

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.”]

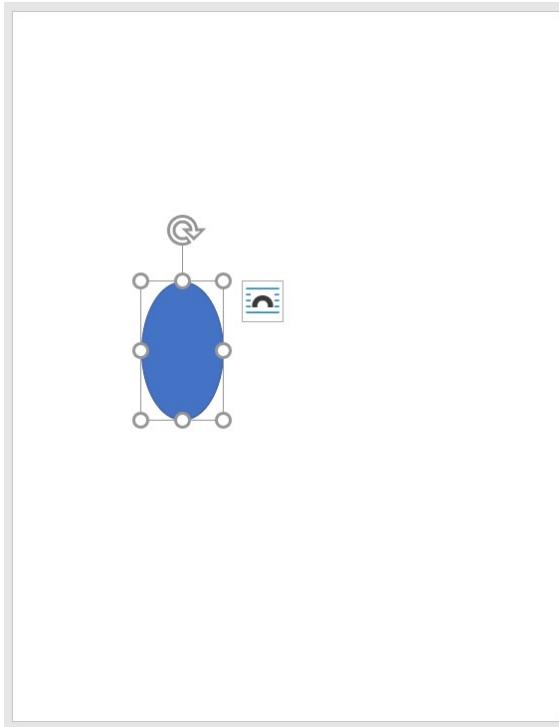


Figure 1: Added Oval Shape

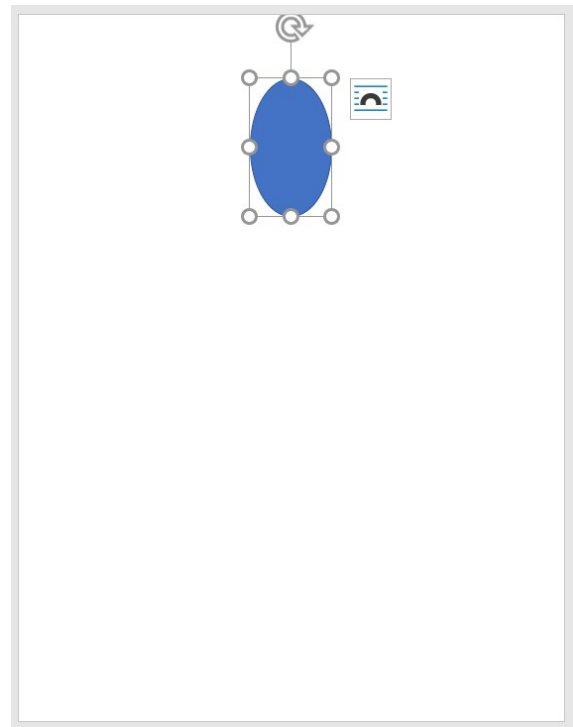


Figure 2: Moved Oval

(Pages: 519 – 521) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

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

(Pages: 365 – 366) (7.14 points)

4. 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)

5. 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)

6. Suppose you are working on the SmartArt graphic in Word in Figure 3, “SmartArt: Before”. Where should you click to change the graphic to the one in Figure 4, “SmartArt: After”?

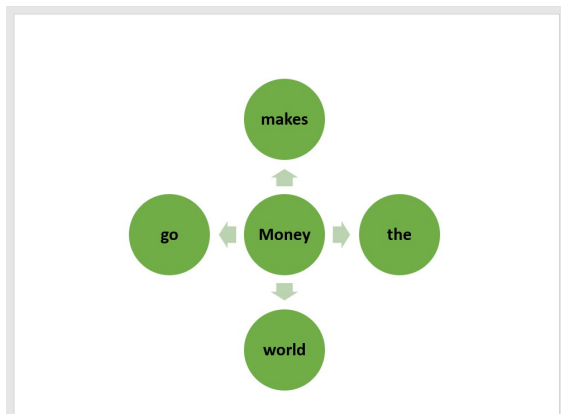


Figure 3: SmartArt: Before

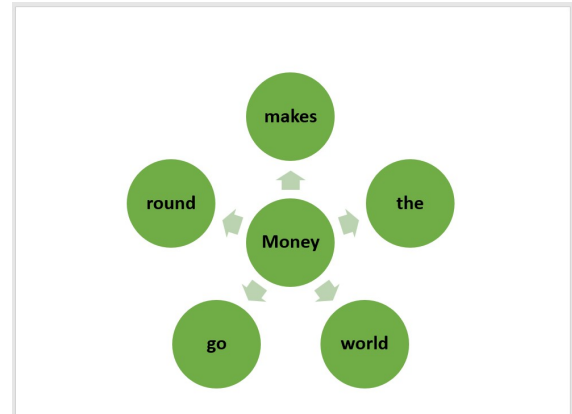


Figure 4: SmartArt: After

(Pages: 930 – 937) (7.14 points)

