

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

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 a "Placeholder1" label, and "OK" and "Cancel" buttons.

Figure 1: Dialog Box

(Pages: 569 – 570) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

3. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

4. 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)

5. 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)

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 4, “Apple: Before” to the picture shown in Figure 5, “Apple: After”.

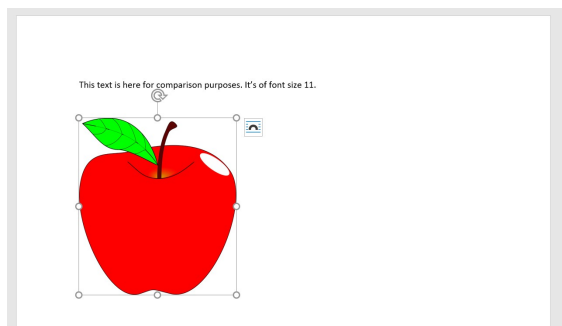


Figure 4: Apple: Before

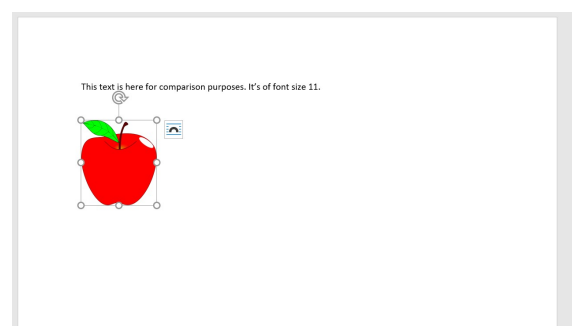


Figure 5: Apple: After

(Pages: 514 – 516) (7.14 points)

7. Where should you click to change the watermark in the picture 6, “Watermark: Before” to the watermark in the picture 7, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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Figure 6: Watermark: Before

Figure 7: Watermark: After

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 enter a hyperlink into an existing text?

(Pages: 524 – 529) (7.14 points)

9. 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)

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

(Pages: 443 – 446) (7.14 points)



Figure 10: Button with Arrow

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

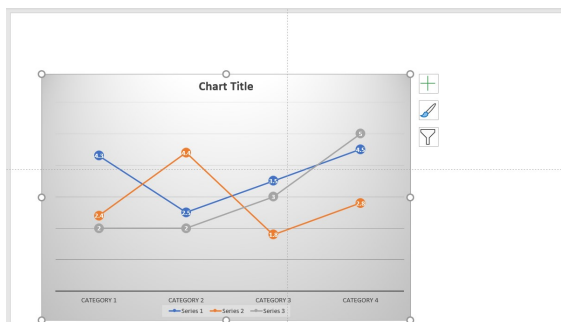


Figure 11: Chart: Before



Figure 12: Chart: After

(Pages: 1126 – 1133) (7.14 points)

12. (a) What is the name of the PowerPoint object appearing in the Figure 13?
 (b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

Click to add title

Figure 13: Object/Box

13. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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

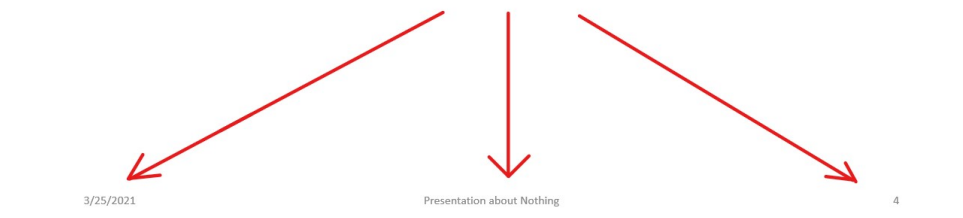


Figure 14: What is This

(Pages: 967 – 970) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 15, what will change in the PowerPoint presentation? Explain in general.



Figure 15: Many Options

(Pages: 885 – 889) (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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(2.5 points)

16. 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!]

(2.5 points)

PowerPoint

17. The bulleted list in Figure 16, “My List” was converted into the object displayed in Figure 17, “My New List”. Where should you click for this object conversion to occur? (Hint: what kind of object is displayed in Figure 17, “My New List”?)

(2.5 points)

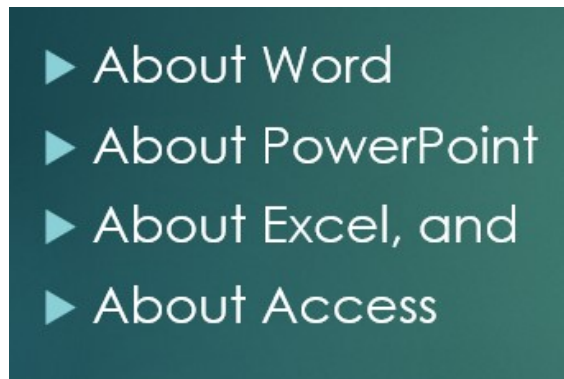


Figure 16: My List

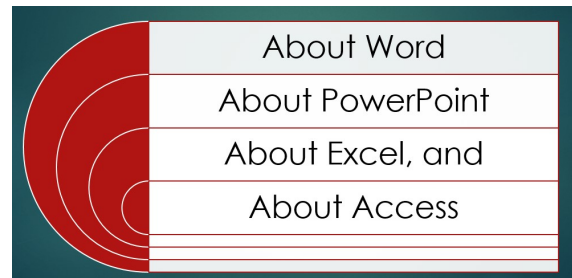


Figure 17: My New List

18. 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.
(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

