

Instructions

- During the exam, you are **ALLOWED** to use the textbook, the lectures notes, any notes taken by you, the sample exams, 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 130 (1st floor).
- **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 ∞ 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. You inserted an oval shape into your Word document shown in Figure 1, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 2, “Moved Oval”? [**Note:** you must use a button on the Drawing Tools (Shape) Format Tab. Don’t answer “I can simply drag it there with the mouse.”]

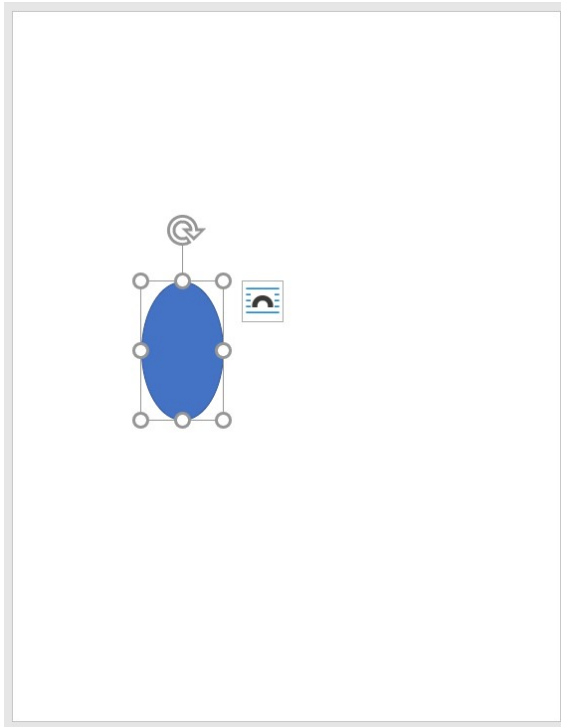


Figure 1: Added Oval Shape

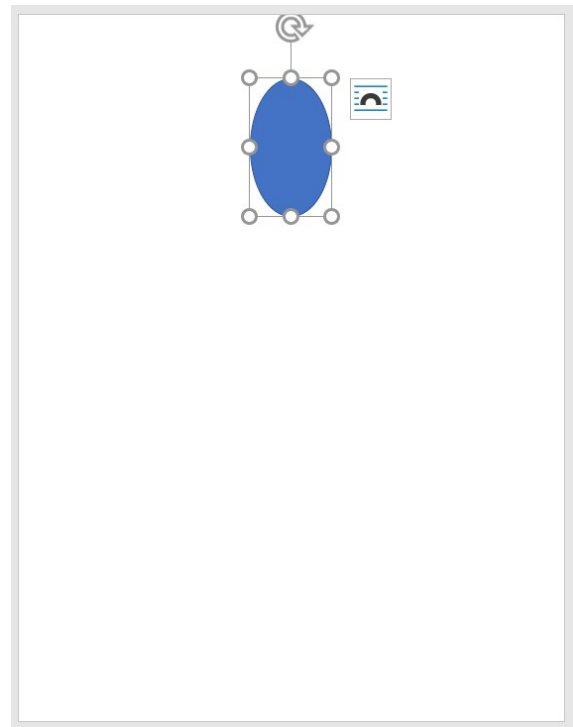


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

2. (a) Why does Word show a strange colorful underline in the phrase in Figure 3?
(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.”)

the colroful flower

Figure 3: Phrase in Word

(Pages: 419 – 423) (7.14 points)

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

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Figure 4: Watermark: Before

(Pages: 556 – 560) (7.14 points)

Figure 5: Watermark: After

4. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)

