

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 West End Building (WEB), at room 106.
- **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. If a paragraph has 9 points of space below it, and the paragraph underneath has additional 10 points of space above it, how much space is there between the two paragraphs?

(Pages: 412 – 416) (7.14 points)

2. Using Word, you are writing an MLA paper for your English class. The MLA format requires you to create a page header. Describe the steps of creating a blank header in a Word document. (Don't write about how you add your last name and page number.)

(Pages: 470 – 473) (7.14 points)

3. What is the purpose of the buttons displayed in Figure 1?

(Pages: 772 — 774) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

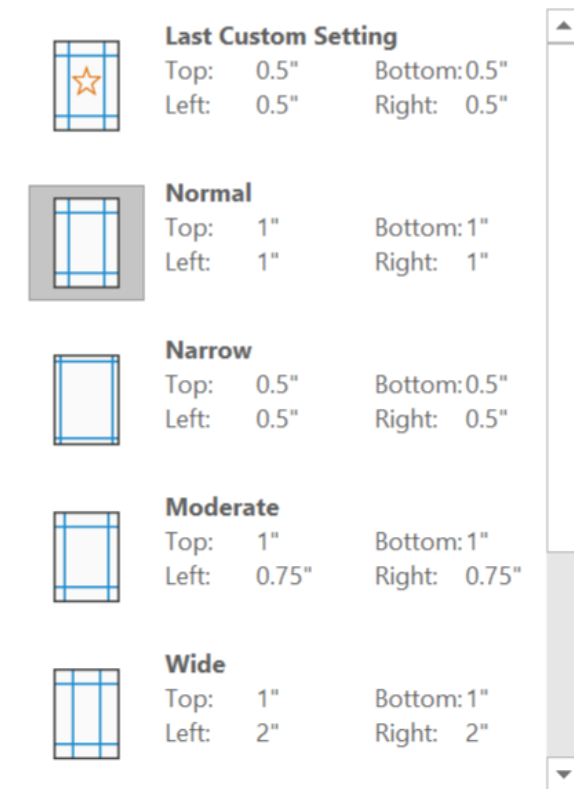


Figure 1: Five Buttons

5. Where should you click to change the text layout in picture 2, “My Text Layout: Before” to the one in the picture 3, “My Text Layout: After” inside a Word document?

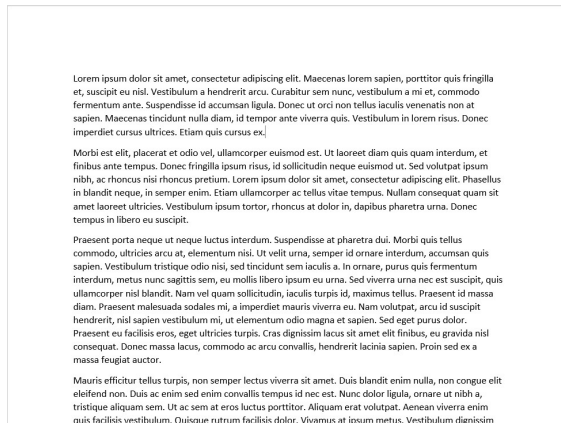


Figure 2: My Text Layout: Before

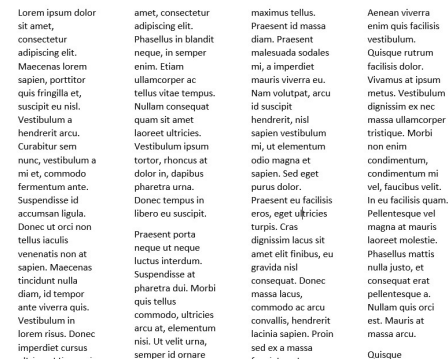


Figure 3: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

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

(Pages: 494 – 498) (7.14 points)

7. Here is a paragraph in a Word document:

Column 1	Column 2
Info	Info
Info	Info

Figure 4: Table: Before

Column 1	Column 2
Info	Info
Info	Info

Figure 5: Table: After

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)

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 6? (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

