Instructions

Updated: 08/23/2023, 06:39

- 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 \rightarrow Midterm.
- Exam duration: 11:00 AM 12:15 PM. 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. The following text appears in a Word document:
Yesterday, the President delivered a speech at the <u>United Nations</u> 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)

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"?

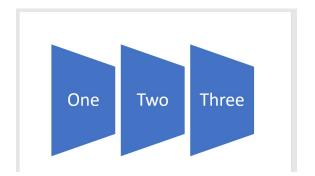


Figure 1: SmartArt: Before

One Two

Figure 2: SmartArt: After

(Pages: 930 - 937) (7.14 points)

3. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

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 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 - 441) (7.14 points)

- 6. 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)

7. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

Column 1	Column 2
Info	Info
Info	Info

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Figure 4: Table: After

(Pages: 494 – 498) (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 shapes on a PowerPoint slide shown in Figure 5, "Three Shapes" to the shape in Figure 6, "Three Shapes: Changed"?

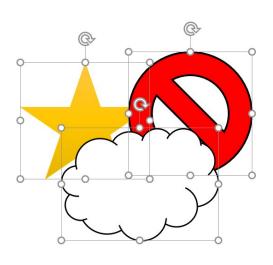


Figure 5: Three Shapes



Figure 6: Three Shapes: Changed

(Pages: 945 - 949) (7.14 points)

9. How can you enter a hyperlink into an existing text? (Pages: 524 – 529) (7.14 points)

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 7?

(Pages: 443 - 446) (7.14 points)



Figure 7: Button with Arrow

11. Which button do you need to click to add the text pointed by the red arrows in Figure 8? (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 8: What is This

(Pages: 967 - 970) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 9? Your answer must use the box shown in that Figure.



Figure 9: Insert Table Here

(Pages: 1055 - 1059) (7.14 points)

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

(Pages: 904 – 907) (7.14 points)

14. 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)

Extra Credit

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

Word

15. Where should you click to change the text layout in picture 10, "My Text Layout: Before" to the one in the picture 11, "My Text Layout: After" inside a Word document?

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Figure 10: My Text Layout: Before

(2.5 points)

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Figure 11: My Text Layout: After

finibus, eu gravida nisl

16. What is the purpose of the buttons displayed in Figure 12?

(2.5 points)

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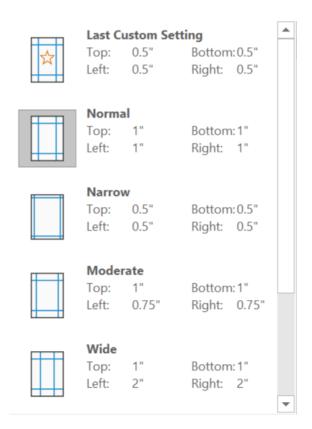


Figure 12: Five Buttons

PowerPoint

17. If you were to click on an option from the menu in the Figure 13, what kind of object would be added to the PowerPoint slide?

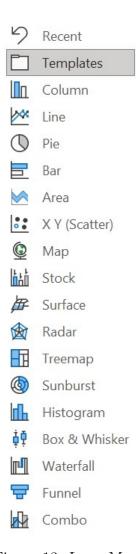
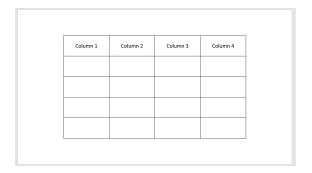


Figure 13: Long Menu

(2.5 points)

18. Where do you need to click to change the table in Figure 14, "Table: Before" to the

table in Figure 15, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Column 1 Column 2 Column 3 Column 4

Figure 14: Table: Before

Figure 15: Table: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

