

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 does the button displayed in the Figure 1 do?



Figure 1: Multiple Pages

(Pages: 370) (7.14 points)

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

Column 1	Column 2
Info	Info
Info	Info

Figure 2: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: After

(Pages: 494 – 498) (7.14 points)

3. 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!]

(Pages: 530 – 531) (7.14 points)

4. 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)

5. Suppose you are working on the SmartArt graphic in Word in Figure 4, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 5, “SmartArt: After”?

(Pages: 930 – 937) (7.14 points)

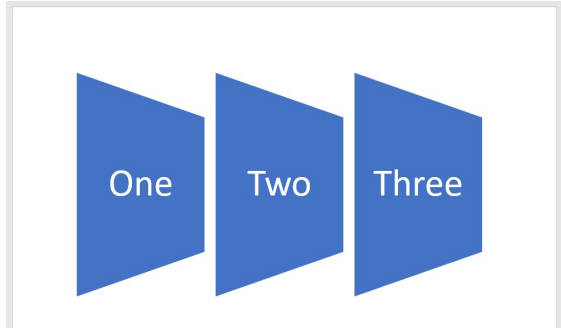


Figure 4: SmartArt: Before

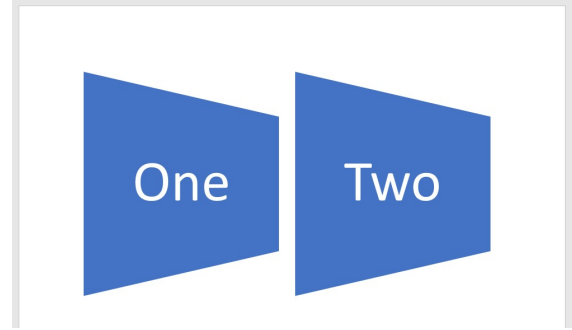


Figure 5: SmartArt: After

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

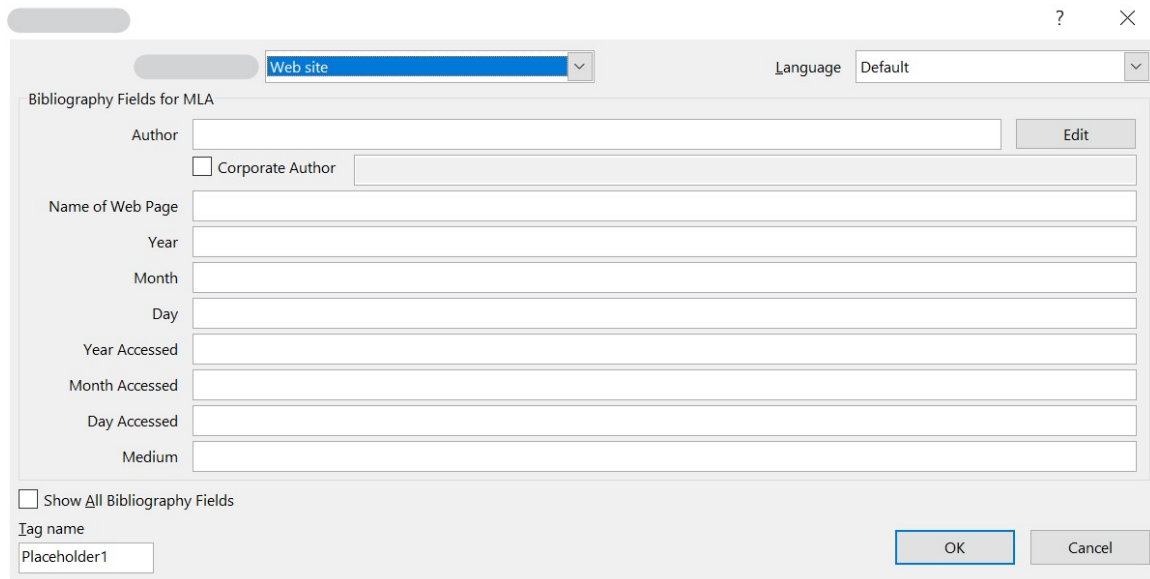


Figure 6: Dialog Box

(Pages: 569 – 570) (7.14 points)

7. Here is a paragraph in a Word document:

I walked on the street When I entered the store.

Explain where a Word user should click to change the paragraph above into the paragraph:

When I entered the store I walked on the street.

Be specific. Your answer should NOT say: “I can simply delete the current paragraph and type the new paragraph from scratch.”