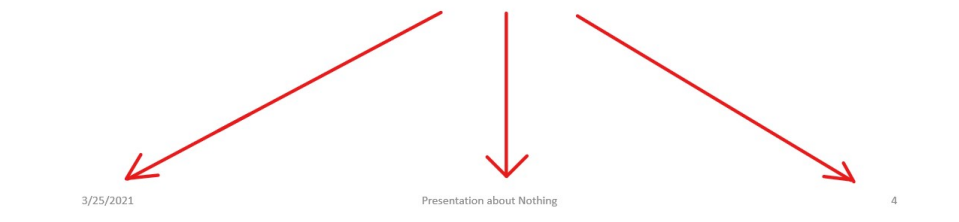
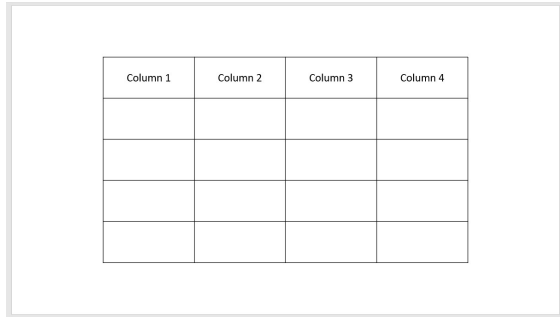


Figure 6: What is This

(Pages: 967 – 970) (7.14 points)

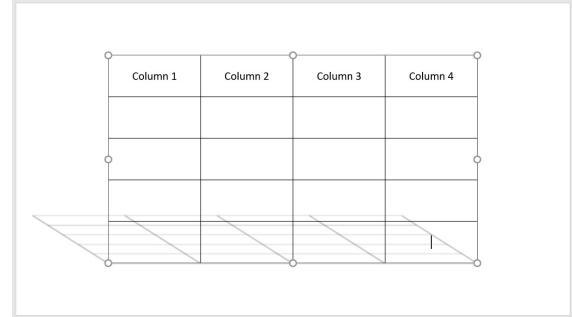
9. Where do you need to click to change the table in Figure 7, “Table: Before” to the table in Figure 8, “Table: After”? Your answer must use a button from the Table Tools: Design tab.

(Pages: 549 – 551) (7.14 points)



Column 1	Column 2	Column 3	Column 4

Figure 7: Table: Before



Column 1	Column 2	Column 3	Column 4
			1

Figure 8: Table: After

10. (a) What is the object displayed in Figure 9?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?



Figure 9: Object with Buttons

(Pages: 980 – 987) (7.14 points)

11. Where do you need to click to change the chart in Figure 10, “Chart: Before” to the chart in Figure 11, “Chart: After”? Your answer must use a button from the Chart

Tools: Format tab.

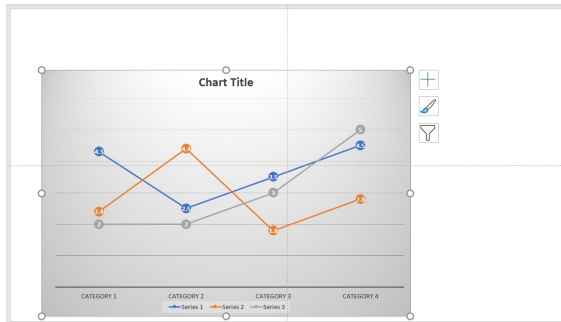


Figure 10: Chart: Before

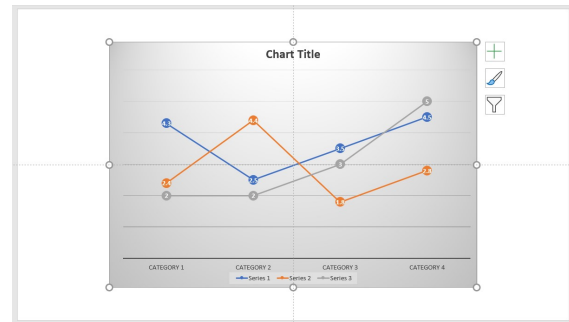


Figure 11: Chart: After

(Pages: 1126 – 1133) (7.14 points)

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

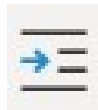



Figure 12: Button with Arrow

(Pages: 443 – 446) (7.14 points)

13. (a) What is the name of the PowerPoint object appearing in the Figure 13?
(b) Where do you need to click to delete/remove this object?