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

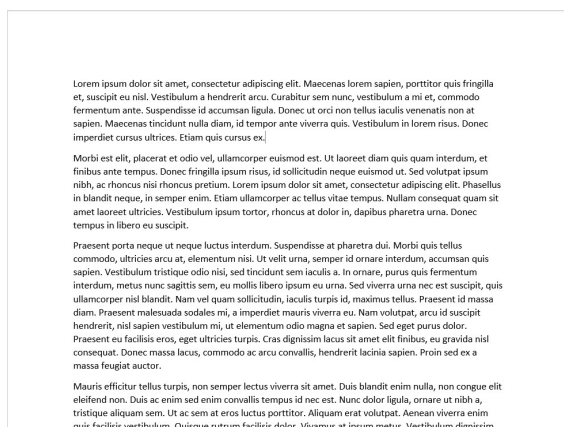


Figure 6: My Text Layout: Before

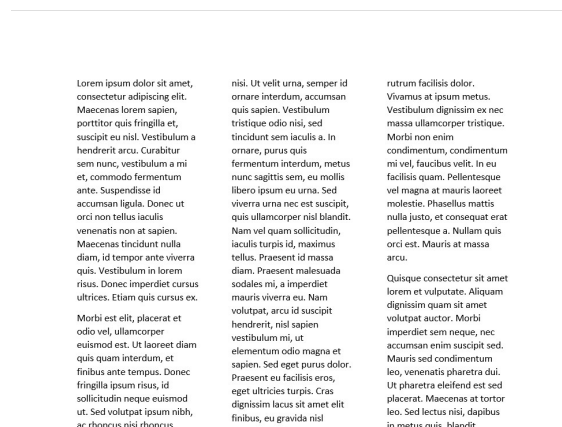


Figure 7: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. 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)

7. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 8.



Figure 8: Window Area

- (b) Explain the purpose of **one** element (button, icon, etc.) in the area whose name you mentioned in part a.

(Pages: 368 – 370) (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 were to click on an option from the menu in the Figure 9, what kind of object would be added to the PowerPoint slide?

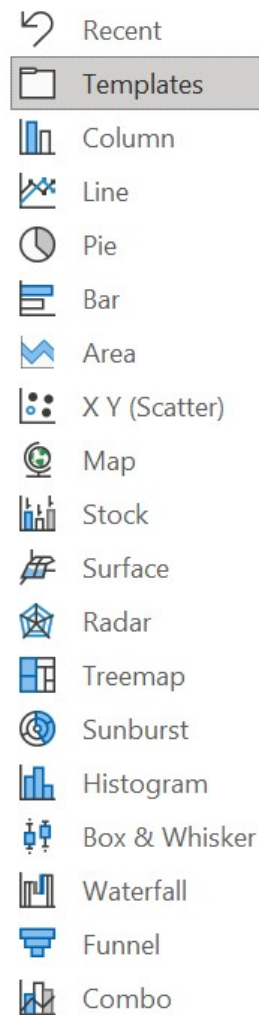


Figure 9: Long Menu

(Pages: 1116 – 1123) (7.14 points)

9. 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”?)

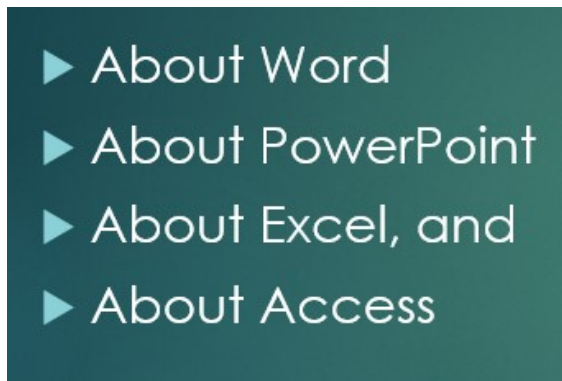


Figure 10: My List

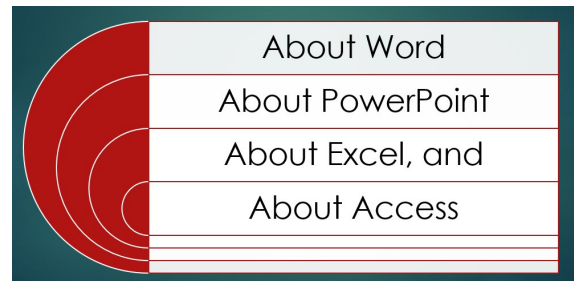


Figure 11: My New List

(Pages: 930 – 937) (7.14 points)

10. You are editing a bulleted list. What happens when you click on the button in the image in Figure 12?

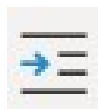


Figure 12: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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