(Pages: 384 – 387) (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. 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)

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

(Pages: 1155 – 1156) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

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

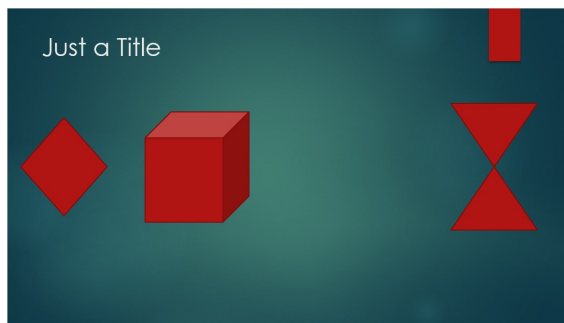


Figure 7: My Shapes

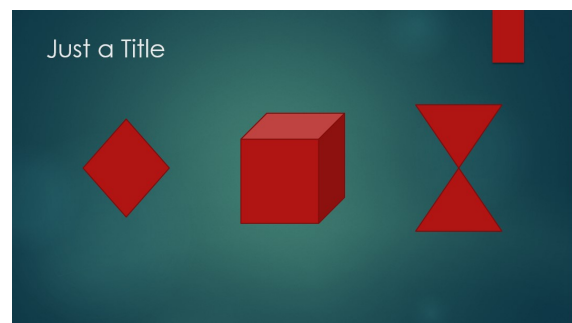
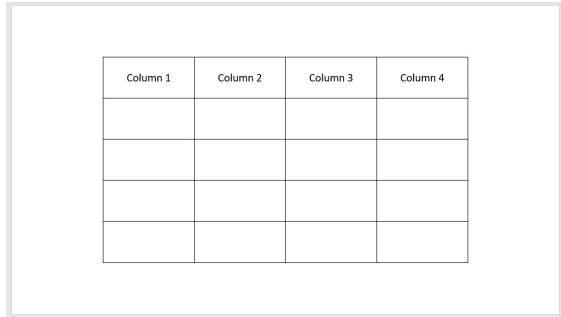


Figure 8: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

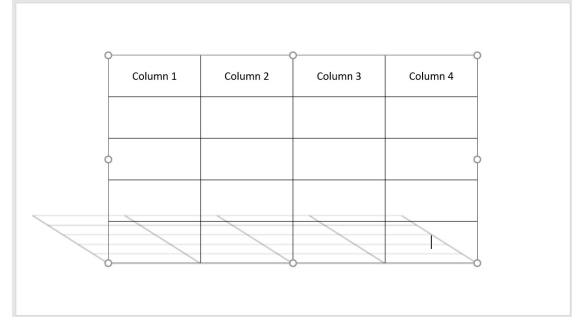
12. Where do you need to click to change the table in Figure 9, “Table: Before” to the table in Figure 10, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 9: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 10: Table: After

13. 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”?)

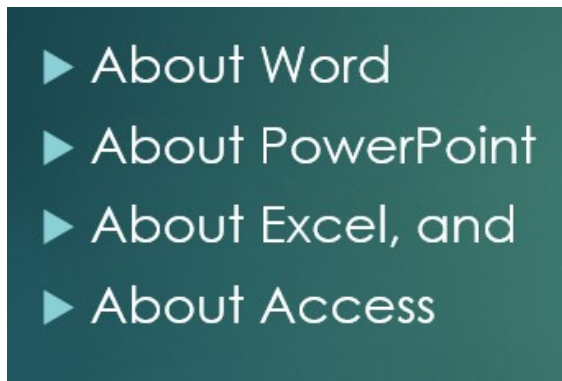


Figure 11: My List

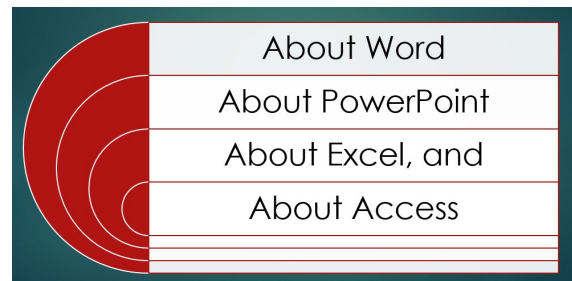


Figure 12: My New List

(Pages: 930 – 937) (7.14 points)

14. How can you insert a picture inside the object shown in Figure 13? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(Pages: 921 – 924) (7.14 points)

