

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 ∞ 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. 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)
2. Explain **one** way to open the Word Application on a Windows 10 computer.
(Pages: 365 – 366) (7.14 points)
3. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?
(Pages: 556 – 560) (7.14 points)
4. Name **two** commands/buttons on the Design tab of Word.
(Pages: 557) (7.14 points)

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Figure 1: Watermark: Before

Figure 2: Watermark: After

5. Where should you click to change the table in Figure 3, “Table: Before” to the one in Figure 4, “Table: After”?

(Pages: 494 – 498) (7.14 points)

6. Describe **one** way in which you can change the picture inside a Word document shown in Figure 5, “Apple: Before” to the picture shown in Figure 6, “Apple: After”.

(Pages: 514 – 516) (7.14 points)

Column 1	Column 2
Info	Info
Info	Info

Figure 3: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: After

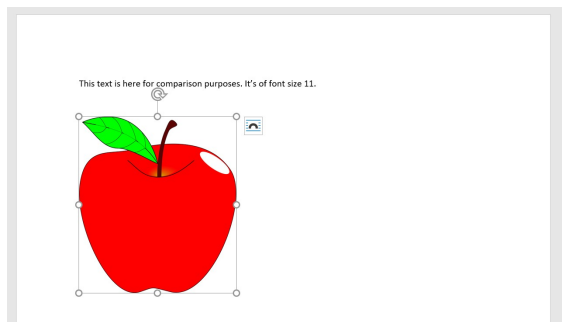


Figure 5: Apple: Before

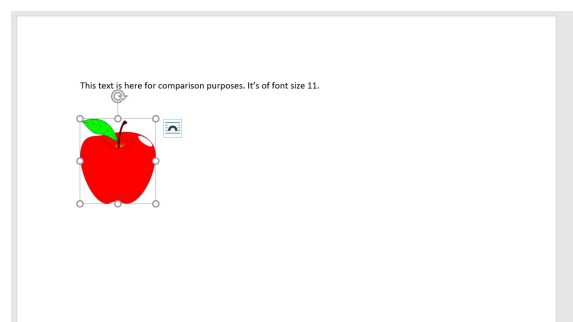


Figure 6: Apple: After

7. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(Pages: 380 – 382) (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 7? (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

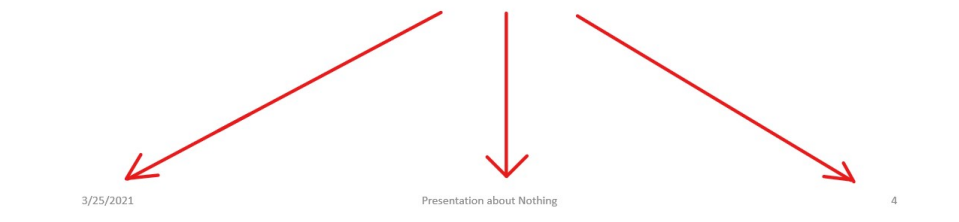


Figure 7: What is This

(Pages: 967 – 970) (7.14 points)

9. How can you move the shapes in Figure 8, “My Shapes” so that they are positioned like those in Figure 9, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

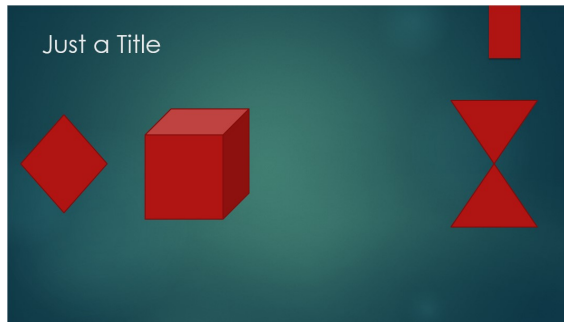


Figure 8: My Shapes

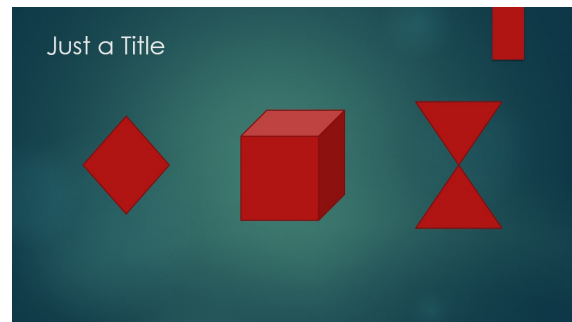


Figure 9: My Shapes: Moved

10. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

11. (a) What is the name of the PowerPoint object appearing in the Figure 11?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)

12. 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”?)

