

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 it by attaching it on Blackboard at **Exams** → **Midterm**.
- Exam duration: 02:15 PM – 03:30 PM. Exam Location: at the West End Building (WEB), at room 106.
- **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. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

2. 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”?

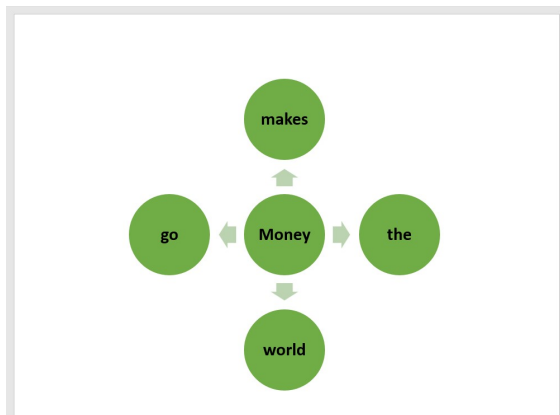


Figure 1: SmartArt: Before

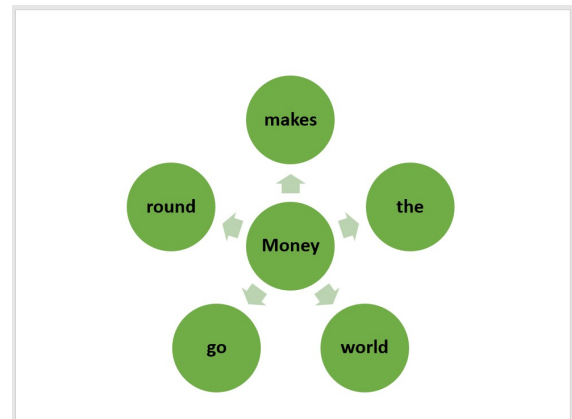


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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

(Pages: 569 – 570) (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 3: Dialog Box

4. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)
5. 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)

6. 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)

7. 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)

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 move the shapes in Figure 4, “My Shapes” so that they are positioned like those in Figure 5, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

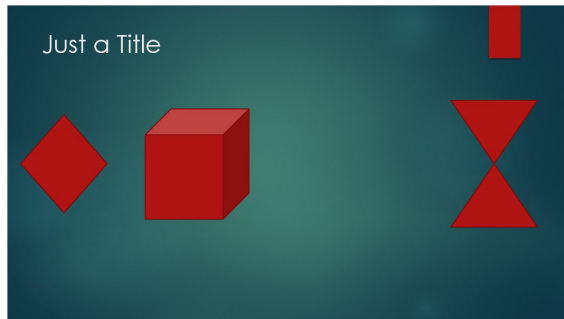


Figure 4: My Shapes

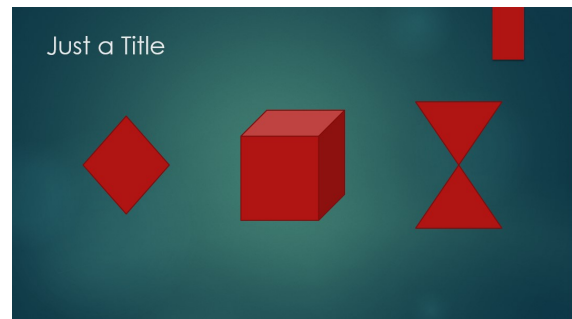


Figure 5: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

9. How do you delete a slide? Mention **one** way.

(Pages: 904 – 907) (7.14 points)

10. 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.

