

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 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

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 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)

2. 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”?

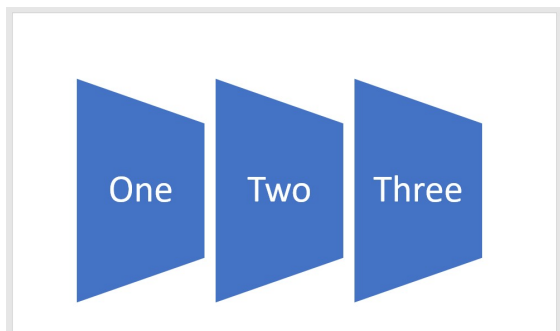


Figure 1: SmartArt: Before

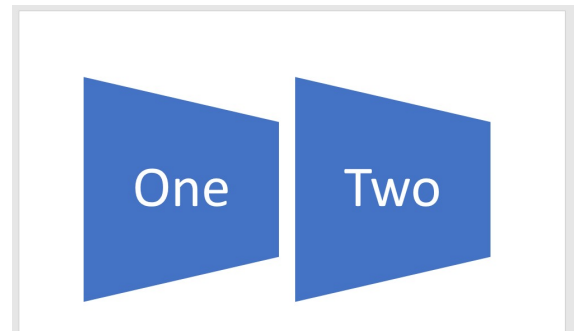


Figure 2: SmartArt: After

(Pages: 930 – 937) (7.14 points)

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

(Pages: 569 – 570) (7.14 points)

Web site Language Default

Bibliography Fields for MLA

Author Edit

☐ Corporate Author

Name of Web Page

Year

Month

Day

Year Accessed

Month Accessed

Day Accessed

Medium

☐ Show All Bibliography Fields

Tag name

Placeholder1

OK Cancel

Figure 3: Dialog Box

4. If a paragraph has 15 points of space below it, and the paragraph underneath has additional 18 points of space above it, how much space is there between the two paragraphs?
(Pages: 412 – 416) (7.14 points)

5. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 4.



Figure 4: 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)

6. What is change has been made to the picture in Figure 5, “Dino: Before”, so that it became the picture in Figure 6, “Dino: After”?

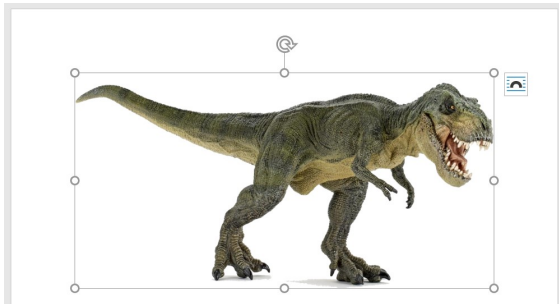


Figure 5: Dino: Before

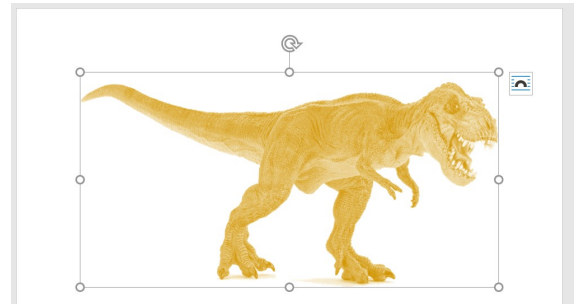


Figure 6: Dino: After

(Pages: 514 – 516) (7.14 points)

7. Which button in Word should you click to change the 3 paragraphs:

My name is Jane.

I love cats.

I also love pizza.

to:

- My name is Jane.
- I love cats.
- I also love pizza.

(Pages: 438 – 441) (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 do you change the shapes on a PowerPoint slide shown in Figure 7, “Three Shapes” to the shape in Figure 8, “Three Shapes: Changed”?



