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 the file by attaching it on Blackboard at **Exams → Midterm**.

- Exam duration: 11:00 AM – 12:15 PM. Exam Location: at the West End Building (WEB), Room 105 (on floor 1).

- **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. Describe **one** way in which you can change the picture inside a Word document shown in Figure 1, "Apple: Before" to the picture shown in Figure 2, "Apple: After".
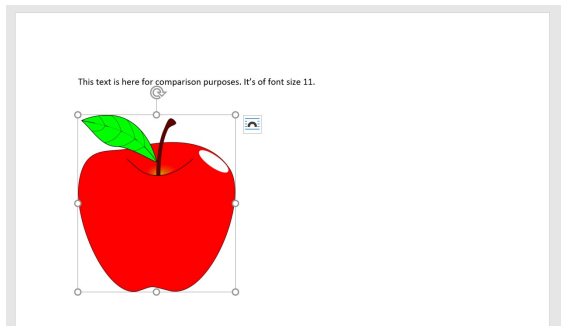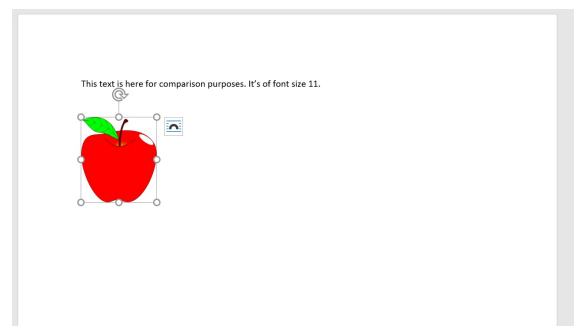

Figure 1: Apple: Before

Figure 2: Apple: After

(Pages: 514 – 516) (7.14 points)

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

(Pages: 380 – 382) (7.14 points)

3. Where should you click to change the table in Figure 3, "Table: Before" to the one in Figure 4, "Table: After"?

(Pages: 494 – 498) (7.14 points)

Figure 3: Table: Before

Figure 4: Table: After

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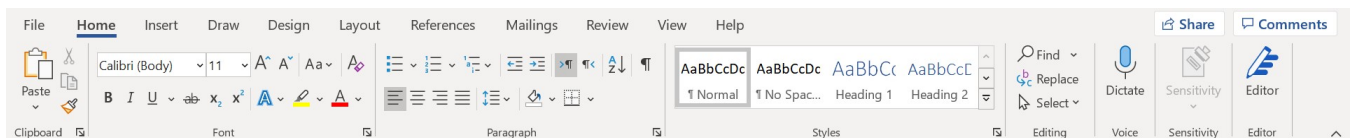

Figure 5: Window Area

(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)

5. Where should you click to change the text layout in picture 6, "My Text Layout: Before" to the one in the picture 7, "My Text Layout: After" inside a Word document?
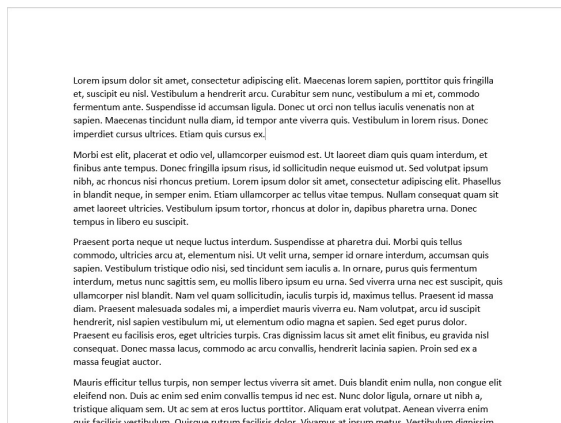

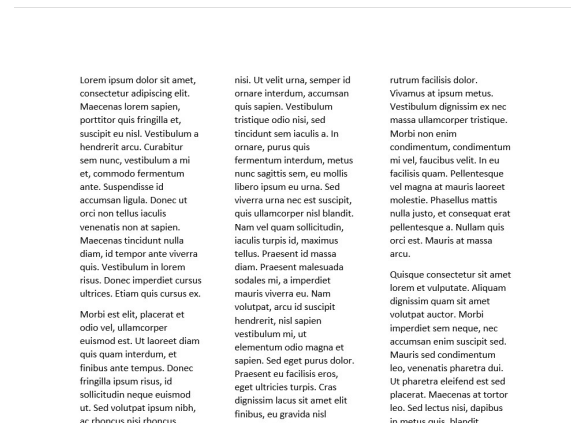Figure 6: My Text Layout: Before

Figure 7: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

6. 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)

