

## 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. Where should you click to change the text layout in picture 1, “My Text Layout: Before” to the one in the picture 2, “My Text Layout: After” inside a Word document?

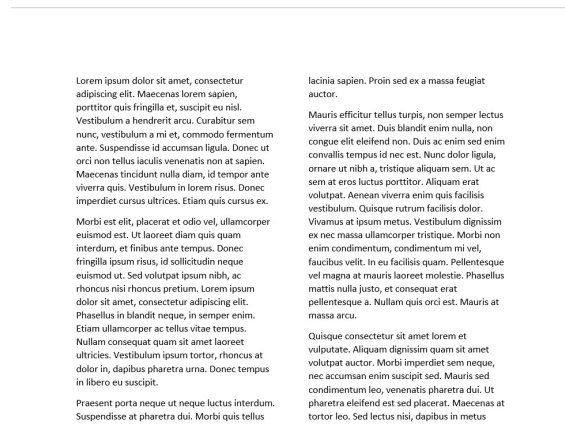


Figure 1: My Text Layout: Before

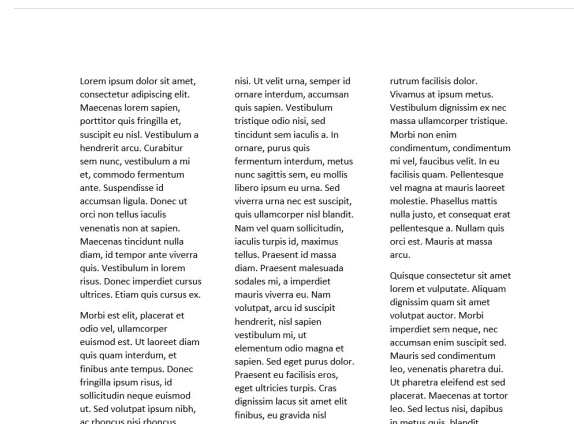


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

2. What is change has been made to the picture in Figure 3, “Dino: Before”, so that it became the picture in Figure 4, “Dino: After”?

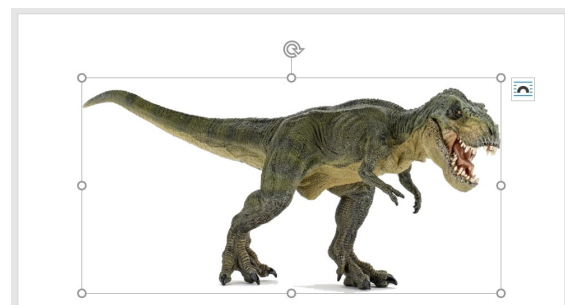


Figure 3: Dino: Before

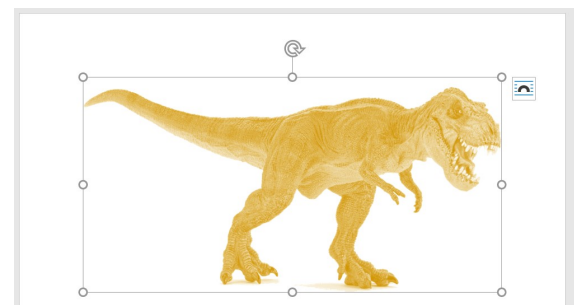


Figure 4: Dino: After

(Pages: 514 – 516) (7.14 points)

3. Suppose you are working on the SmartArt graphic in Word in Figure 5, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 6, “SmartArt: After”?

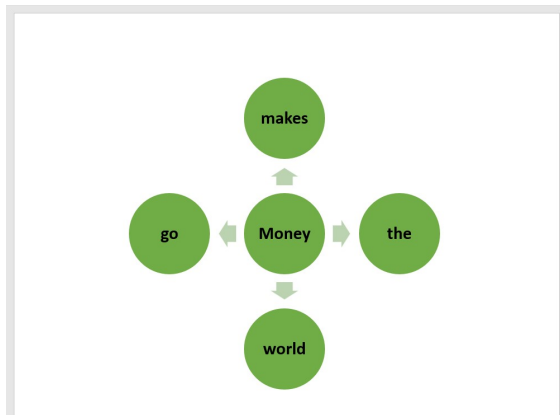


Figure 5: SmartArt: Before

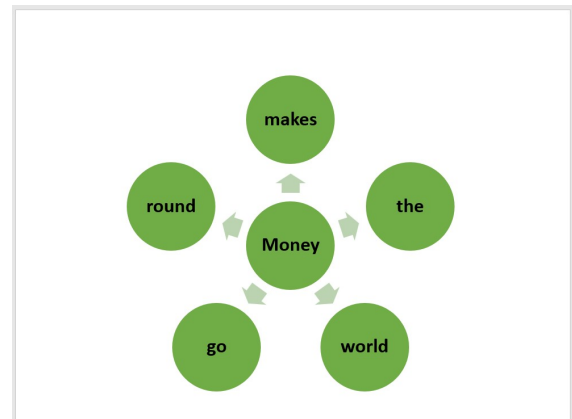


Figure 6: SmartArt: After

(Pages: 930 – 937) (7.14 points)