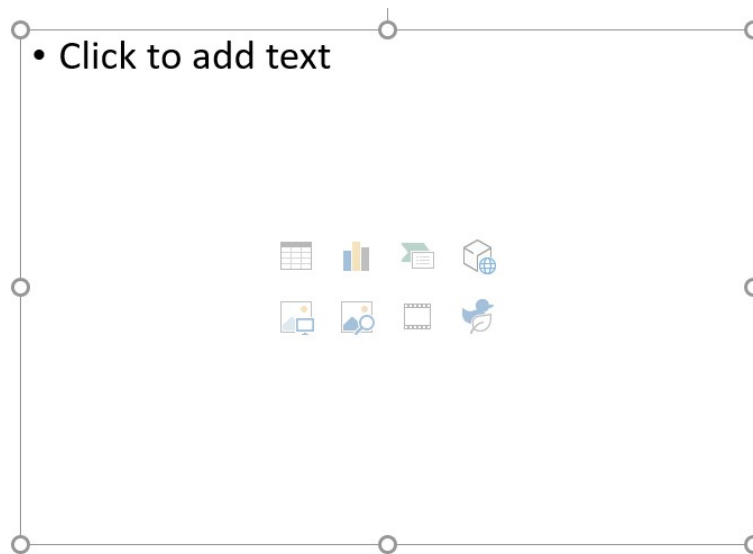


Figure 13: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

12. How do you change the shapes on a PowerPoint slide shown in Figure 14, “Three Shapes” to the shape in Figure 15, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)

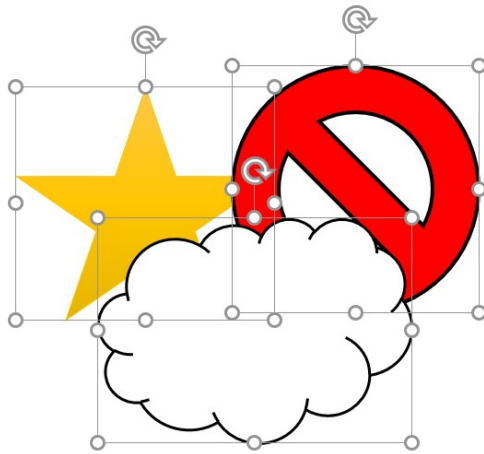


Figure 14: Three Shapes

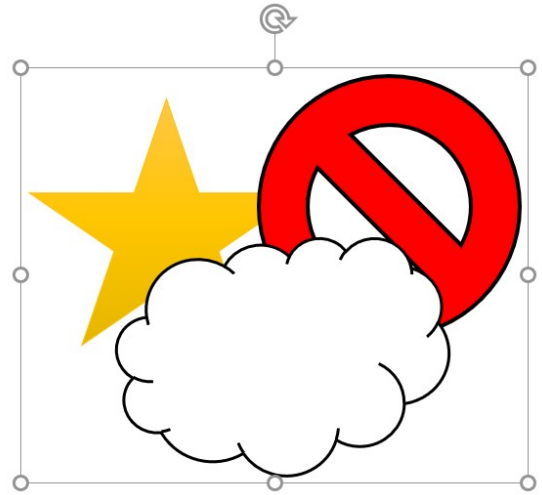


Figure 15: Three Shapes: Changed

13. You 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 16, “My Slides”. Where should you click to change the Slides tab to the one in Figure 17, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)

14. Which button do you need to click to add the text pointed by the red arrows in Figure 18? (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)



Figure 16: My Slides



Figure 17: My Slides: Changed

Just a Title

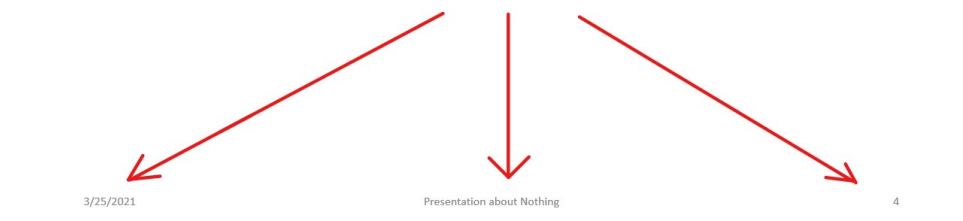


Figure 18: What is This

Extra Credit

Instructions: In each of the following questions, writing up to 2 sentences will suffice to answer the question.