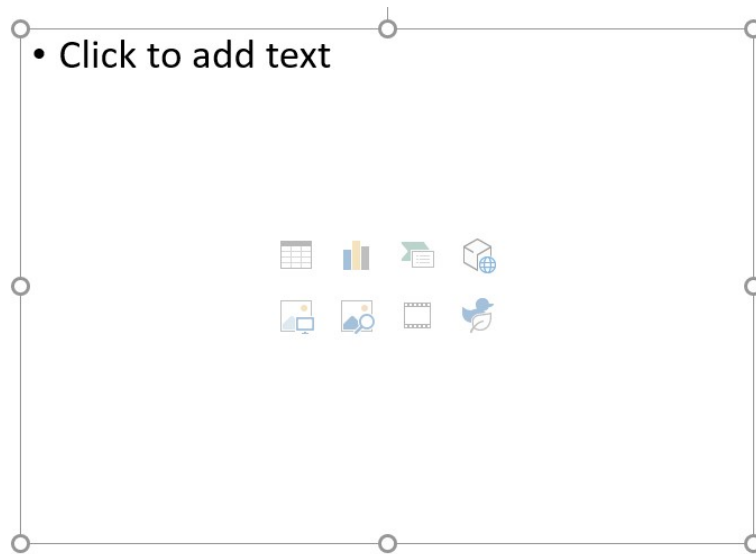


Figure 13: Insert Picture Here

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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 14, “Apple: Before” to the picture shown in Figure 15, “Apple: After”.

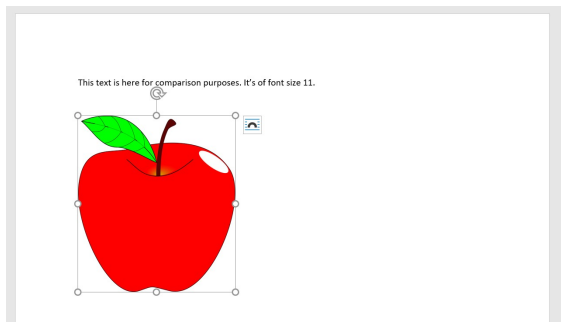


Figure 14: Apple: Before

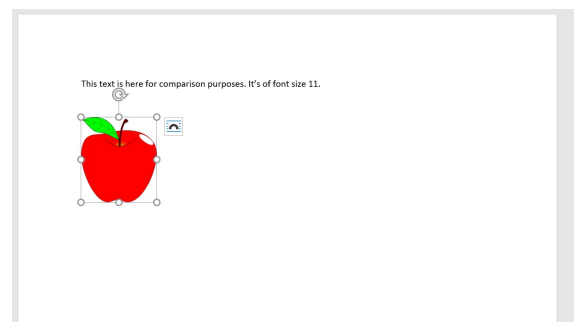


Figure 15: Apple: After

(2.5 points)

PowerPoint

17. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?
(2.5 points)

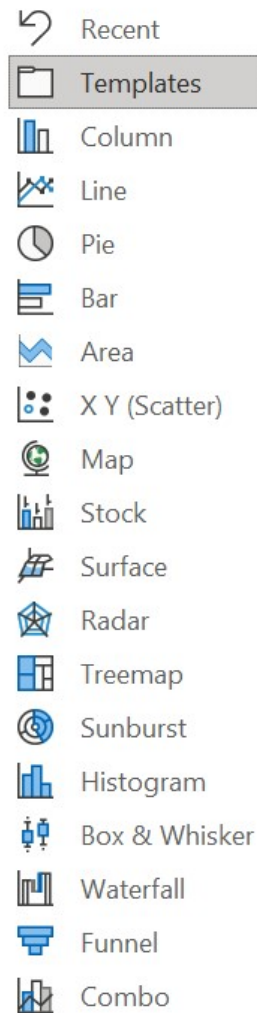


Figure 16: Long Menu

18. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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

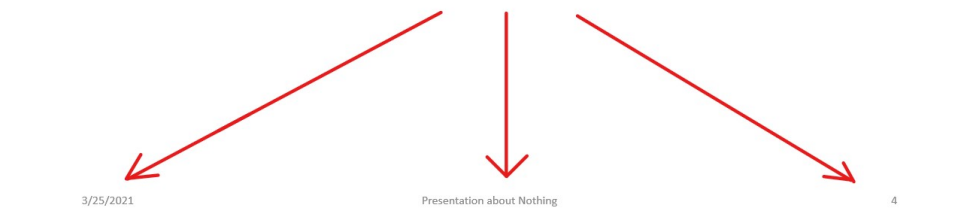


Figure 17: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

