

## 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  $\infty$  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. 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”?

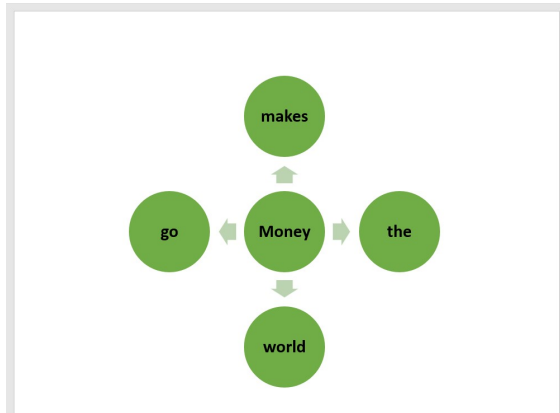


Figure 1: SmartArt: Before

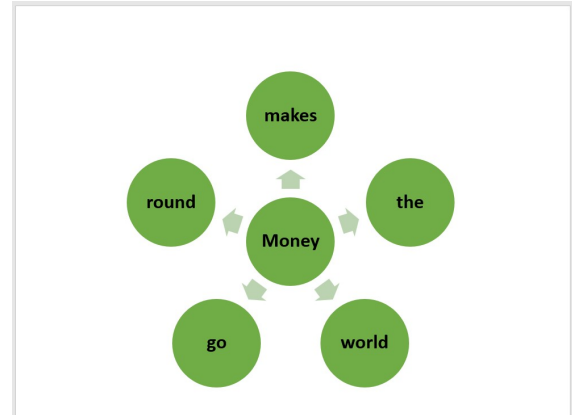


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

2. What is the purpose of the following partially-shown dialog box in Figure 3?

(Pages: 569 – 570) (7.14 points)

3. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.  
(b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

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Medium

☐ Show All Bibliography Fields

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OK Cancel

Figure 3: Dialog Box

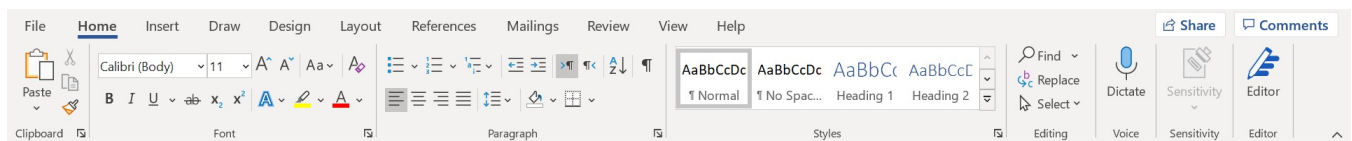


Figure 4: Window Area

(Pages: 368 – 370) (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. Where should you click to change the table in Figure 5, “Table: Before” to the one in Figure 6, “Table: After”?

(Pages: 494 – 498) (7.14 points)

6. Where should you click to change the text layout in picture 7, “My Text Layout: Before” to the one in the picture 8, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 6: Table: After

<p>Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, porttitor quis fringilla et, suscipit eu nisi. Vestibulum a hendrerit arcu. Curabitur sem nunc, vestibulum a mi et, commodo fermentum ante. Suspendisse id accumsan ligula. Donec ut orci non tellus iaculis venenatis non at sapien. Maecenas tincidunt nulla diam, id tempor ante viverra quis. Vestibulum in lorem risus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.</p> <p>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 pretium. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus in blandit neque, in semper enim. Etiam ullamcorper ac tellus vitae tempus. Nullam consequat quam sit amet laoreet ultrices. Vestibulum ipsum tortor, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.</p> <p>Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Morbi quis tellus commodo, ultrices arcu at, elementum 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 nunc sagittis sem, eu mollis libero ipsum eu urna. Sed viverra urna nec est suscipit, quis ullamcorper nisl blandit. Nam vel quam sollicitudin, iaculis turpis id, maximus tellus. Praesent id massa diam. Praesent malesuada 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 dolor. Praesent eu facilisis eros, eget ultrices turpis. Cras dignissim lacus sit amet elit finibus, eu gravida nisl consequat. Donec massa lacus, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugiat auctor.</p> <p>Mauris efficitur tellus turpis, non semper lectus viverra sit amet. Duis blandit enim nulla, non congue elit 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 porttitor. Aliquam erat volutpat. Aenean viverra enim quis facilisis vestibulum. Quisque rutrum facilisis dolor. Vivamus at ipsum metus. Vestibulum dignissim ex nec massa ullamcorper tristique. Morbi non enim condimentum, condimentum mi vel, faucibus velit. In eu facilisis quam. Pellentesque vel magna at mauris laoreet molestie. Phasellus mattis nulla justo, et consequat erat pellentesque a. Nullam quis orci est. Mauris at massa arcu.</p>
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Figure 7: My Text Layout: Before