(Pages: 880 – 883) (7.14 points)



Click to add title

Figure 13: Object/Box

14. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.
(Pages: 1155 – 1156) (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. Which button in Word should you click to change the text:

Good morning!

to the following text:

GOOD MORNING!

(2.5 points)

16. You inserted an oval shape into your Word document shown in Figure 14, “Added Oval Shape”. Where should you click to change the location of the oval in the document to the one shown in Figure 15, “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.”]

(2.5 points)

PowerPoint

17. If you click on any of the options shown in Figure 16, what object will change on the PowerPoint slide, and how?

(2.5 points)

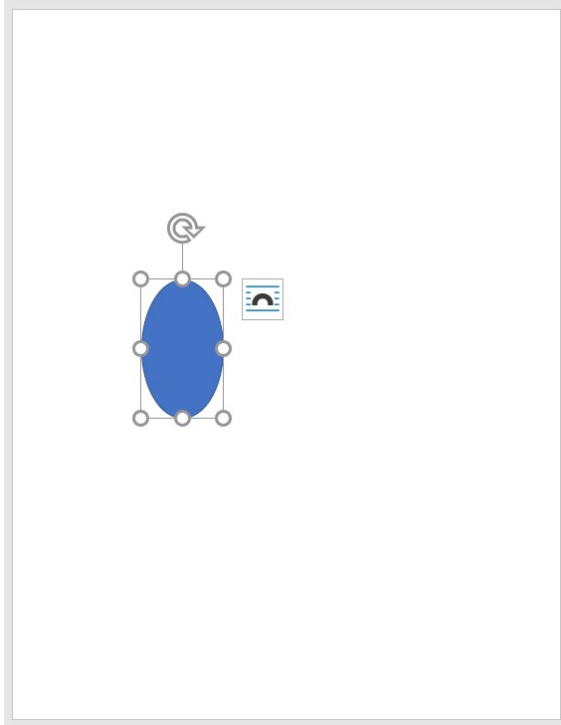


Figure 14: Added Oval Shape

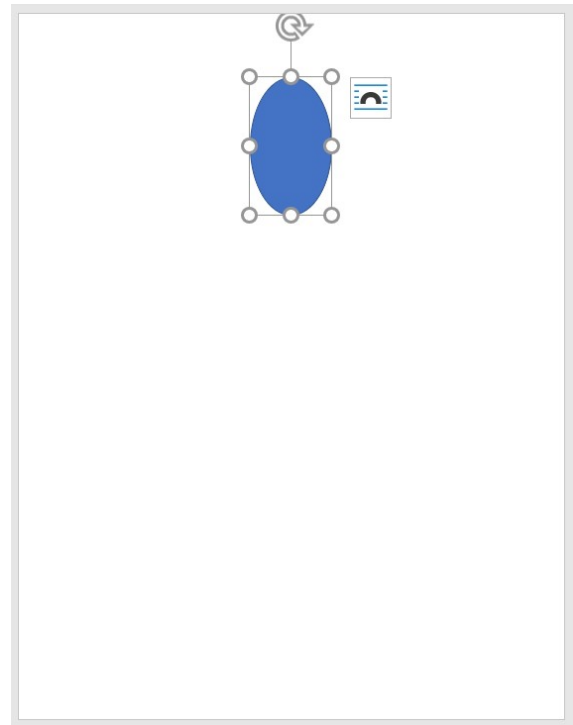


Figure 15: Moved Oval

18. If you click on any one of the squares in the picture in Figure 17, what will change in the PowerPoint presentation? Explain in general.
(2.5 points)