Figure 7: Three Shapes

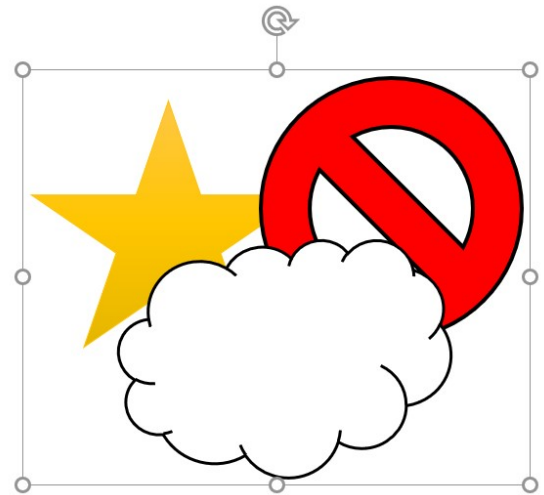


Figure 8: Three Shapes: Changed

(Pages: 945 – 949) (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 9, “My Slides”. Where should you click to change the Slides tab to the one in Figure 10, “My Slides: Changed”?

(Pages: 907 – 908) (7.14 points)



Figure 9: My Slides



Figure 10: My Slides: Changed

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

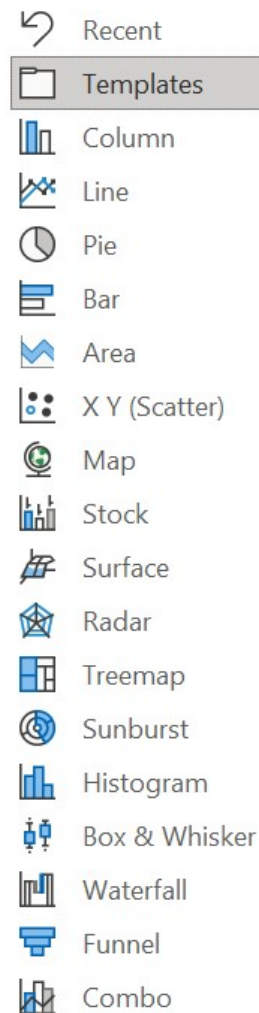


Figure 11: Long Menu

(Pages: 1116 – 1123) (7.14 points)

11. (a) What is the object displayed in Figure 12?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

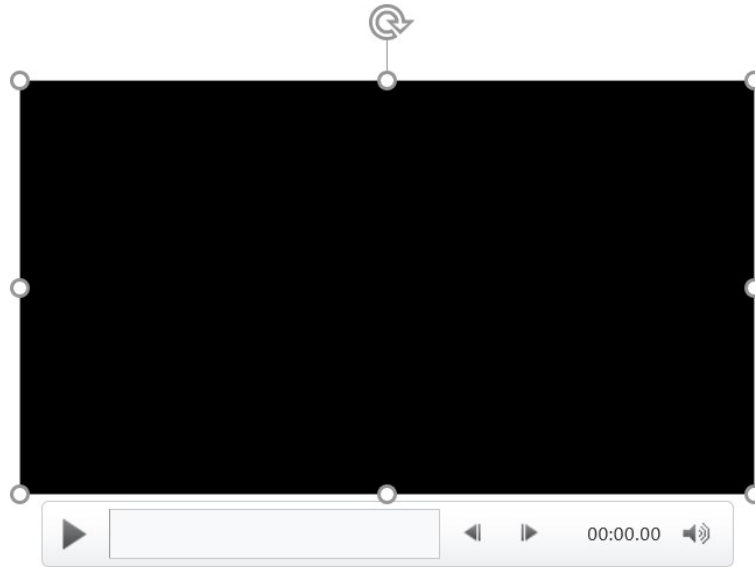


Figure 12: Object with Buttons

(Pages: 980 – 987) (7.14 points)

12. The bulleted list in Figure 13, “My List” was converted into the object displayed in Figure 14, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 14, “My New List”?)

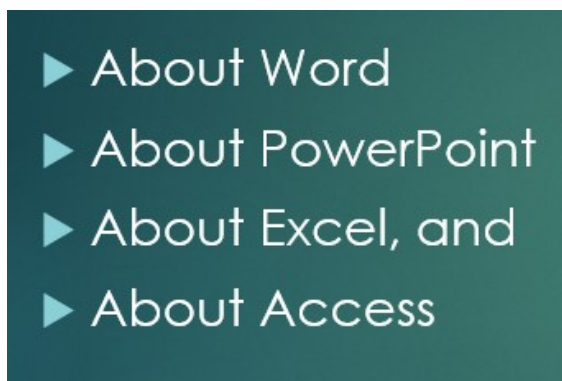


Figure 13: My List

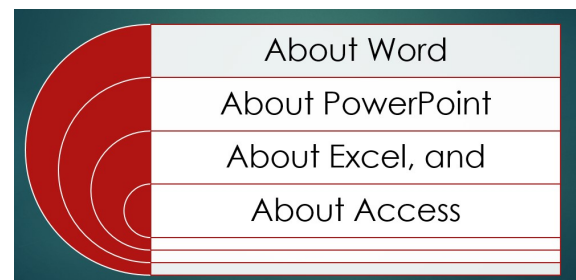


Figure 14: My New List

(Pages: 930 – 937) (7.14 points)

13. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 15? **Hint:** Look at the screenshots given on the textbook pages listed below.