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Figure 8: My Text Layout: After

7. If a paragraph has 16 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)

## 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 insert a picture inside the object shown in Figure 9? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

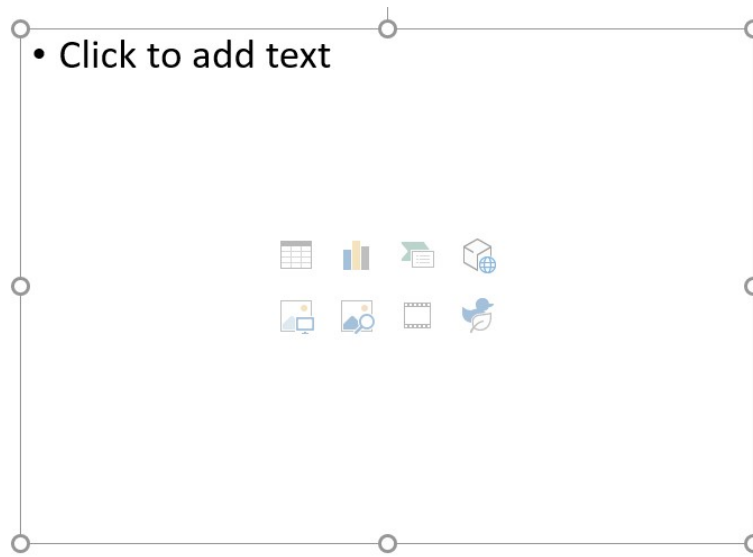


Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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

(Pages: 524 – 529) (7.14 points)

10. The bulleted list in Figure 10, “My List” was converted into the object displayed in Figure 11, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 11, “My New List”?)



Figure 10: My List

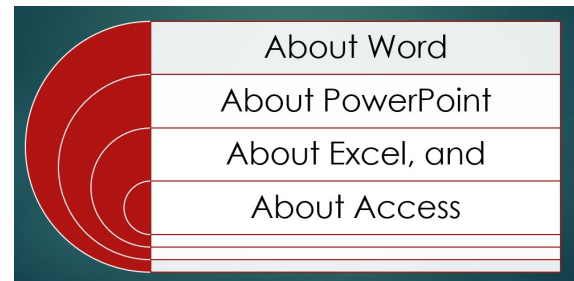


Figure 11: My New List

(Pages: 930 – 937) (7.14 points)

11. If you were to click on an option from the menu in the Figure 12, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

12. Where do you need to click to change the chart in Figure 13, “Chart: Before” to the chart in Figure 14, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

(Pages: 1126 – 1133) (7.14 points)



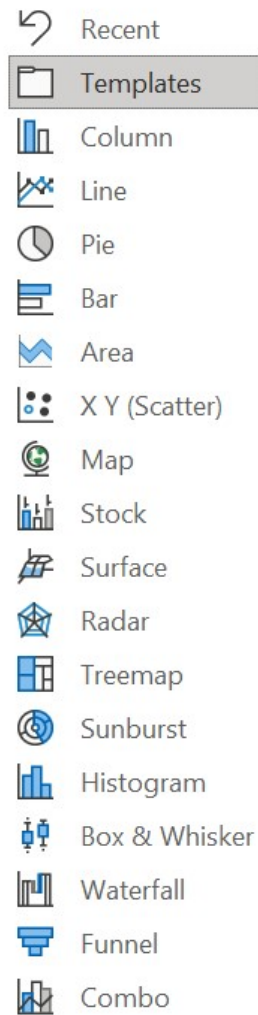


Figure 12: Long Menu

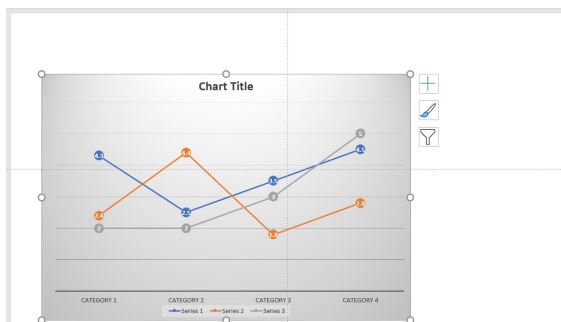


Figure 13: Chart: Before



Figure 14: Chart: After

13. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 15? Your answer must use the box shown in that Figure.

