

## 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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- **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 **Course Documents** → “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  $\infty$  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. Mention **two** ways to change the zoom of a Word document to 100%.

(Pages: 370) (7.14 points)

2. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

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

(Pages: 369 – 370) (7.14 points)

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

(Pages: 569 – 570) (7.14 points)

Figure 1: Dialog Box

5. Where should you click to change the text layout in picture 2, “My Text Layout: Before” to the one in the picture 3, “My Text Layout: After” inside a Word document?

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Figure 2: My Text Layout: Before

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Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. If a paragraph has 14 points of space below it, and the paragraph underneath has additional 9 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

7. 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”.

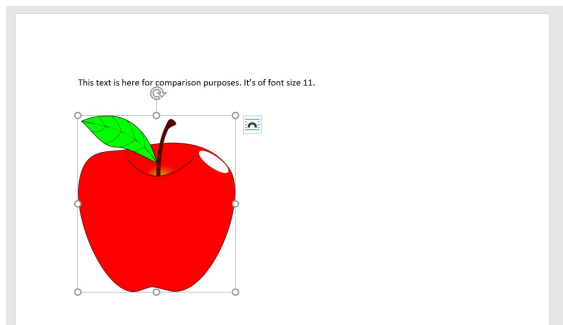


Figure 4: Apple: Before

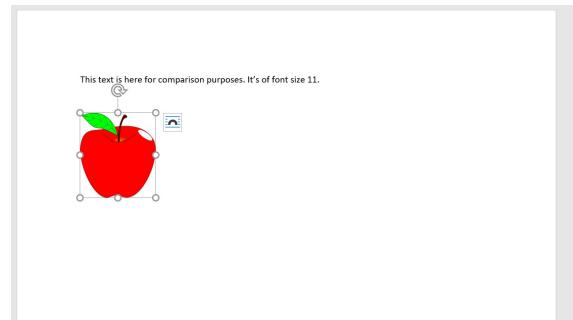


Figure 5: Apple: After

(Pages: 514 – 516) (7.14 points)

## 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 duplicate a slide? Mention **one** way.

(Pages: 63 – 64, 900 – 901) (7.14 points)

10. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 6? **Hint:** Look at the screenshots given on the textbook pages listed below.



Click to add title

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Figure 6: My Slide

(Pages: 900 – 903) (7.14 points)

11. 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)

12. (a) What is the name of the PowerPoint object appearing in the Figure 8?  
(b) Where do you need to click to delete/remove this object?

Click to add title

Figure 8: Object/Box

(Pages: 880 – 883) (7.14 points)

13. Where do you need to click to change the chart in Figure 9, “Chart: Before” to the chart in Figure 10, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

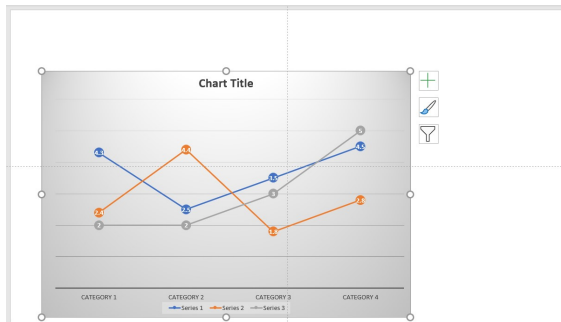


Figure 9: Chart: Before

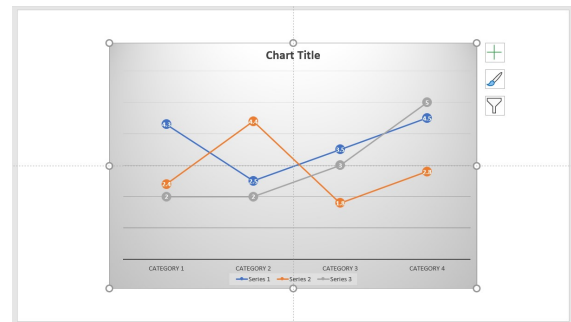


Figure 10: Chart: After

(Pages: 1126 – 1133) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.

(Pages: 930 – 934) (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 change has been made to the picture in Figure 12, “Dino: Before”, so that it became the picture in Figure 13, “Dino: After”?