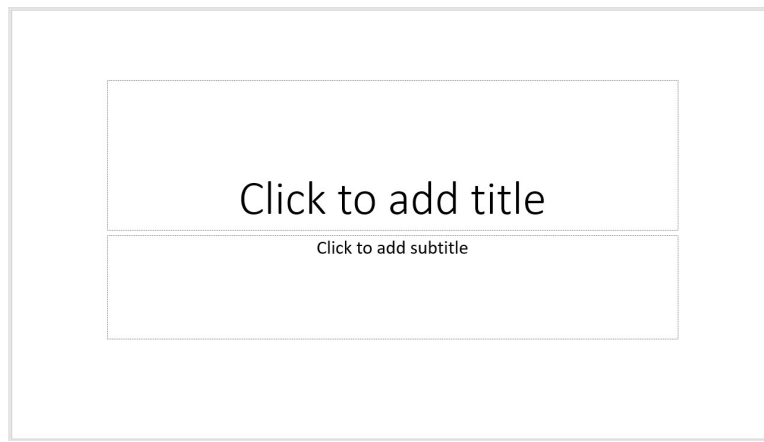


Figure 15: My Slide

(Pages: 900 – 903) (7.14 points)

14. 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)

Extra Credit

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

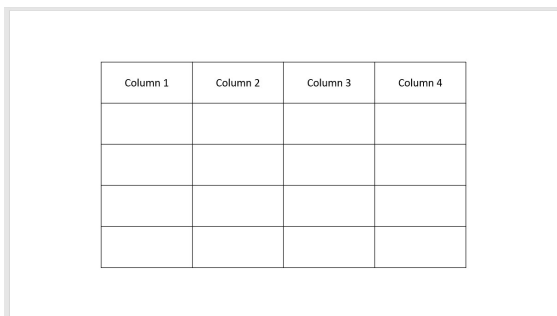
Word

15. In Word, where should you click to change the Margin size of the document to 0.5 inches all across?
(2.5 points)

16. Explain **one** difference between a **.docx** Word file and a **.doc** Word file.
(2.5 points)

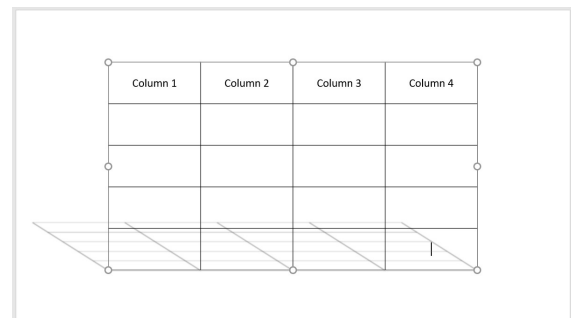
PowerPoint

17. Where do you need to click to change the table in Figure 16, “Table: Before” to the table in Figure 17, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



Column 1	Column 2	Column 3	Column 4

Figure 16: Table: Before



Column 1	Column 2	Column 3	Column 4

Figure 17: Table: After

(2.5 points)

18. 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.)

Just a Title

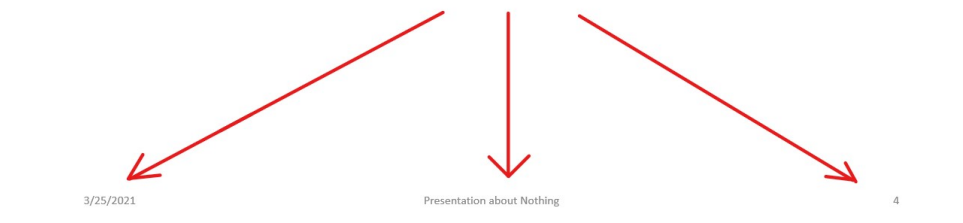


Figure 18: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

