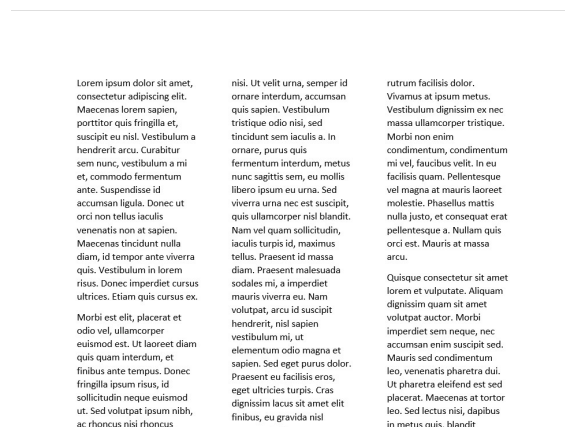
Figure 2: My Text Layout: Before   Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. You inserted an oval shape into your Word document shown in Figure 4, "Added Oval Shape". Where should you click to change the location of the oval in the document to the one shown in Figure 5, "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."]
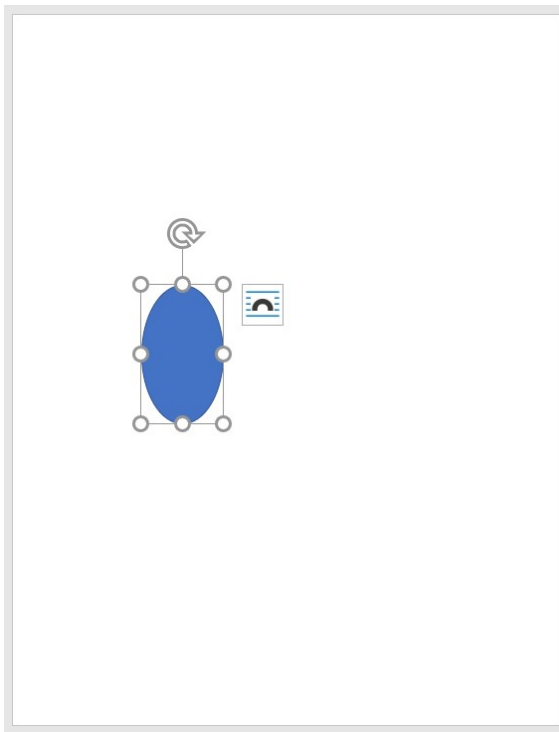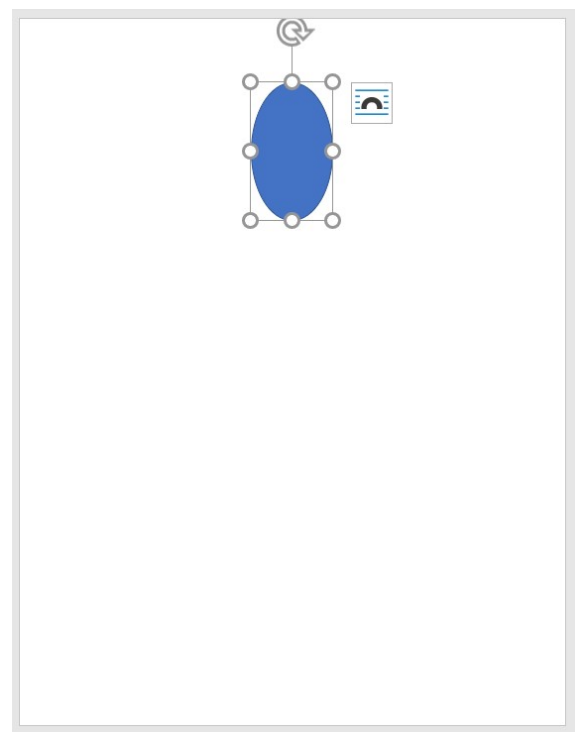

Figure 4: Added Oval Shape

Figure 5: Moved Oval

(Pages: 519 – 521) (7.14 points)

7. 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)

PowerPoint – Short Answer

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

8. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint**: Look at the screenshots given on the textbook pages listed below.
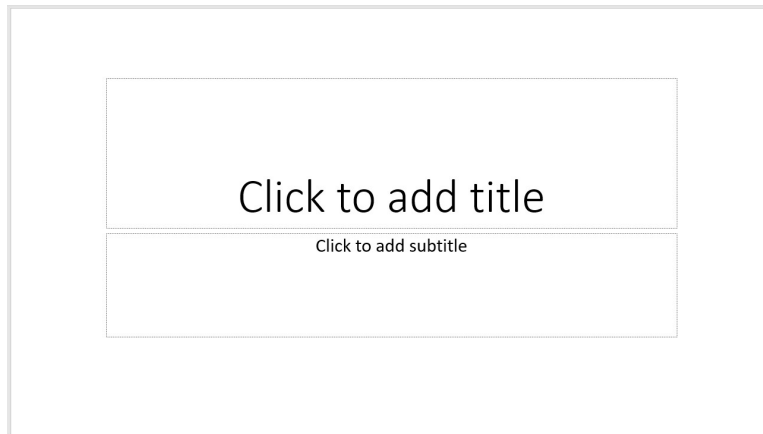

