

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 West End Building (WEB), at room 105.
- **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. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

2. You inserted an oval shape into your Word document shown in Figure 3, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 4, “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.”]

(Pages: 519 – 521) (7.14 points)

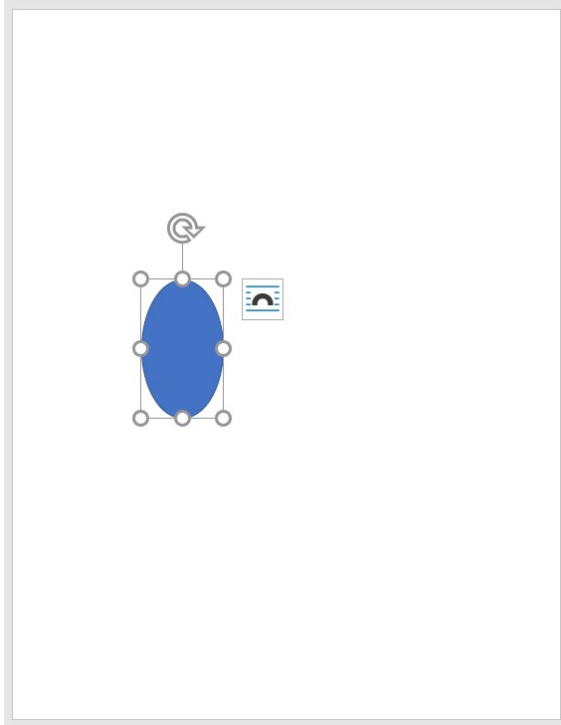


Figure 3: Added Oval Shape

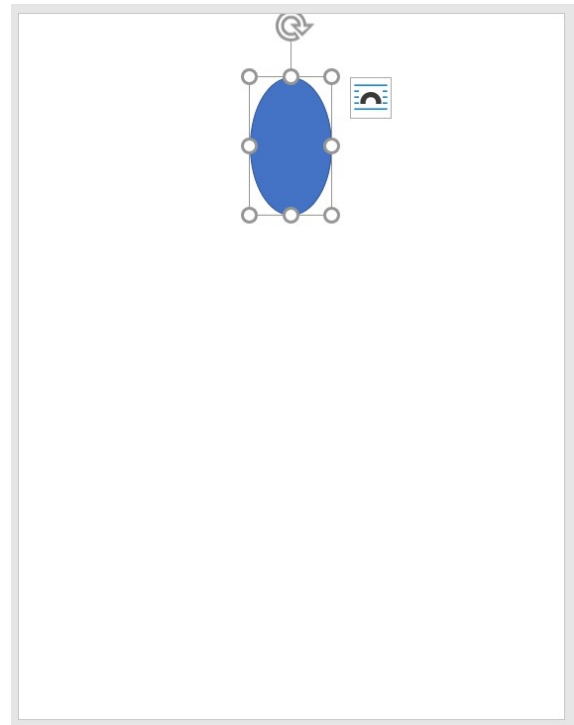


Figure 4: Moved Oval

3. 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.

(Pages: 441 – 442) (7.14 points)

4. 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)

5. 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)

6. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.

(Pages: 380 – 382) (7.14 points)

7. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “Table: After”?

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: 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 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?



Figure 7: Three Shapes

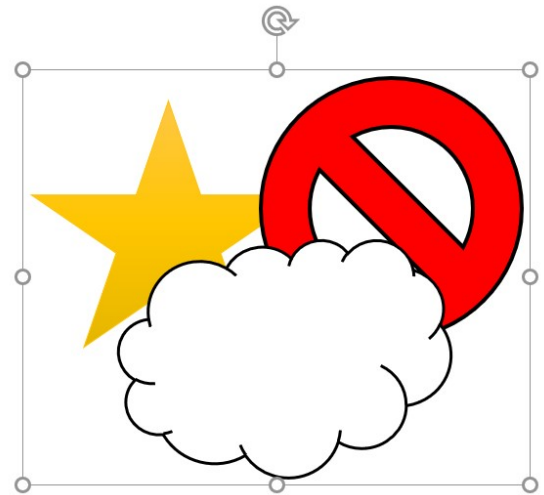


Figure 8: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

9. If you click on any of the options shown in Figure 9, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

10. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 10? Your answer must use the box shown in that Figure.

