

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. 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)

One way to save all the recently-made changes in a currently open Word document is to click the file tab, then click the save button. Another way is to click Ctrl + S together. This will save all the all the recently-made changes.

2. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 1.



Figure 1: 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)

(A)The named displayed in the image in Figure 1 is the Microsoft search box.
(b) One element the Microsoft search box does is it help you find certain tools in the ribbon much faster by typing in the box what tool you are looking

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

My name is Jane.

I love cats.

I also love pizza.

to:

- (a) My name is Jane.

- (b) I love cats.

(c) I also love pizza.

(Pages: 441 – 442) (7.14 points)

To change the 3 paragraphs, you first highlight the paragraph, click on the home tab, and then you select the numbering button. From there you click on the letters option.

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

(Pages: 365 – 366) (7.14 points)

One way to open the Word Application on a Windows 10 computer is to click on the start menu button in the bottom left corner. After you click on it, search and click for the "word" icon.

5. 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)

(a) To save the Word document for the 1st time, click on the file tab, then click the save as button and then you must choose where you want to save it either in One drive, this PC, add a place, or Browse.

(b) To Open an existing Word document on your Windows 10 computer, you click on the file tab, then the open tab, and finally click browse and search and click for the word document you would like to open.

6. What is the purpose of the following partially-shown dialog box in Figure 2?

(Pages: 569 – 570) (7.14 points)

The purpose of this dialog box is that you can either insert and/or edit the details of a new bibliographic source into a word document to later use it inside the bibliography or inside a citation.

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 2: Dialog Box

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

Good morning!

to the following text:

GOOD MORNING!

(Pages: 401 – 403) (7.14 points)

To change the text that was shown, you need to first highlight this text, click on the home tab, click on the Change case button, and finally click on UPPERCASE.

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 3, what will change in the PowerPoint presentation? Explain in general.

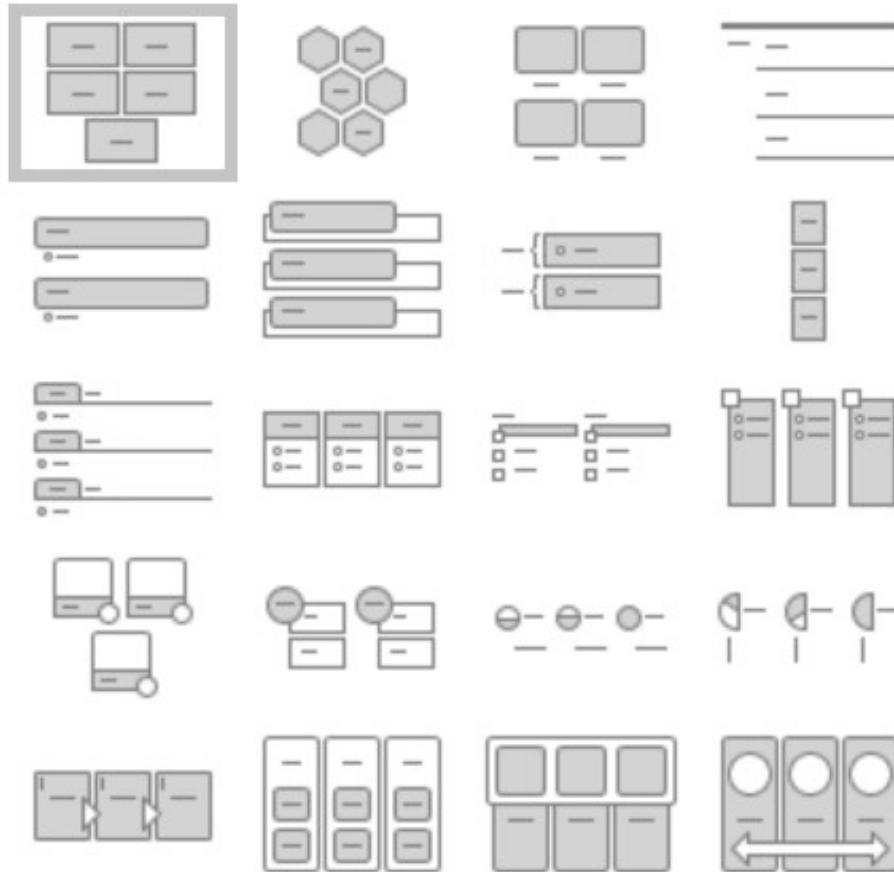


Figure 3: Many Options

(Pages: 930 – 934) (7.14 points)

Each one of these squares is a Smart Art Graphic and when you click on each one, the image you select will appear on your power point slide when you click "ok".