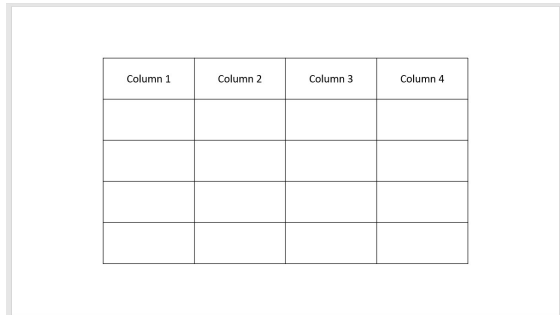
7. If a paragraph has 17 points of space below it, and the paragraph underneath has additional 18 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

PowerPoint – Short Answer

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

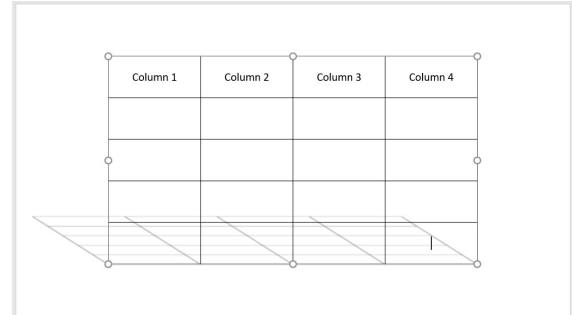
8. Where do you need to click to change the table in Figure 5, “Table: Before” to the table in Figure 6, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



A screenshot of a 5x4 table in Microsoft PowerPoint. The table has four columns labeled 'Column 1', 'Column 2', 'Column 3', and 'Column 4' in the header row. The table is displayed in a standard grid format without any design tools visible.

Column 1	Column 2	Column 3	Column 4

Figure 5: Table: Before



A screenshot of the same 5x4 table as in Figure 5, but with the 'Table Tools: Design' tab active. The table is surrounded by a selection border with small circular handles at the corners and intersections. The design tab's ribbon is visible at the bottom of the table area.

Column 1	Column 2	Column 3	Column 4

Figure 6: Table: After

(Pages: 549 – 551) (7.14 points)

9. The bulleted list in Figure 7, “My List” was converted into the object displayed in Figure 8, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 8, “My New List”?)



Figure 7: My List

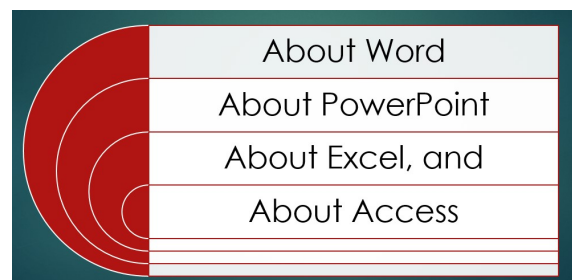


Figure 8: My New List

(Pages: 930 – 937) (7.14 points)

10. What is the difference between this list:

- Apple
- Cherry
- Banana
- Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

11. How do you change the shapes on a PowerPoint slide shown in Figure 9, “Three Shapes” to the shape in Figure 10, “Three Shapes: Changed”?

(Pages: 945 – 949) (7.14 points)



Figure 9: Three Shapes

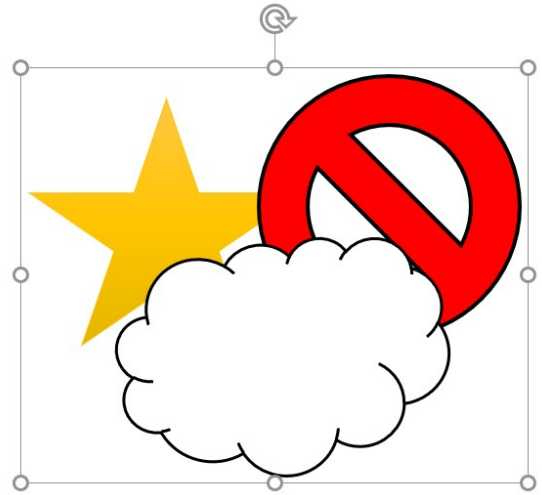


Figure 10: Three Shapes: Changed

12. You are editing a bulleted list. What happens when you click on the button in the image in Figure 11?

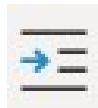


Figure 11: Button with Arrow

(Pages: 443 – 446) (7.14 points)

13. How can you move the shapes in Figure 12, “My Shapes” so that they are positioned like those in Figure 13, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 – 943) (7.14 points)

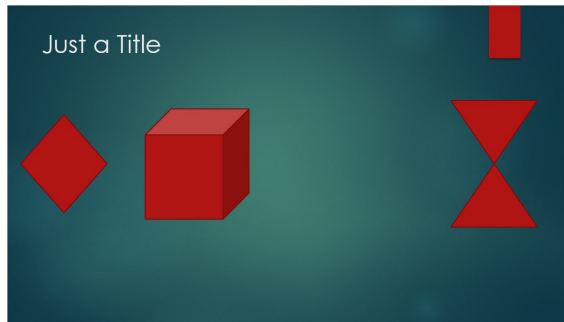


Figure 12: My Shapes

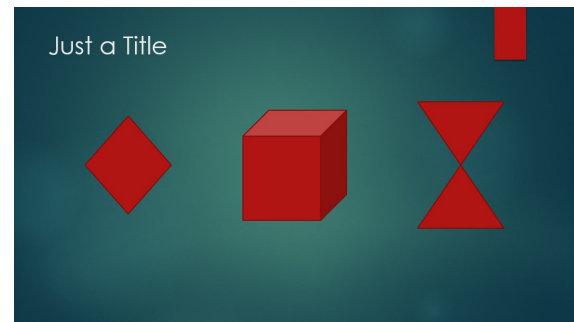


Figure 13: My Shapes: Moved

14. If you were to click on an option from the menu in the Figure 14, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

