## 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**  $\rightarrow$  **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**  $\rightarrow$  "**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. Name three commands/buttons on the Quick Access Toolbar.

(Pages: 369) (7.14 points)

2. Explain **one** way to open the Word Application on a Windows 10 computer.

(Pages: 365 - 366) (7.14 points)

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:

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

(Pages: 438 - 441) (7.14 points)

4. 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)

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

(Pages: 380 - 382) (7.14 points)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 1?

# The girl eat this.

Figure 1: 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.")

(Pages: 419 - 423) (7.14 points)

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

(Pages: 454 – 459) (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. Which button do you need to click to add the text pointed by the red arrows in Figure 2? (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 2: What is This

(Pages: 967 - 970) (7.14 points)

9. If you click on any of the options shown in Figure 3, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)



Figure 3: Many options

10. Where do you need to click to change the chart in Figure 4, "Chart: Before" to the chart in Figure 5, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

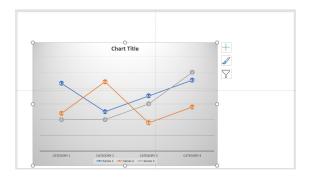


Figure 4: Chart: Before

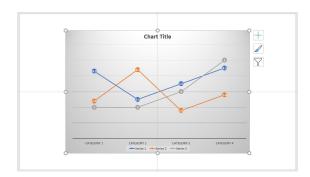


Figure 5: Chart: After

(Pages: 1126 – 1133) (7.14 points)

11. If you were to click on an option from the menu in the Figure 6, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 - 1123) (7.14 points)

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 7? Your answer must use the box shown in that Figure.

(Pages: 1055 - 1059) (7.14 points)



Figure 6: Long Menu

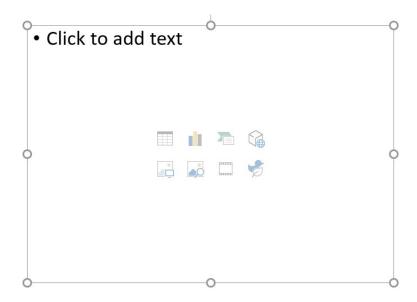


Figure 7: Insert Table Here

13. A non-square page can have one of two orientation types: portrait and landscape. Which one is the orientation type of a PowerPoint slide, and how can you tell by looking at the slide? **Note**: The cheat-sheet page describes the orientation of an Excel page, but the same idea applies to the orientation of a PowerPoint slide.

(Pages: 770) (7.14 points)

14. Explain why the 1st slide in a PowerPoint presentation is called the "Title Slide," according to our lectures.

(Pages: 1155 – 1156) (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 8, "My Text Layout: Before" to the one in the picture 9, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitor quis fringilli et, suscipit eu nisl. Vestibulum a hendreirit arcu. Curabitur sem nunc, vestibulum a mit et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecensa indiodunt nuil diam, it dempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus utrices. Etiam quis cursus ex.

Morbi est elit, placerat et odio vel, ullumcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla i psum risus, jul sollicitudin neque euismod ut. Sed volutpat i psum nibh, a crihoncus ins intoncus pretium. Lorem i psum doirs sit amet, consecture adjuiscing elit, Phasellus in blandt neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam conseguat quam sit amet laoreet utricise. Vestibulum i psum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

trempus in there or us uscipit.

Præsent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ubiticies arcu at, elementum nisi. Ut veili urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristica codo nisi, aed tincidum semi sculis a. in ornare, purus quis fermentum interdum, metas una segitis seme, eurodis libero ipsane urna. Sed viserus runa nec est suscipit, quis ullamo prarenti biandit. Anders de quant solicitudini, incufis turgis si, maximus tellus, reverent id massi ullamo prarenti biandit. Anders del quant solicitudini, incufis turgis si, maximus tellus, reverent id massi handers providente del providente del

Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue e eleifend non. Duis ac enim sed enim convallis tempus id nec est. Nunc dolor ligula, ornare ut nibh a, tristique aliquam sem. Ut ac sem at eros luctus portitior. Aliquam erat volutpat. Aenean viverra enim quis faciliès veestibulum. Quieque notrum faciliès dolort. Vivamus at ipsum metus. Veetibulum dignissismi

Figure 8: My Text Layout: Before

(2.5 points)

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitior quis fringilla et, suscipit eu nisl. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viver quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex. Morbi est elit, placerat et

Morbi est elit, placerat et odio vel, ullamcorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilla ipsum risus, id sollicitudin neque euismod ut. Sed volutpat ipsum nibh, ac rhoncus nisi rhoncus

nisi. Ut velit urna, semper id ornare interdum, accumsan quis sapien. Vestibulum tristique odio nisi, sed tincidunt sem iaculis a. In ornare, purus quis fermentum interdum, metus rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex neo massa ullamcorper tristique condimentum, condimentu mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoree molestie. Phasellus mattis nulla justo, et consequat er pellentesque a. Nullam qui nunc sagittis sem, eu mollis libero ipsum eu urna. Sed diam. Praesent malesuade sodales mi, a imperdiet mauris viverra eu. Nam volutpat, arcu id suscipit hendrerit, nisl sapien vestibulum mi, ut elementum odio magna et sapien. Sed eget purus dol Praesent eu facilisis eros, eget ultricies turpis. Cras dienissim pacus sit amet el fienissim pacus sit amet el

dignissim quam sit ame volutpat auctor. Morbi

Figure 9: My Text Layout: After

finibus, eu gravida nisl

16. Suppose you are working on the SmartArt graphic in Word in Figure 10, "SmartArt: Before". Where should you click to change the graphic to the one in Figure 11, "SmartArt: After"?

(2.5 points)

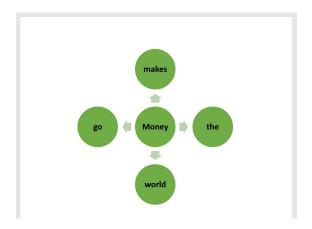


Figure 10: SmartArt: Before

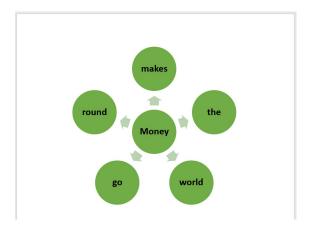


Figure 11: SmartArt: After

### **PowerPoint**

- 17. The bulleted list in Figure 12, "My List" was converted into the object displayed in Figure 13, "My New List". Where should you click for this object conversion to occur? (**Hint**: what kind of object is displayed in Figure 13, "My New List"?)
- ▶ About Word
- ▶ About PowerPoint
- ▶ About Excel, and
- ▶ About Access

Figure 12: My List

About PowerPoint
About Excel, and
About Access

**About Word** 

Figure 13: My New List

(2.5 points)

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!