9. The bulleted list in Figure 4, “My List” was converted into the object displayed in Figure 5, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 5, “My New List”?)

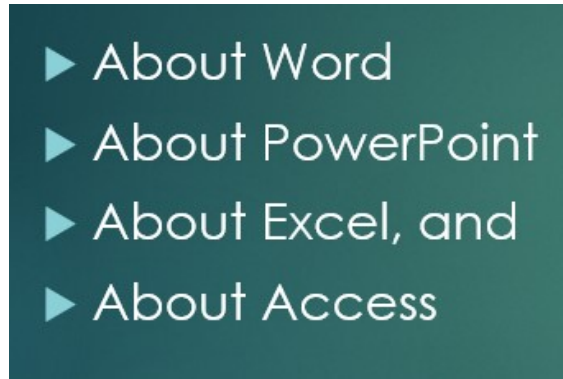


Figure 4: My List

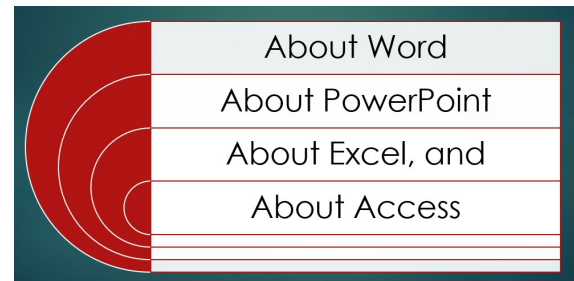


Figure 5: My New List

(Pages: 930 – 937) (7.14 points)

To make this object conversion occur, you first select all the bulleted list's items, next you click on the Home tab, then you click on the "convert to SmartArt" button, and finally you the SmartArt graphic you would like to make this object conversion happen.

10. If you click on any of the options shown in Figure 6, what object will change on the PowerPoint slide, and how?

(Pages: 1074 – 1078) (7.14 points)

When you click on any of the objects shown below, will change on the PowerPoint slide by altering the Table design and layout. The table will have different color and styles depending on each square you click on.

11. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 7? **Hint:** Look at the screenshots given on the textbook pages listed below.

(Pages: 900 – 903) (7.14 points)