– End of Midterm Exam –

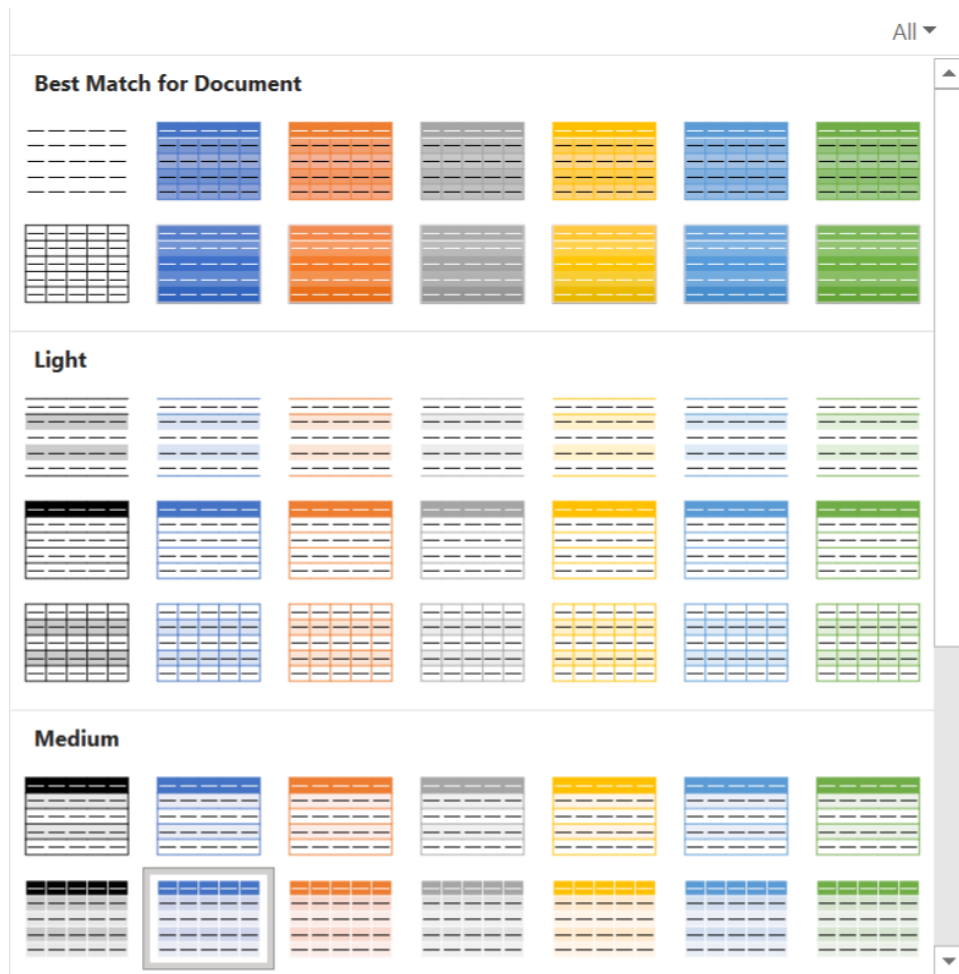


Figure 16: Many options

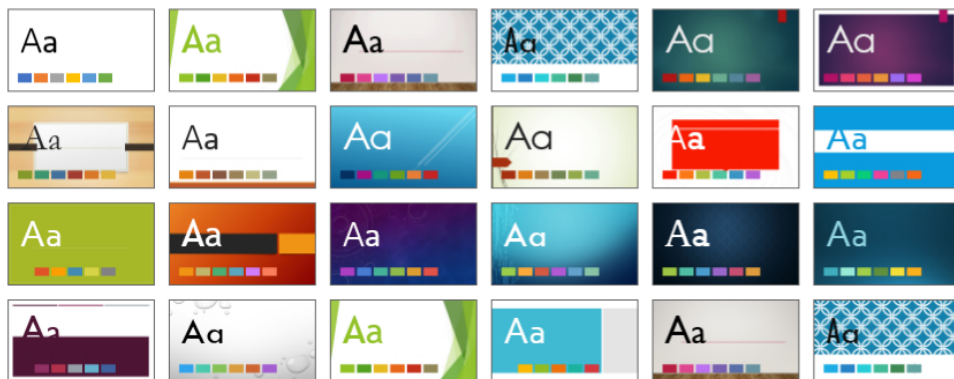


Figure 17: Many Options

Congrats for completing the Midterm exam!