(Pages: 930 – 937) (7.14 points)

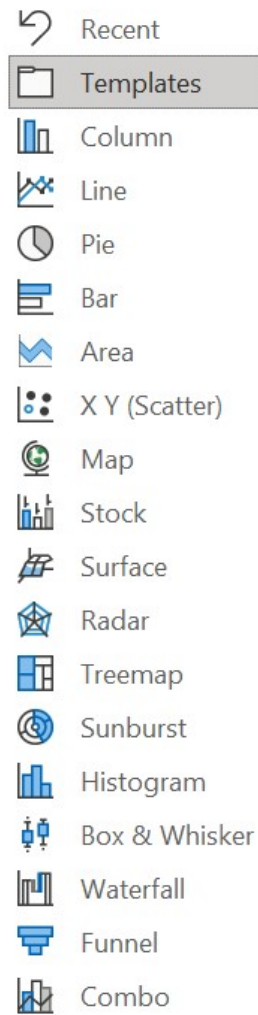


Figure 10: Long Menu

Click to add title

Figure 11: Object/Box

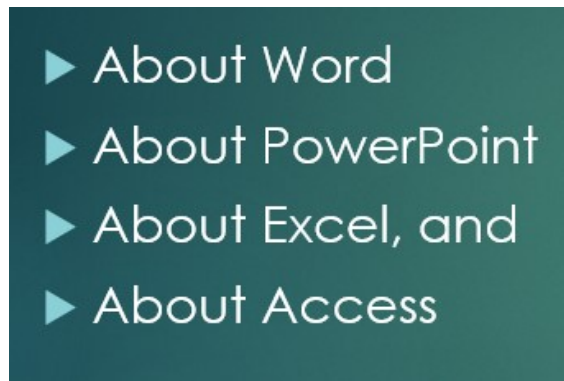


Figure 12: My List

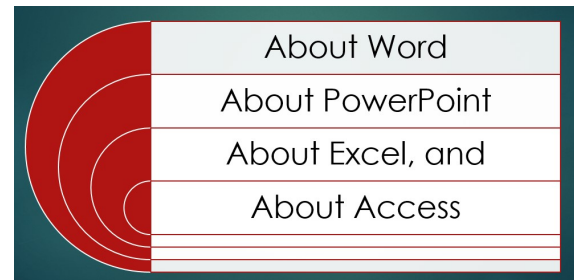


Figure 13: My New List

13. If you click on any one of the squares in the picture in Figure 14, what will change in the PowerPoint presentation? Explain in general.

