

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. Where should you click to change the watermark in the picture 1, “Watermark: Before” to the watermark in the picture 2, “Watermark: After”?

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Figure 1: Watermark: Before

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Figure 2: Watermark: After

(Pages: 556 – 560) (7.14 points)

2. Where should you click to change the text layout in picture 3, “My Text Layout: Before” to the one in the picture 4, “My Text Layout: After” inside a Word document?

(Pages: 465 – 469) (7.14 points)

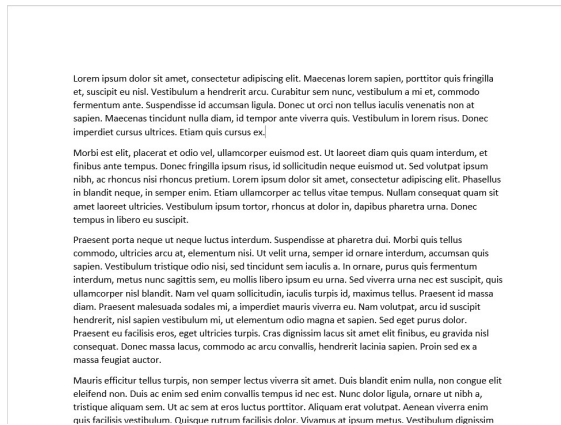


Figure 3: My Text Layout: Before

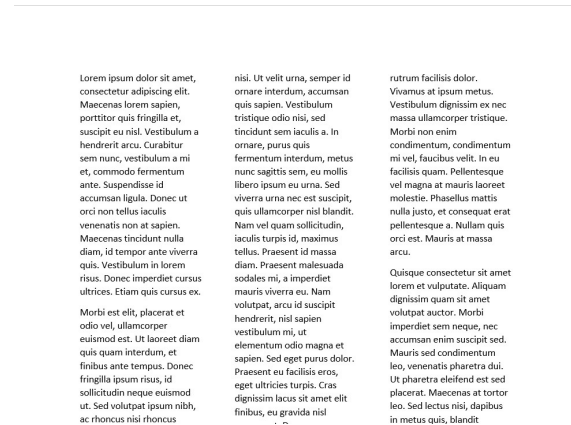


Figure 4: My Text Layout: After

3. 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”?

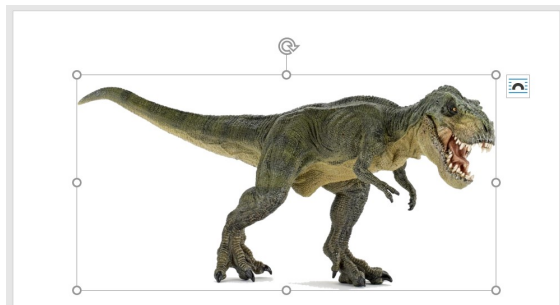


Figure 5: Dino: Before

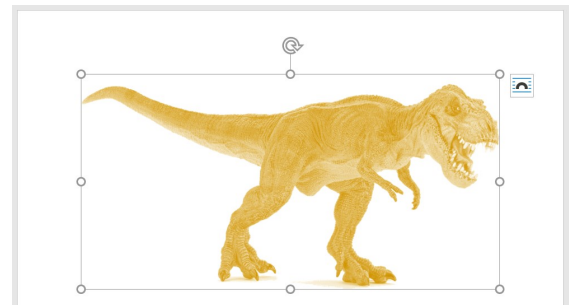


Figure 6: Dino: After

(Pages: 514 – 516) (7.14 points)

4. You changed the font of some text in a Word document by mistake. Describe **one** way of un-doing this change.

(Pages: 63 – 64) (7.14 points)

5. 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)

6. (a) Why does Word show a strange colorful underline in the phrase in Figure 7?

The girl eat this.

Figure 7: Phrase in Word

- (b) Mention **one** way to fix the issue and remove this underline with the help of Word (do NOT say “I can simply delete it and re-type it.”)

(Pages: 419 – 423) (7.14 points)

7. What are the Rulers in Word used for? Describe **one** use.
(Pages: 454 – 459) (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. If you were to click on an option from the menu in the Figure 8, what kind of object would be added to the PowerPoint slide?

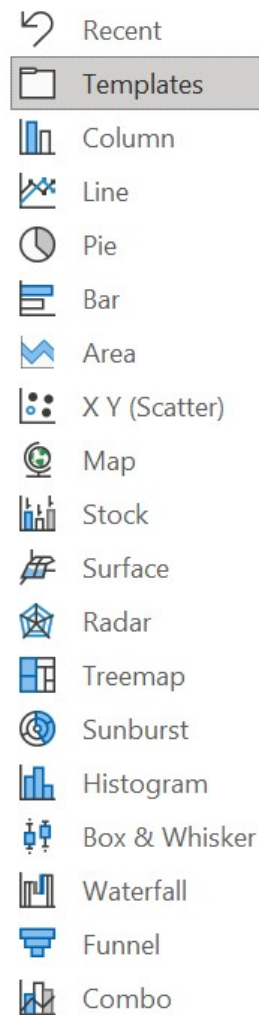


Figure 8: Long Menu

(Pages: 1116 – 1123) (7.14 points)