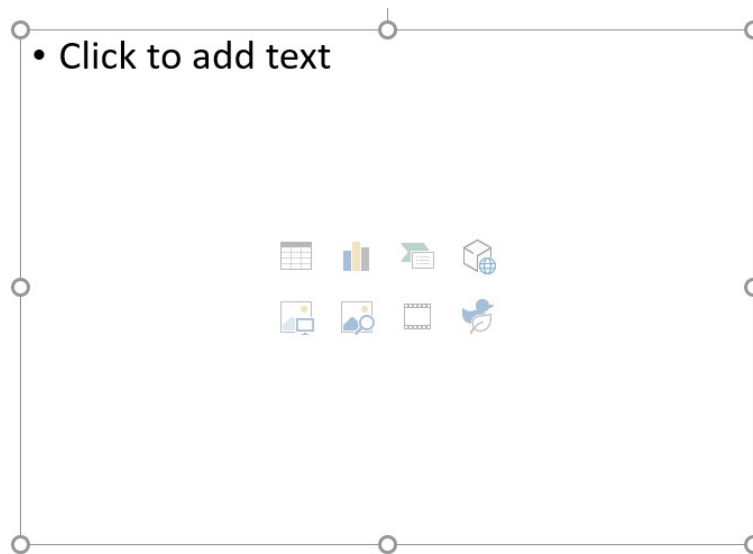


Figure 15: Insert Table Here

(Pages: 1055 – 1059) (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. Explain where you should click to:

- (a) Save the Word document for the 1st time (mention just **one** way.)
- (b) Open an existing Word document on your Windows 10 computer (mention just **one** way.)

(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. (a) What is the name of the PowerPoint object appearing in the Figure 16?  
(b) Where do you need to click to delete/remove this object?

(2.5 points)



Click to add title

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Figure 16: Object/Box

18. If you click on any one of the squares in the picture in Figure 17, what will change in the PowerPoint presentation? Explain in general.  
(2.5 points)

– End of Midterm Exam –

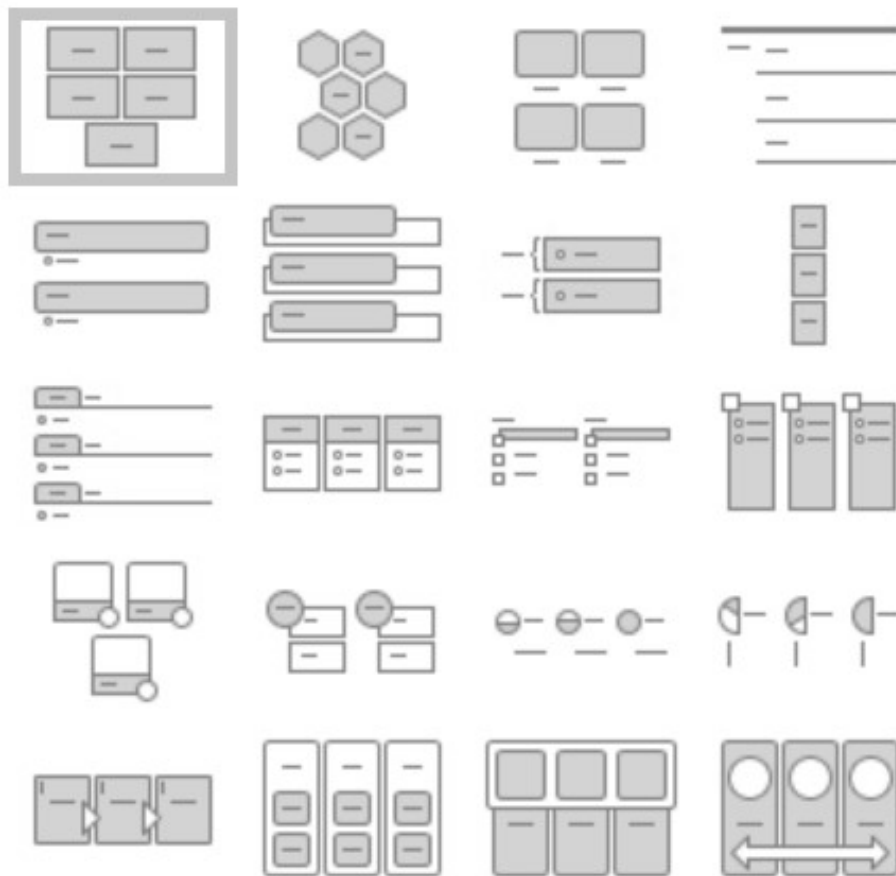


Figure 17: Many Options

Congrats for completing the Midterm exam!