4. Where should you click to change the watermark in the picture 7, “Watermark: Before” to the watermark in the picture 8, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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

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Figure 7: Watermark: Before

Figure 8: Watermark: After

(Pages: 380 – 382) (7.14 points)

6. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

7. 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)

## 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.

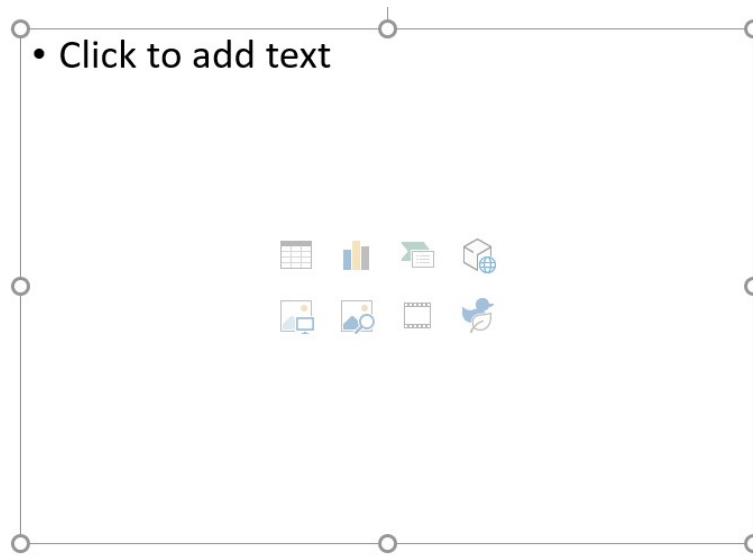



Figure 9: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

9. 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)

10. (a) What is the name of the PowerPoint object appearing in the Figure 10?  
(b) Where do you need to click to delete/remove this object?



Click to add title

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Figure 10: Object/Box

(Pages: 880 – 883) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 11, “Three Shapes” to the shape in Figure 12, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

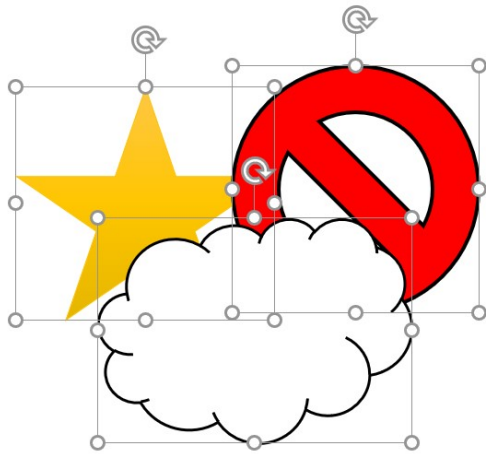


Figure 11: Three Shapes

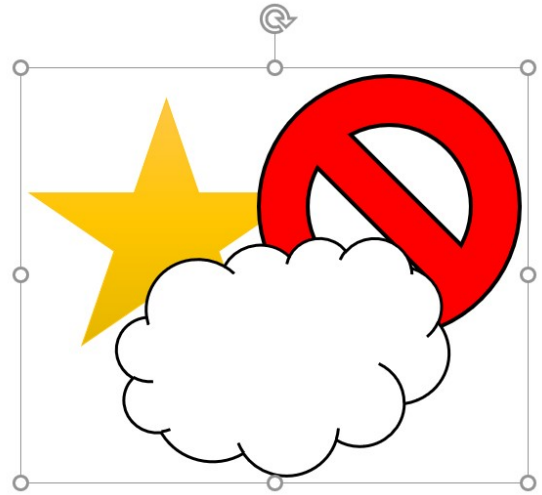


Figure 12: Three Shapes: Changed

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 13? **Hint:** Look at the screenshots given on the textbook pages listed below.

Click to add title

Figure 13: My Slide

(Pages: 900 – 903) (7.14 points)

13. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 14? Your answer must use the box shown in that Figure.



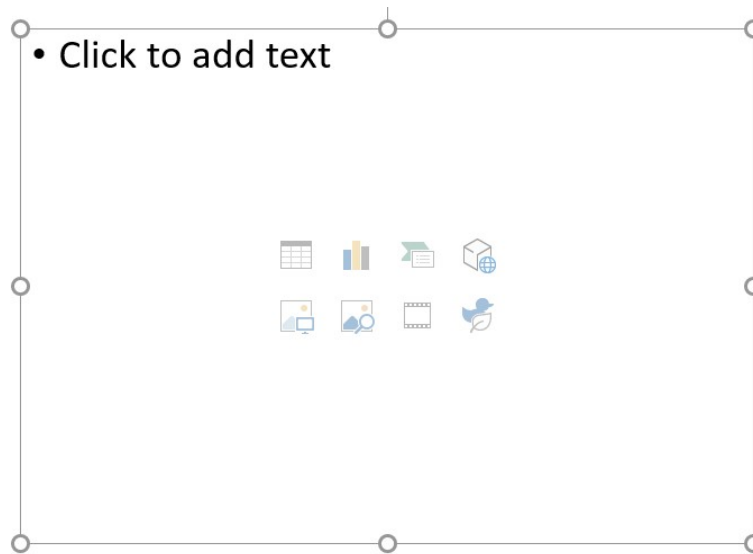


Figure 14: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

14. How can you move the shapes in Figure 15, “My Shapes” so that they are positioned like those in Figure 16, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.