Figure 6: My Slide

(Pages: 900 – 903) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. How can you move the shapes in Figure 8, "My Shapes" so that they are positioned like those in Figure 9, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.
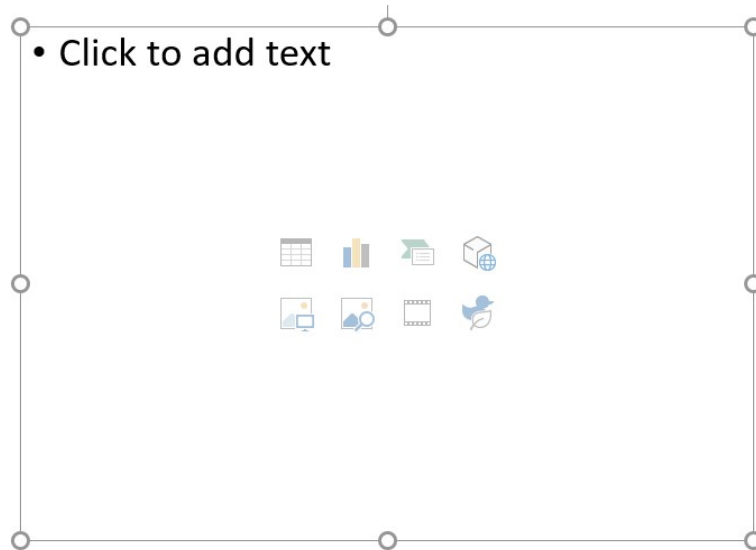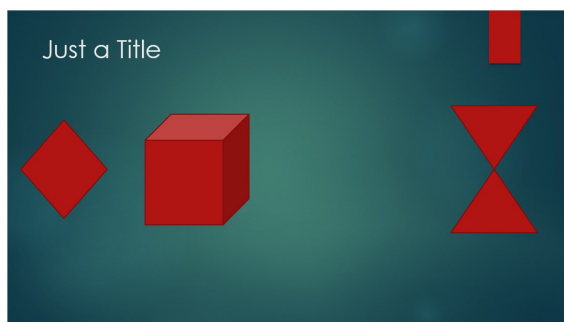
Figure 7: Insert Picture Here
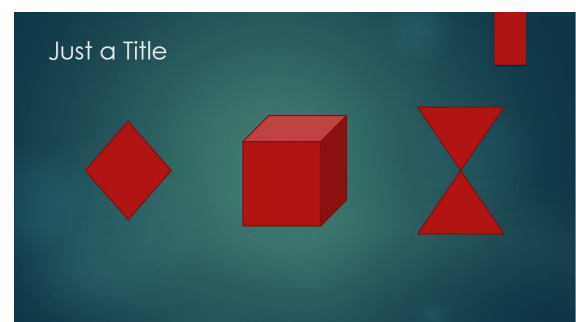

Figure 8: My Shapes

Figure 9: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

11. 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)

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

3/25/2021   Presentation about Nothing   4
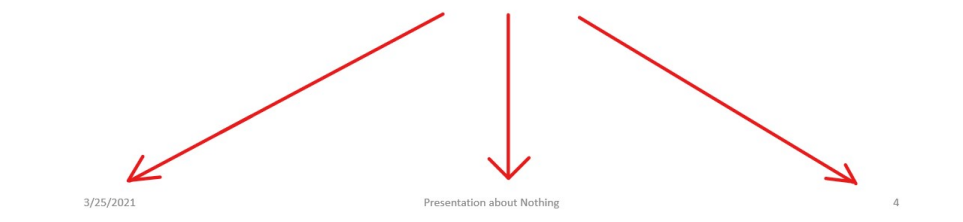
Figure 10: What is This

(Pages: 967 – 970) (7.14 points)

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)

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

    (Pages: 524 – 529) (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 **one** difference between a **.docx** Word file and a **.doc** Word file.

    (2.5 points)

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

    Good morning!

    to the following text:

    Good morning!

    (2.5 points)

PowerPoint

17. The bulleted list in Figure 11, "My List" was converted into the object displayed in Figure 12, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 12, "My New List"?)
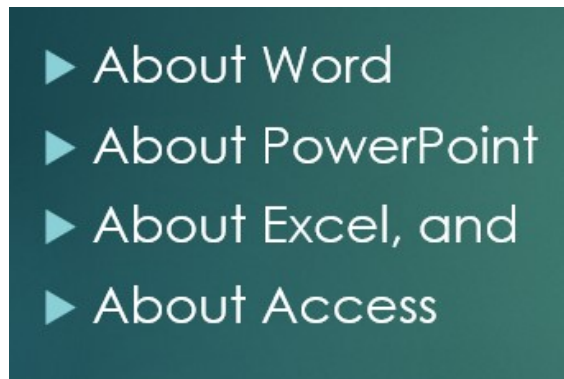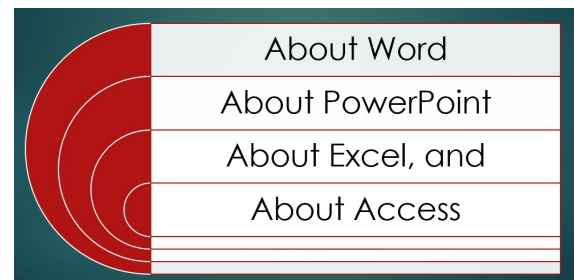
    (2.5 points)

Figure 11: My List

Figure 12: My New List

18. 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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!