9. How can you move the shapes in Figure 9, “My Shapes” so that they are positioned like those in Figure 10, “My Shapes: Moved”? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

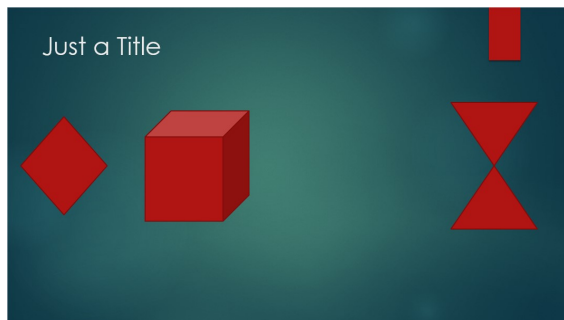


Figure 9: My Shapes

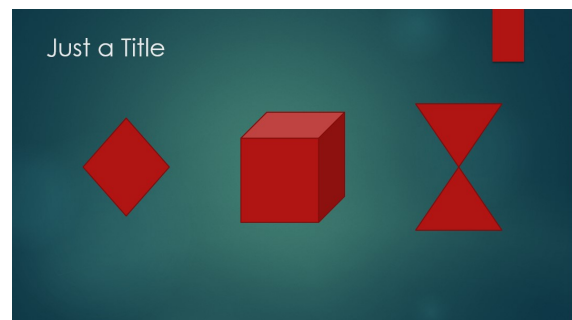


Figure 10: My Shapes: Moved

(Pages: 939 – 943) (7.14 points)

10. (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)

11. How can you enter a hyperlink into an existing text?
(Pages: 524 – 529) (7.14 points)

Click to add title

Figure 11: Object/Box

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

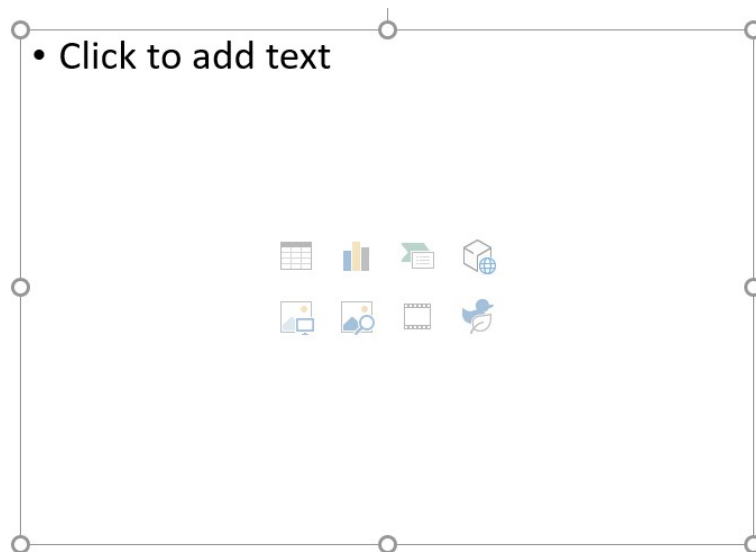


Figure 12: Insert Table Here

(Pages: 1055 – 1059) (7.14 points)