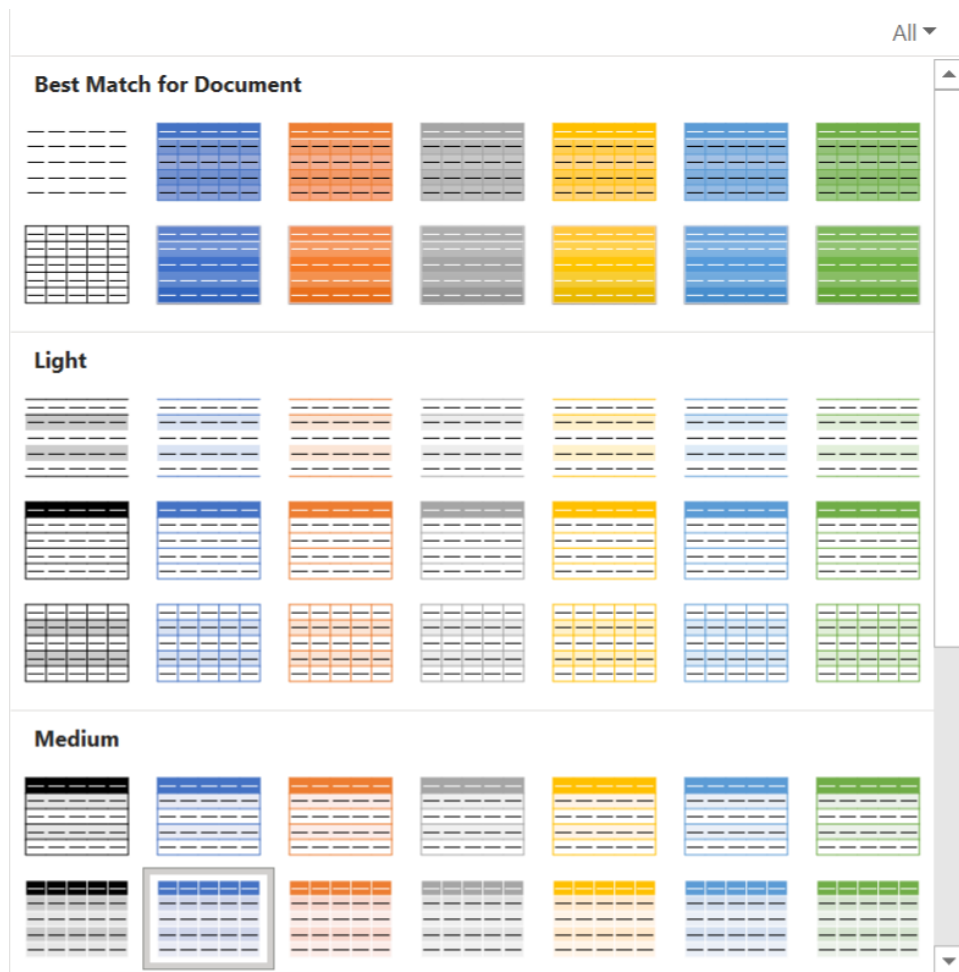


Figure 6: Many options

Click to add title

Figure 7: My Slide

The type of the slide shown in the image in Figure 7 is the title only slide.

12. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 8? Your answer must use the box shown in that Figure.

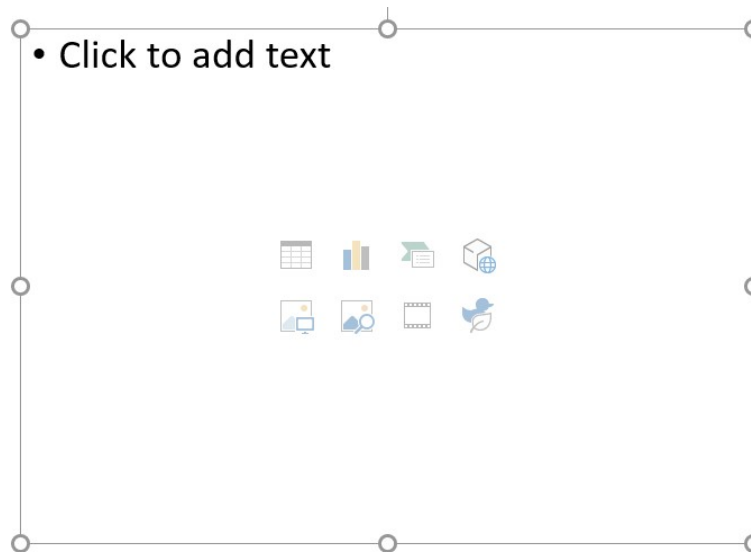


Figure 8: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

Click on the "insert table icon" inside the content place holder, next type 3 in the number of rows box and 2 in the number of columns box. Finally, click OK for the table to be added.

13. How do you change the layout of a slide to Title and Content? Mention **one** way.

(Pages: 902 – 903) (7.14 points)

To change the layout of a slide to Title and Content, you first click on the Home Tab, click on the New slide button, and click on the slide option Title and Content.

14. 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”?

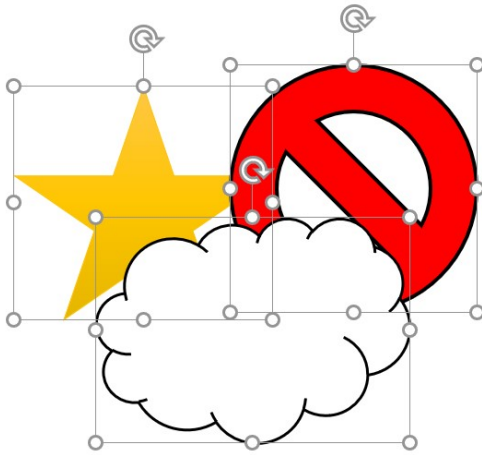


Figure 9: Three Shapes



Figure 10: Three Shapes: Changed

(Pages: 945 – 949) (7.14 points)

They are all grouped in Figure 10. To select them all use the Ctrl or command button. Then click on the Home Tab, then the Arrange button, and finally the group option to group the shapes.

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 11, “Dino: Before”, so that it became the picture in Figure 12, “Dino: After”?