Word

15. Name **three** commands/buttons on the Home tab of Word.
(2.5 points)

16. Suppose you are working on the SmartArt graphic in Word in Figure 19, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 20, “SmartArt: After”?

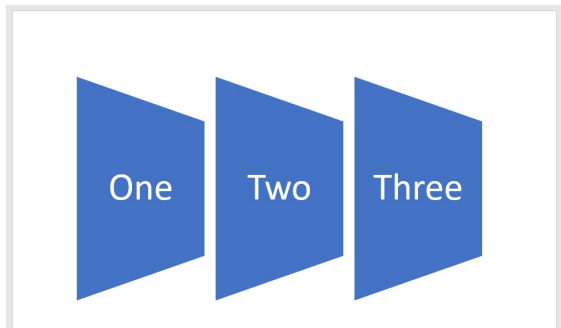


Figure 19: SmartArt: Before

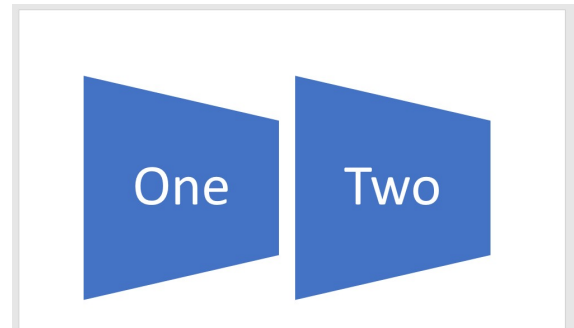


Figure 20: SmartArt: After

(2.5 points)

PowerPoint

17. If you click on any one of the squares in the picture in Figure 21, what will change in the PowerPoint presentation? Explain in general.

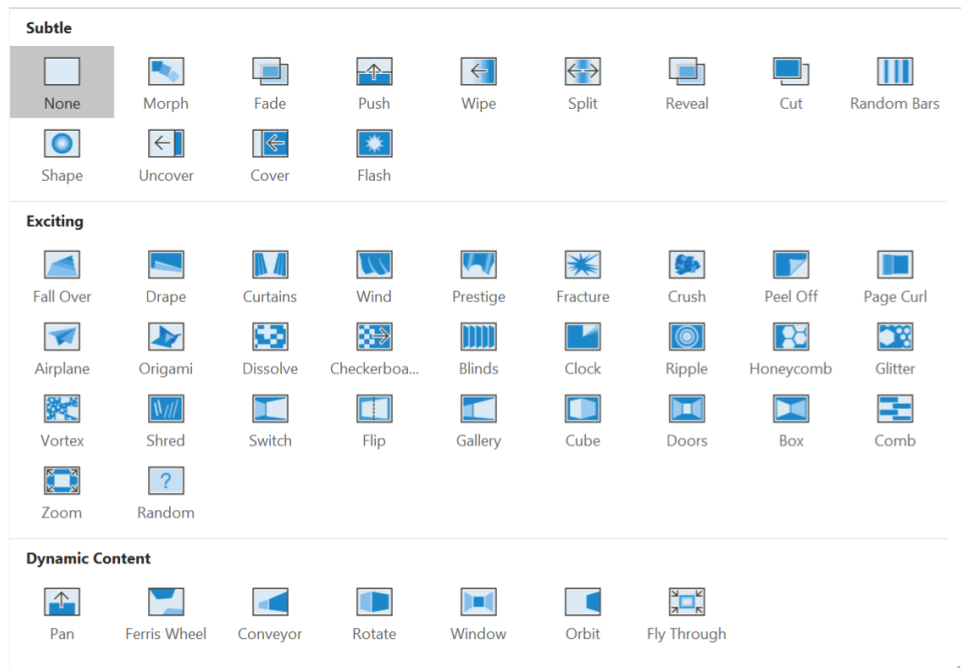


Figure 21: Many Options

(2.5 points)

18. How do you duplicate a slide? Mention **one** way.

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