(Pages: 1055 – 1059) (7.14 points)

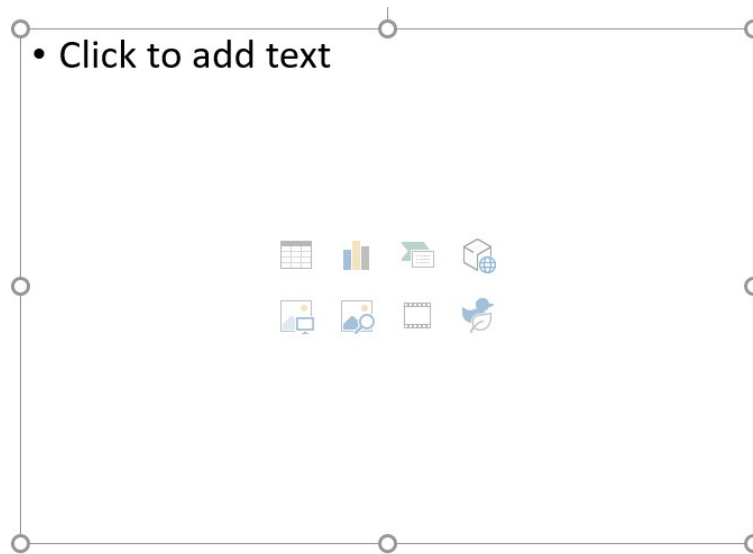


Figure 6: Insert Table Here

11. 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)

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

(Pages: 524 – 529) (7.14 points)

13. 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)

14. How do you change the shapes on a PowerPoint slide shown in Figure 8, “Three Shapes” to the shape in Figure 9, “Three Shapes: Changed”?

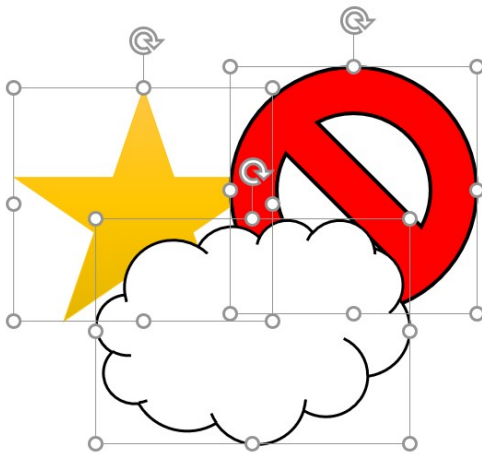


Figure 8: Three Shapes

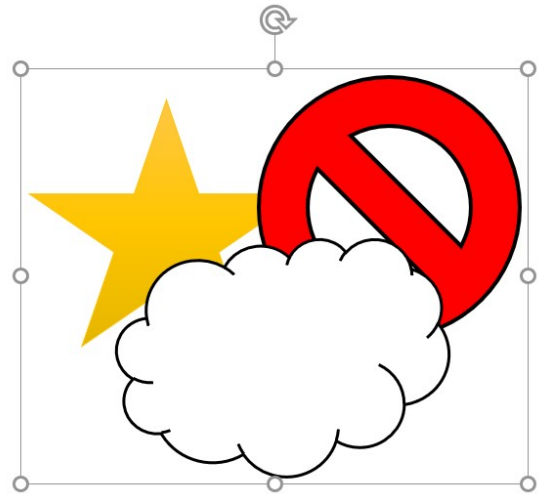


Figure 9: Three Shapes: Changed

(Pages: 945 – 949) (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. (a) Why does Word show a strange colorful underline in the phrase in Figure 10?

The girl eat this.

Figure 10: 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.”)

(2.5 points)

16. You inserted an oval shape into your Word document shown in Figure 11, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 12, “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. 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 13, “My