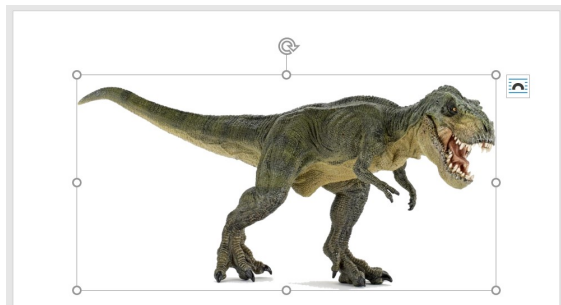


Figure 11: Dino: Before

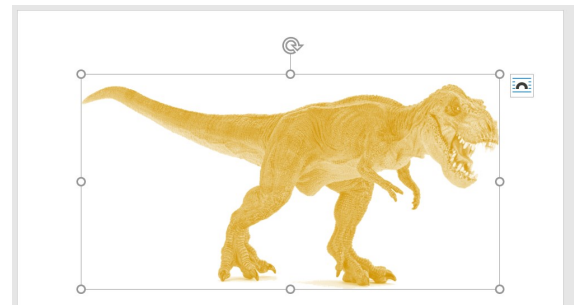


Figure 12: Dino: After

(2.5 points)

The dinosaur picture was colored yellow from its original color green. To to this, you select the picture, click the picture tool format tab, click the color button and click on yellow.

16. Where should you click to change the text layout in picture 13, “My Text Layout: Before” to the one in the picture 14, “My Text Layout: After” inside a Word document?

(2.5 points)

To change the text layout in the image below, select the entire text document, click on the layout tab, click on the Column arrow, click the "More Columns.." button, and finally type the number 3 next to the "Number of Columns".

PowerPoint

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



Figure 13: My Text Layout: Before



Figure 14: My Text Layout: After

(2.5 points)

Click on the existing text box, go to your web browser and select your website address, and click Ctrl+C. Now you go back to the power point slide and click Ctrl+V to insert the hyperlink into the existing text.

18. If you were to click on an option from the menu in the Figure 15, what kind of object would be added to the PowerPoint slide?

(2.5 points)

The option that would appear in the powerpoint slide would be the item/chart that the tab mentions. If you click on Pie, a pie chart would appear, If you click on Bar, a bar chart would appear, and so on.

– End of Midterm Exam –

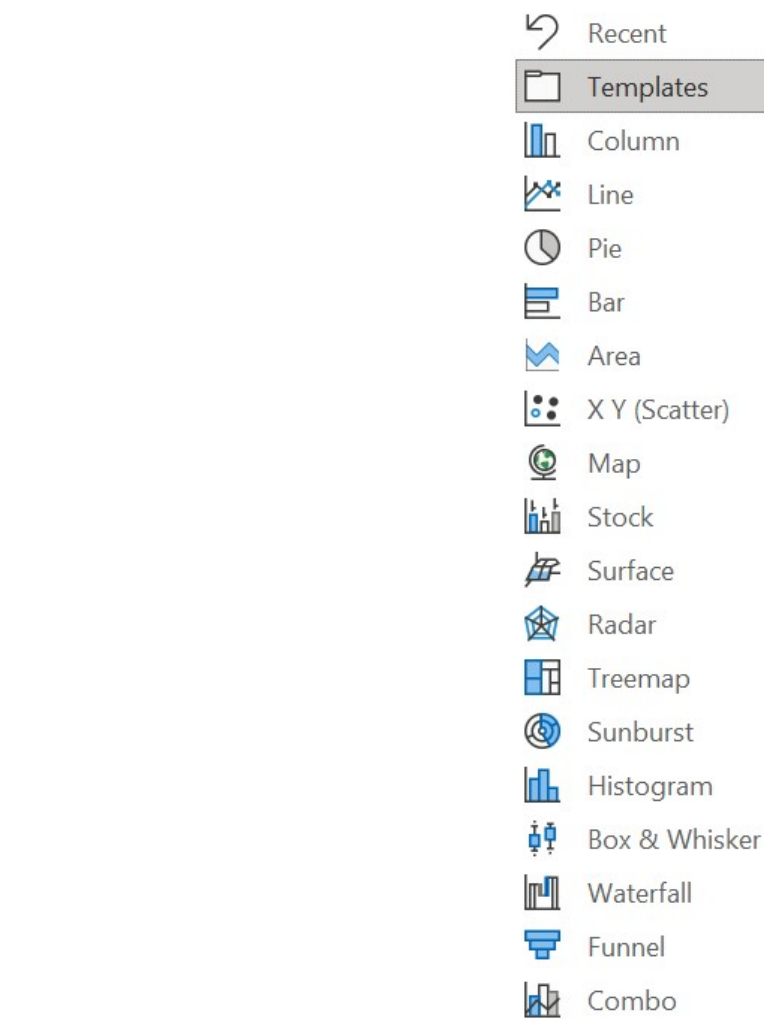


Figure 15: Long Menu

Congrats for completing the Midterm exam!