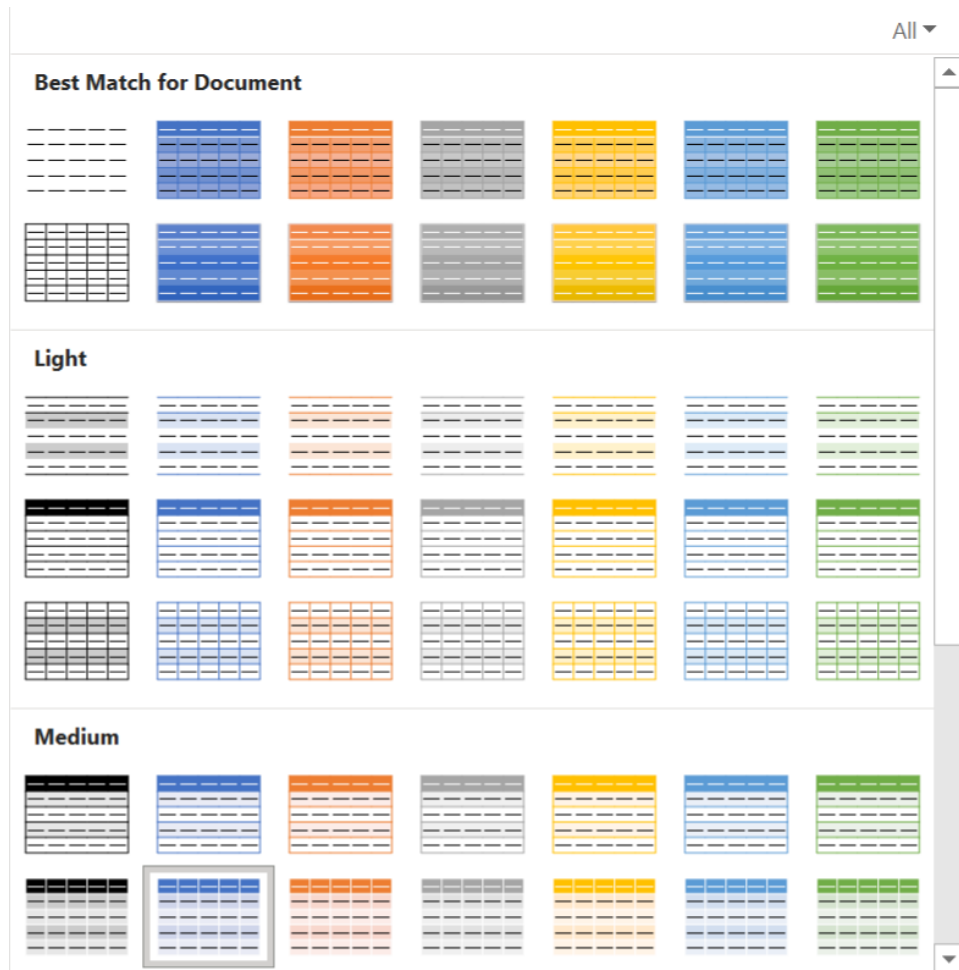


Figure 9: Many options

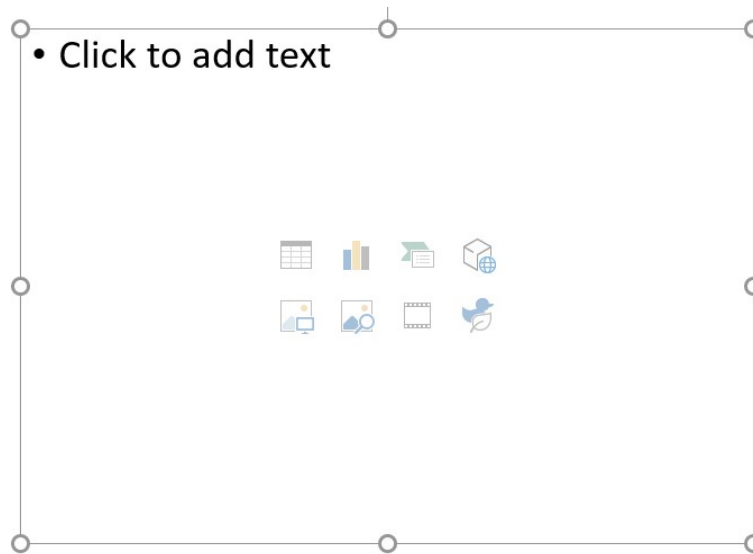


Figure 10: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

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

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: Before

Column 1	Column 2	Column 3	Column 4

Figure 12: Table: After

(Pages: 549 – 551) (7.14 points)

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



Figure 13: My Slides



Figure 14: My Slides: Changed

(Pages: 907 – 908) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

14. Where do you need to click to change the chart in Figure 15, “Chart: Before” to the chart in Figure 16, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