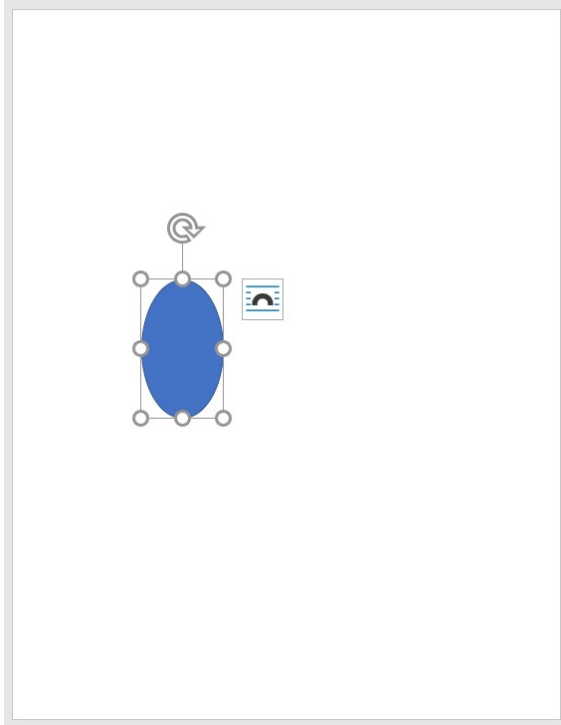


Figure 11: Added Oval Shape

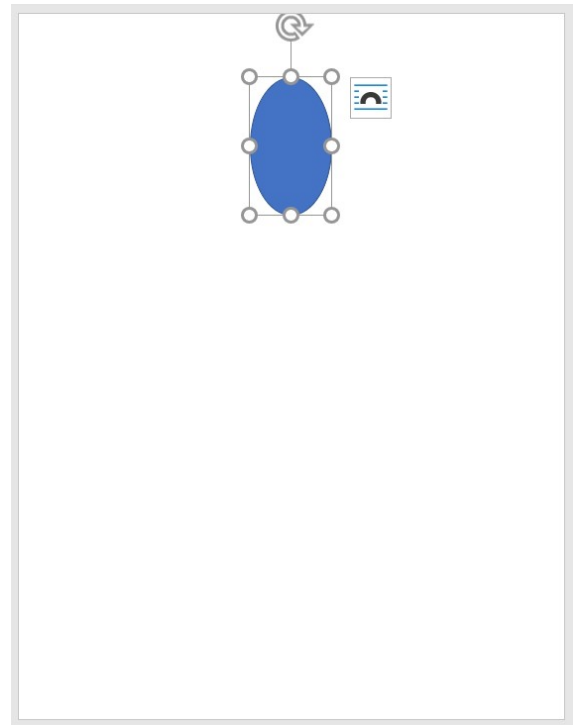


Figure 12: Moved Oval

Slides”. Where should you click to change the Slides tab to the one in Figure 14, “My Slides: Changed”?

(2.5 points)

18. How can you insert a picture inside the object shown in Figure 15? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

(2.5 points)

– End of Midterm Exam –



Figure 13: My Slides



Figure 14: My Slides: Changed

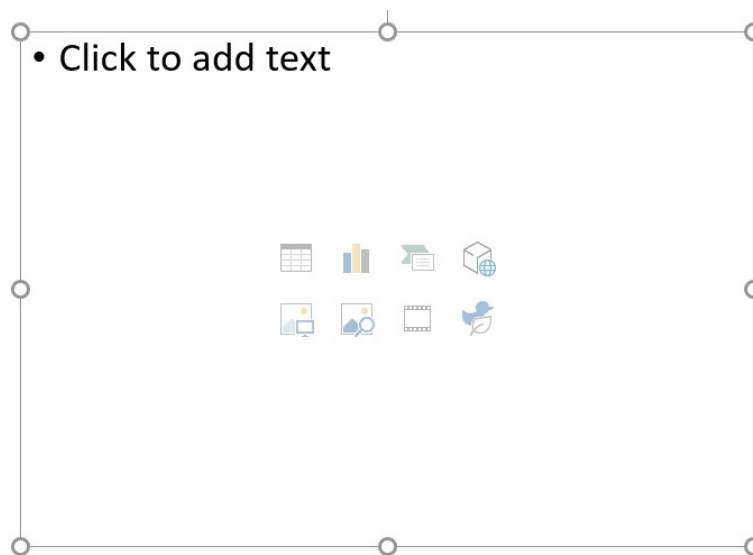


Figure 15: Insert Picture Here

Congrats for completing the Midterm exam!

