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 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 ∞ 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

$\mathbf{Word}-\mathbf{Short}\ \mathbf{Answer}$

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?

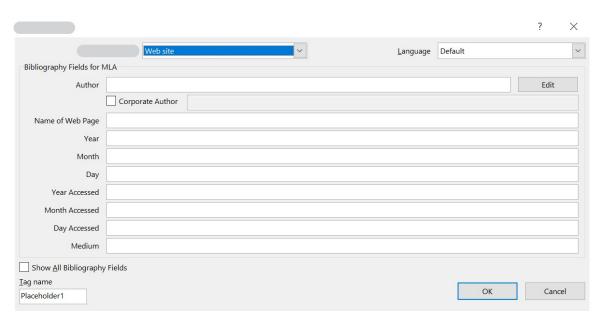


Figure 1: Dialog Box

(Pages: 569 - 570) (7.14 points)

2. 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?

(Pages: 465 - 469) (7.14 points)

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Figure 2: My Text Layout: Before

Figure 3: My Text Layout: After

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

(Pages: 365 - 366) (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)

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Figure 4: Watermark: Before

Figure 5: Watermark: After

5. Where should you click to change the watermark in the picture 4, "Watermark: Before" to the watermark in the picture 5, "Watermark: After"?

(Pages: 556 - 560) (7.14 points)

- 6. 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.)

(Pages: 372 - 378, 544) (7.14 points)

7. Where should you click to save all the recently-made changes in a currently open Word document? (You already saved the document before, but just made some changes to it.) Mention **two** ways.

(Pages: 369, 372 – 378) (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. If you click on any one of the squares in the picture in Figure 6, what will change in the PowerPoint presentation? Explain in general.

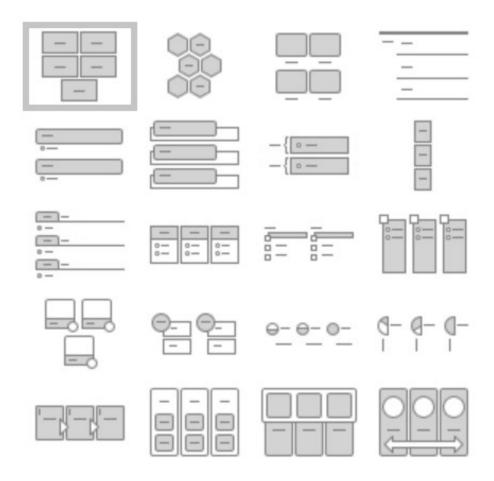


Figure 6: Many Options

(Pages: 930 - 934) (7.14 points)

9. You are are working on a PowerPoint presentation with 3 slides. The thumbnails (small pictures) of your slides are displayed in the Slides tab/area shown in Figure 7, "My

Slides". Where should you click to change the Slides tab to the one in Figure 8, "My Slides: Changed"?



Figure 7: My Slides

(Pages: 907 - 908) (7.14 points)

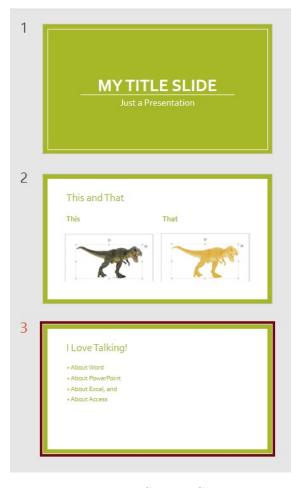


Figure 8: My Slides: Changed

10. 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)

11. 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.

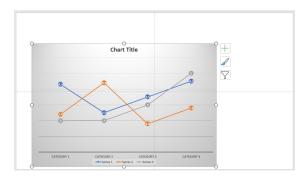


Figure 9: Chart: Before

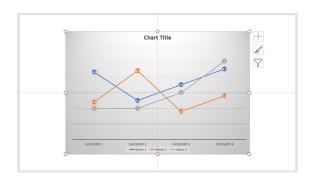


Figure 10: Chart: After

(Pages: 1126 – 1133) (7.14 points)

12. Which button do you need to click to add the text pointed by the red arrows in Figure 11? (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.)

(Pages: 967 - 970) (7.14 points)

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

Just a Title



Figure 11: What is This

(Pages: 1155 – 1156) (7.14 points)

14. How can you enter a hyperlink into an existing text? (Pages: 524 – 529) (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 are the Rulers in Word used for? Describe ${\bf one}$ use.

(2.5 points)

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

(2.5 points)

PowerPoint

17. Where do you need to click to change the table in Figure 12, "Table: Before" to the table in Figure 13, "Table: After"? Your answer must use a button from the Table Tools: Design tab.



Figure 12: Table: Before

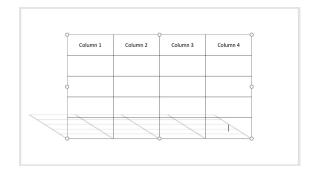


Figure 13: Table: After

(2.5 points)

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

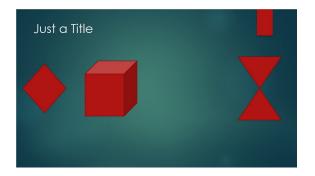


Figure 14: My Shapes

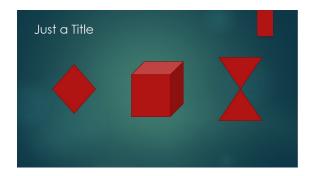


Figure 15: My Shapes: Moved

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