Figure 15: My Shapes

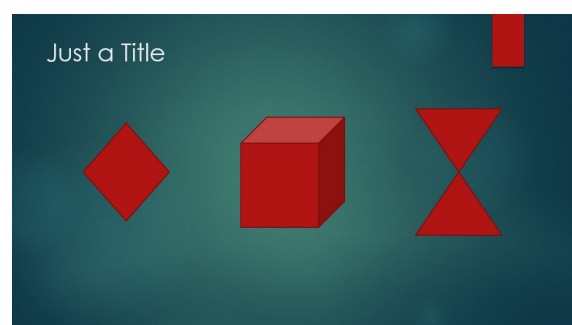


Figure 16: My Shapes: Moved

(Pages: 939 – 943) (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. (a) Why does Word show a strange colorful underline in the phrase in Figure 17?

The girl eat this.

Figure 17: 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.”)

(2.5 points)

16. Name **three** commands/buttons on the Home tab of Word.

(2.5 points)

### PowerPoint

17. If you click on any of the options shown in Figure 18, what object will change on the PowerPoint slide, and how?

(2.5 points)

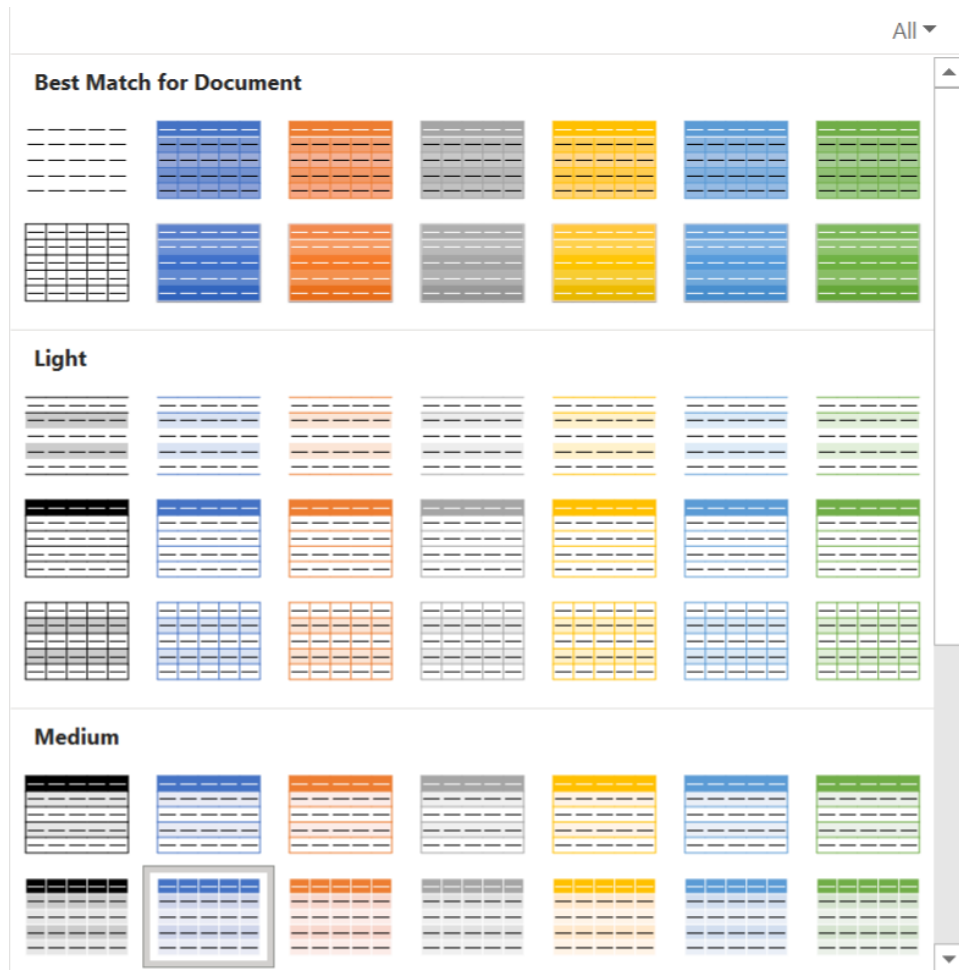


Figure 18: Many options

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