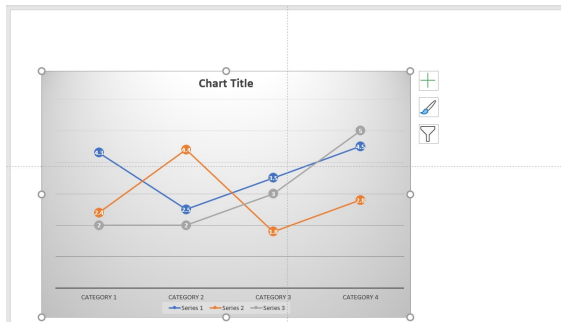


Figure 15: Chart: Before

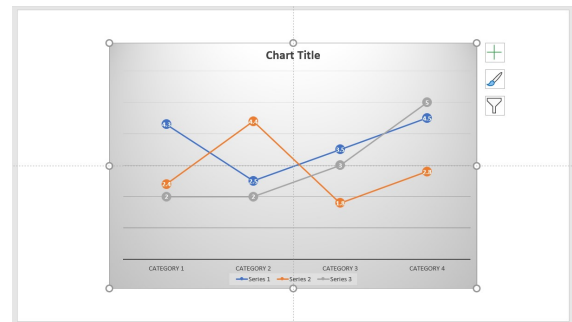


Figure 16: Chart: After

(Pages: 1126 – 1133) (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. What is the purpose of the following partially-shown dialog box in Figure 17?

The dialog box is titled "Bibliography Fields for MLA". It features a "Web site" dropdown menu and a "Language" dropdown menu set to "Default". The main section contains input fields for "Author" (with an "Edit" button), "Corporate Author" (checkbox), "Name of Web Page", "Year", "Month", "Day", "Year Accessed", "Month Accessed", "Day Accessed", and "Medium". At the bottom, there is a checkbox for "Show All Bibliography Fields", a "Tag name" field with the text "Placeholder1", and "OK" and "Cancel" buttons.

Figure 17: Dialog Box

(2.5 points)

16. Name **two** commands/buttons on the Status Bar.

(2.5 points)

PowerPoint

17. (a) What is the object displayed in Figure 18?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

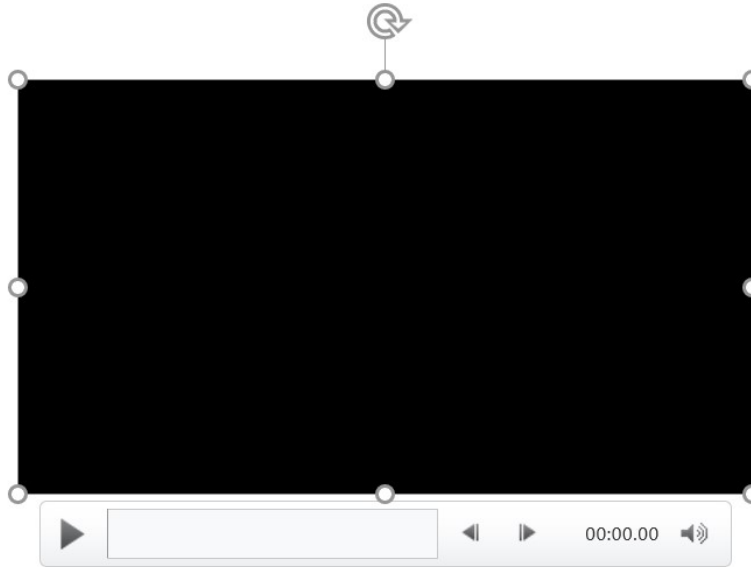


Figure 18: Object with Buttons

(2.5 points)

18. How can you insert a picture inside the object shown in Figure 19? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(2.5 points)

– End of Midterm Exam –

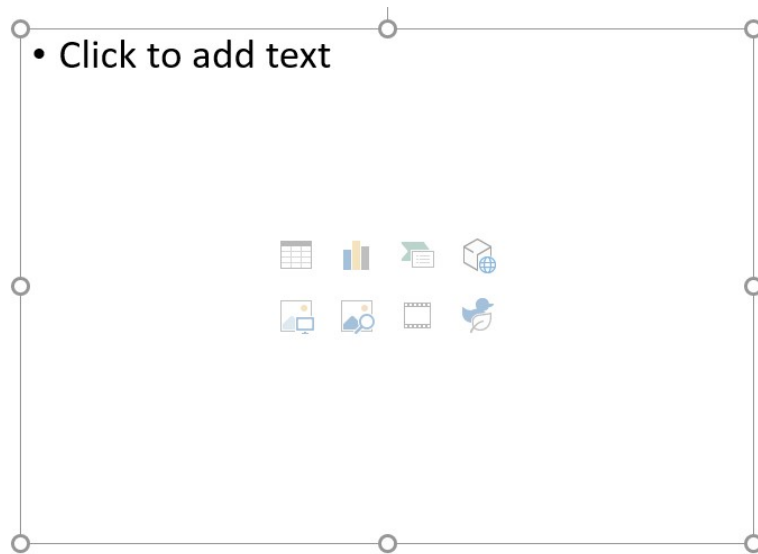


Figure 19: Insert Picture Here

Congrats for completing the Midterm exam!