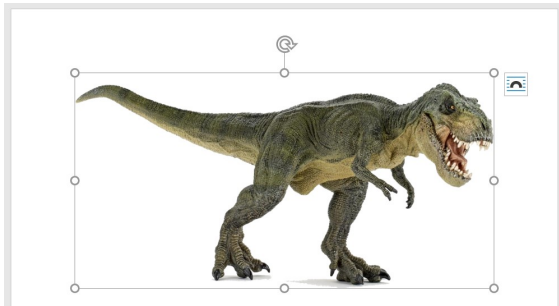


Figure 12: Dino: Before

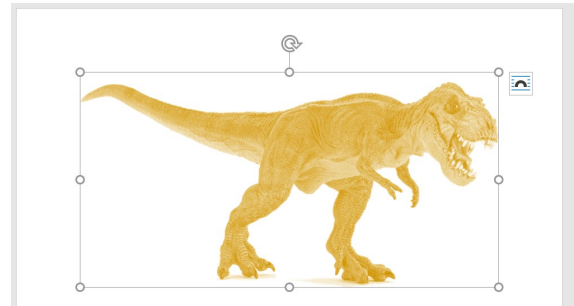


Figure 13: Dino: After

(2.5 points)

16. Where should you click to change the table in Figure 14, “Table: Before” to the one in Figure 15, “Table: After”?

(2.5 points)

### PowerPoint

17. How can you insert a picture inside the object shown in Figure 16? Assume that the picture you wish to insert is already located on your computer’s Desktop folder.

Column 1	Column 2
Info	Info
Info	Info

Figure 14: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 15: Table: After

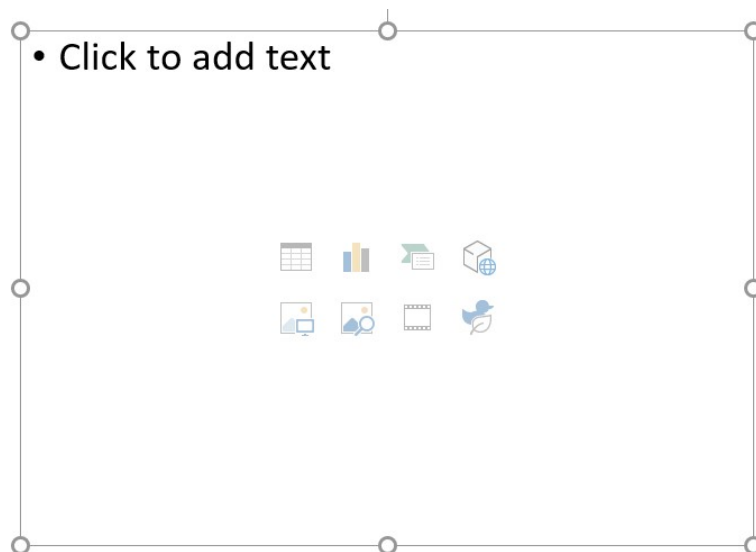


Figure 16: Insert Picture Here

(2.5 points)

18. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 17? Your answer must use the box shown in that Figure.

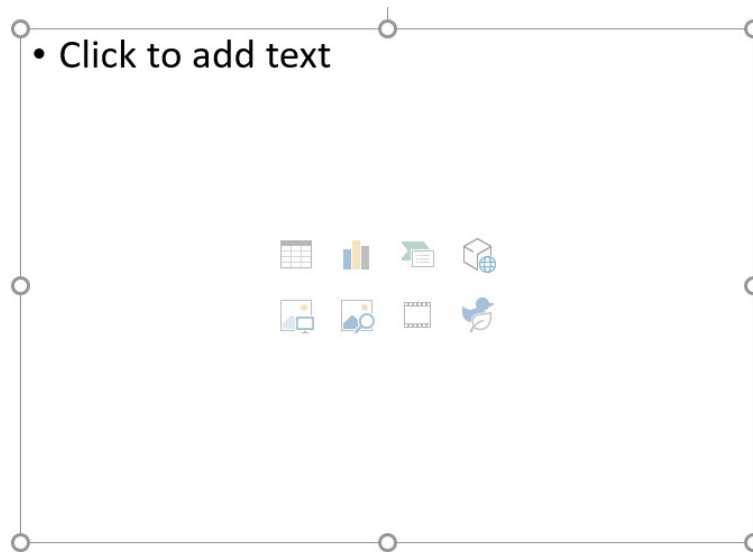


Figure 17: Insert Table Here

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