13. If you click on any of the options shown in Figure 13, what object will change on the PowerPoint slide, and how?

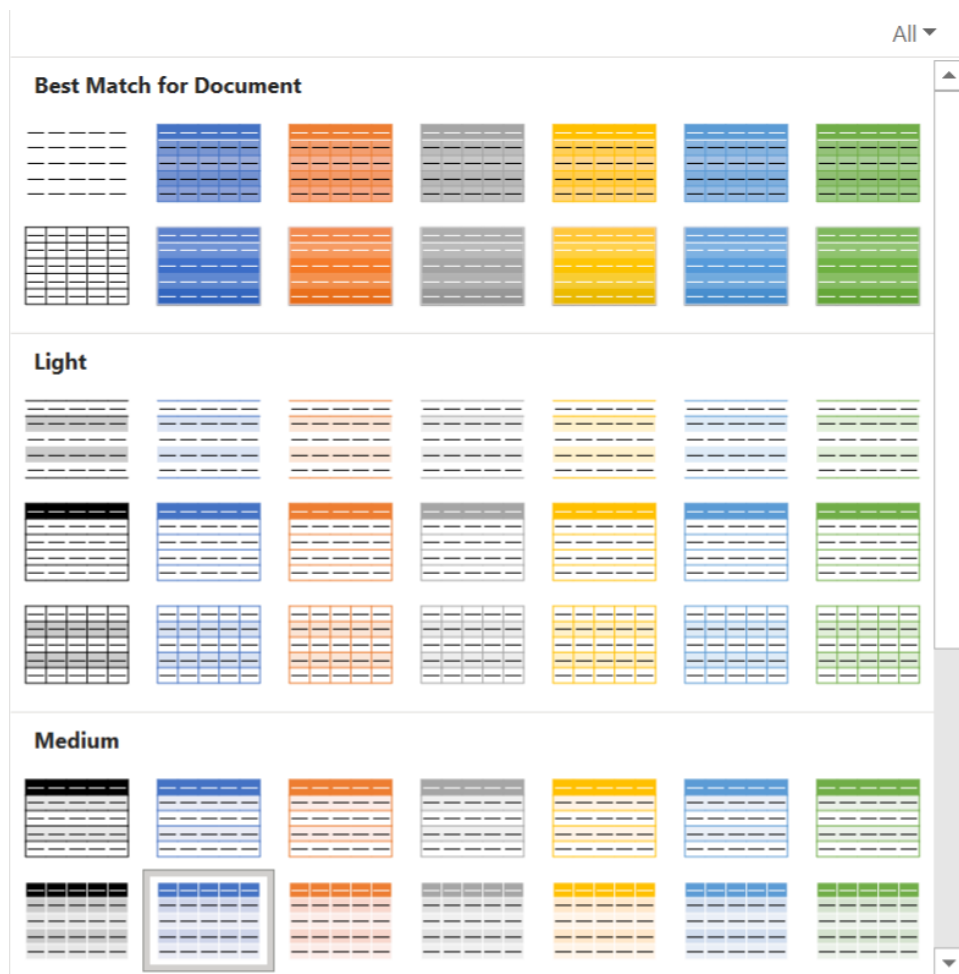


Figure 13: Many options

(Pages: 1074 – 1078) (7.14 points)

14. Where do you need to click to change the chart in Figure 14, “Chart: Before” to the chart in Figure 15, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

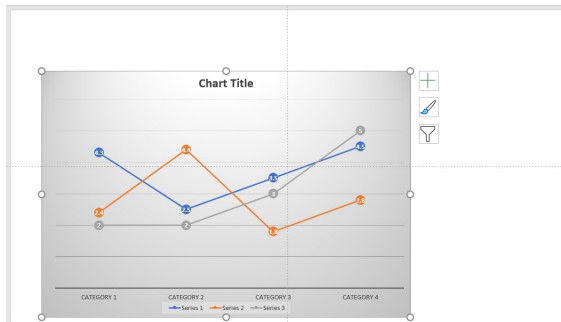


Figure 14: Chart: Before



Figure 15: Chart: After

(Pages: 1126 – 1133) (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. If a paragraph has 13 points of space below it, and the paragraph underneath has additional 16 points of space above it, how much space is there between the two paragraphs?

(2.5 points)

16. (a) The Word application window is build up of several parts. State the name of the part displayed in the image in Figure 16.

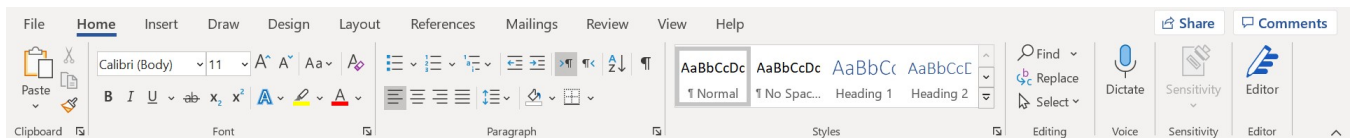


Figure 16: Window Area

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

(2.5 points)

PowerPoint

17. 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.

(2.5 points)

18. (a) What is the object displayed in Figure 17?
(b) What happens to the object when you click on the triangle button at the bottom-left of the object?

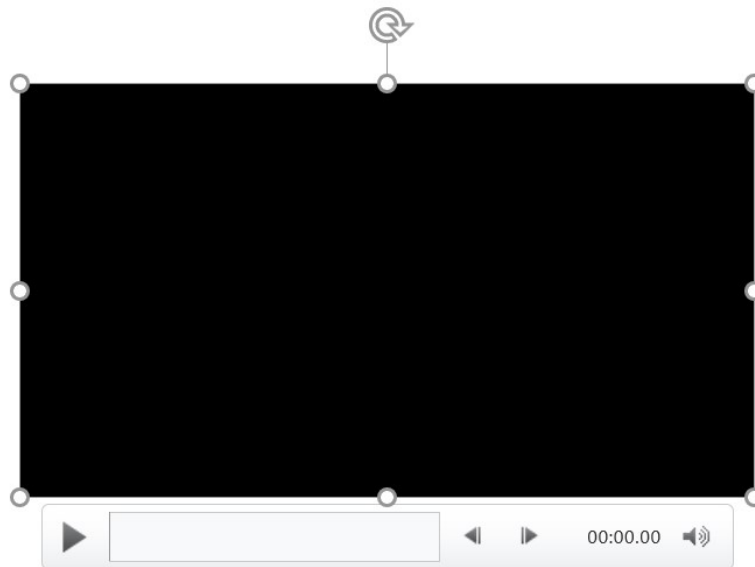


Figure 17: Object with Buttons

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