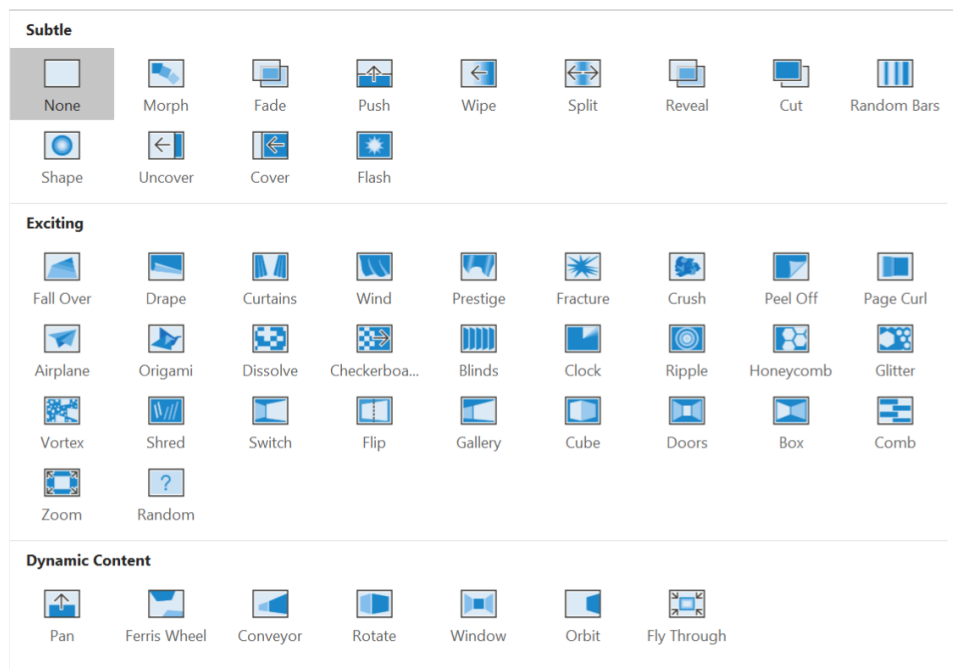


Figure 14: Many Options

(Pages: 962 – 964) (7.14 points)

14. 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 15, “My Slides”. Where should you click to change the Slides tab to the one in Figure 16, “My Slides: Changed”?



Figure 15: My Slides



Figure 16: My Slides: Changed

(Pages: 907 – 908) (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) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 17.

Page 1 of 1 0 words English (United States)

Figure 17: Window Area

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

(2.5 points)

16. Where should you click to change the text layout in picture 18, “My Text Layout: Before” to the one in the picture 19, “My Text Layout: After” inside a Word document?

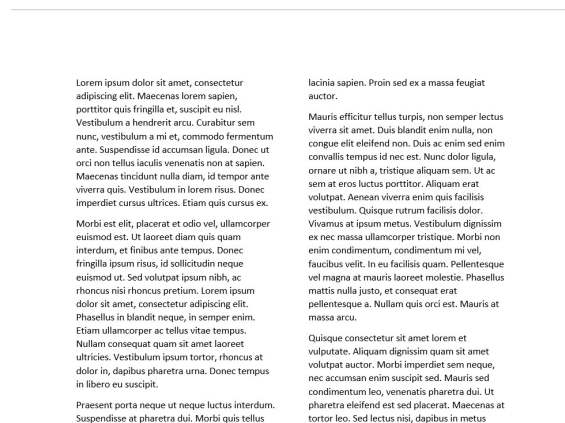


Figure 18: My Text Layout: Before



Figure 19: My Text Layout: After

(2.5 points)

PowerPoint

17. Where do you need to click to change the chart in Figure 20, “Chart: Before” to the chart in Figure 21, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

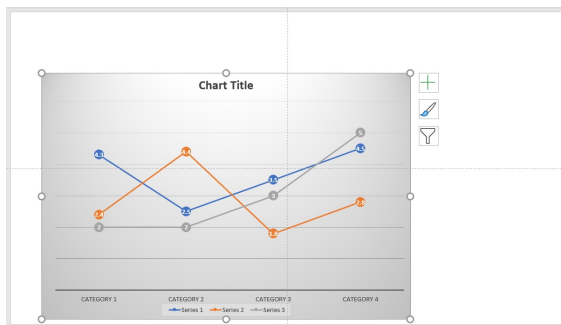


Figure 20: Chart: Before



Figure 21: Chart: After

(2.5 points)

18. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 22? **Hint:** Look at the screenshots given on the textbook pages listed below.

(2.5 points)

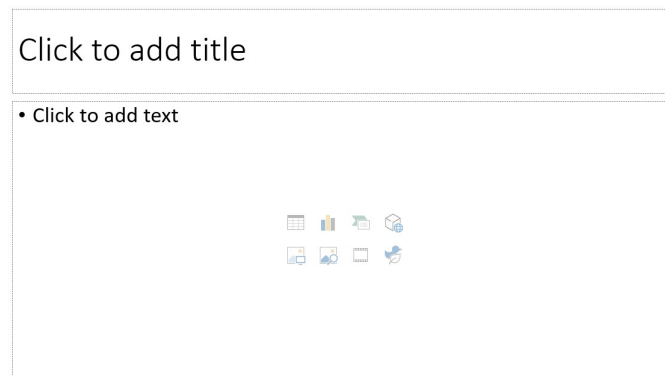


Figure 22: My Slide

Congrats for completing the Midterm exam!