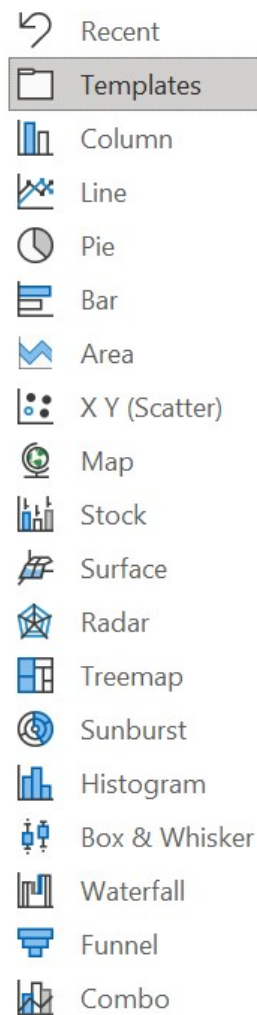


Figure 14: Long Menu

Extra Credit

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

Word

15. Name **two** commands/buttons on the Design tab of Word.

(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. If you click on any of the options shown in Figure 15, what object will change on the PowerPoint slide, and how?

(2.5 points)

18. How can you enter a hyperlink into an existing text?

(2.5 points)

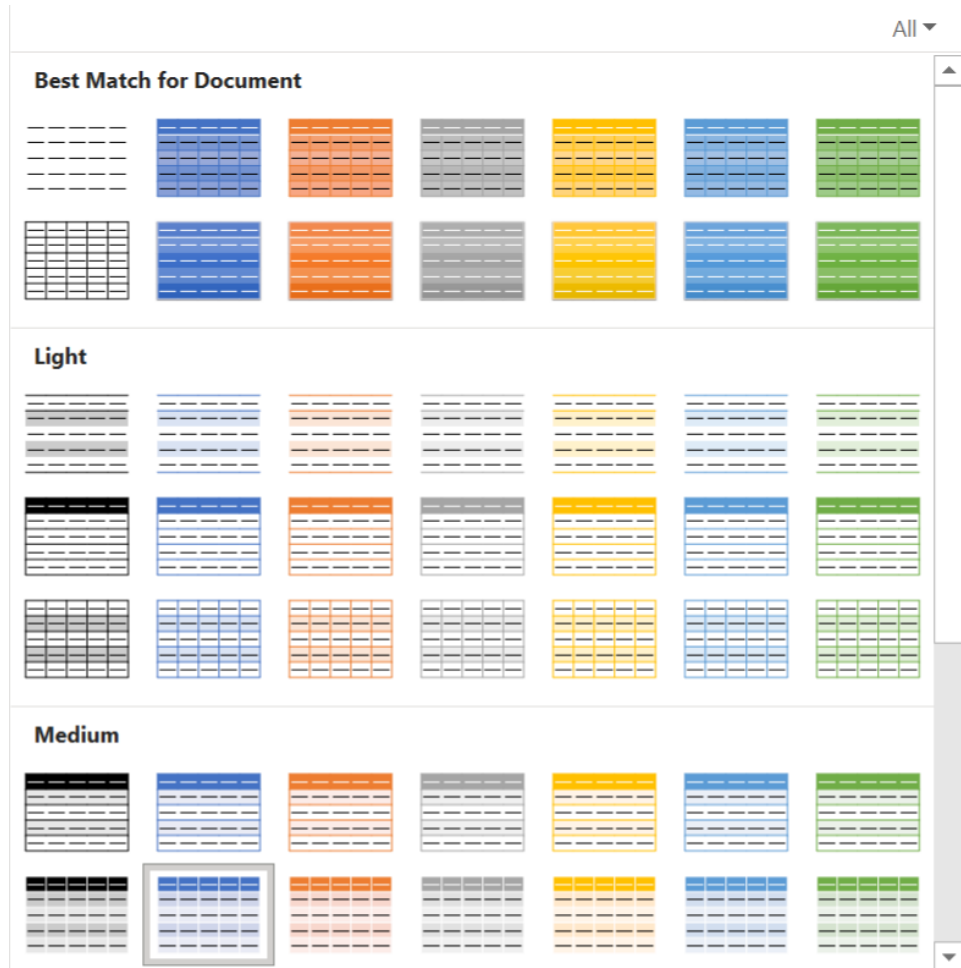


Figure 15: Many options

– End of Midterm Exam –

Congrats for completing the Midterm exam!