Figure 8: Dialog Box

7. What is the purpose of the following partially-shown dialog box in Figure 8?
   (Pages: 569 – 570) (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. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 9? **Hint**: Look at the screenshots given on the textbook pages listed below.
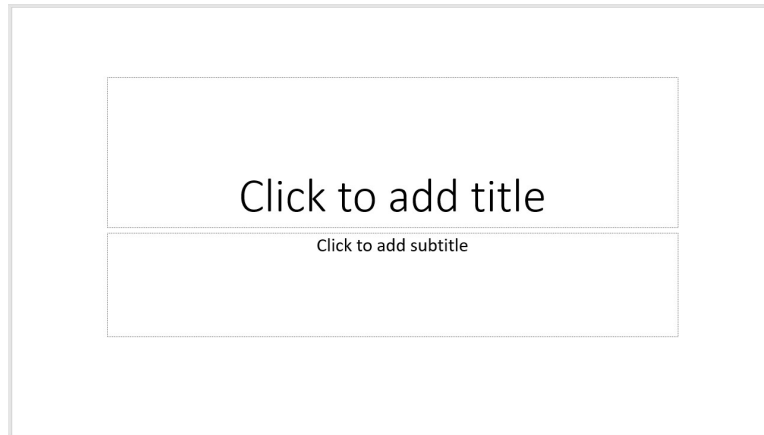

Figure 9: My Slide

(Pages: 900 – 903) (7.14 points)

9. How can you insert a picture inside the object shown in Figure 10? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

(Pages: 921 – 924) (7.14 points)

10. If you click on any one of the squares in the picture in Figure 11, what will change in the PowerPoint presentation? Explain in general.
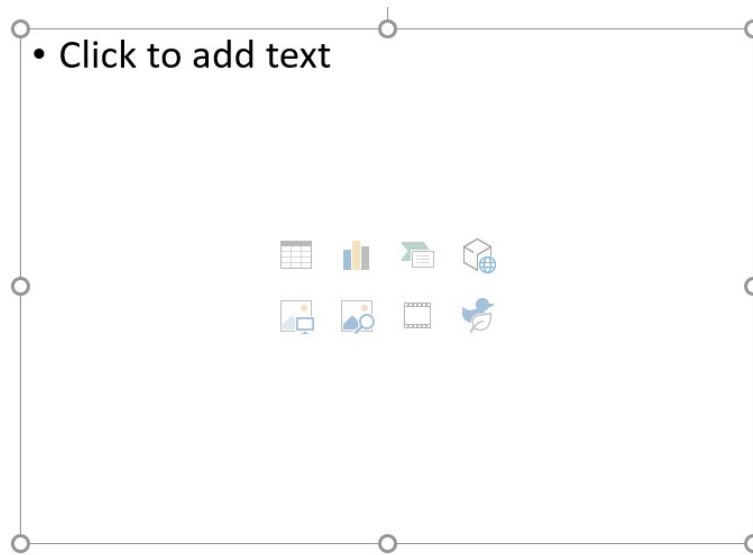
Figure 10: Insert Picture Here

Figure 11: Many Options

(Pages: 885 – 889) (7.14 points)

11. Where do you need to click to change the chart in Figure 12, "Chart: Before" to the chart in Figure 13, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.
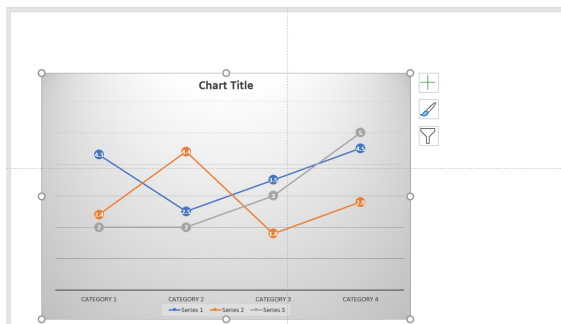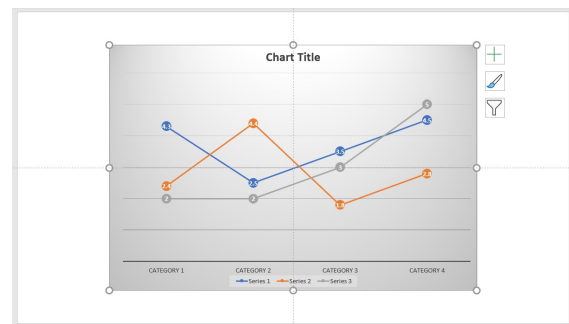

Figure 12: Chart: Before

Figure 13: 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 14?

Figure 14: Button with Arrow

(Pages: 443 – 446) (7.14 points)

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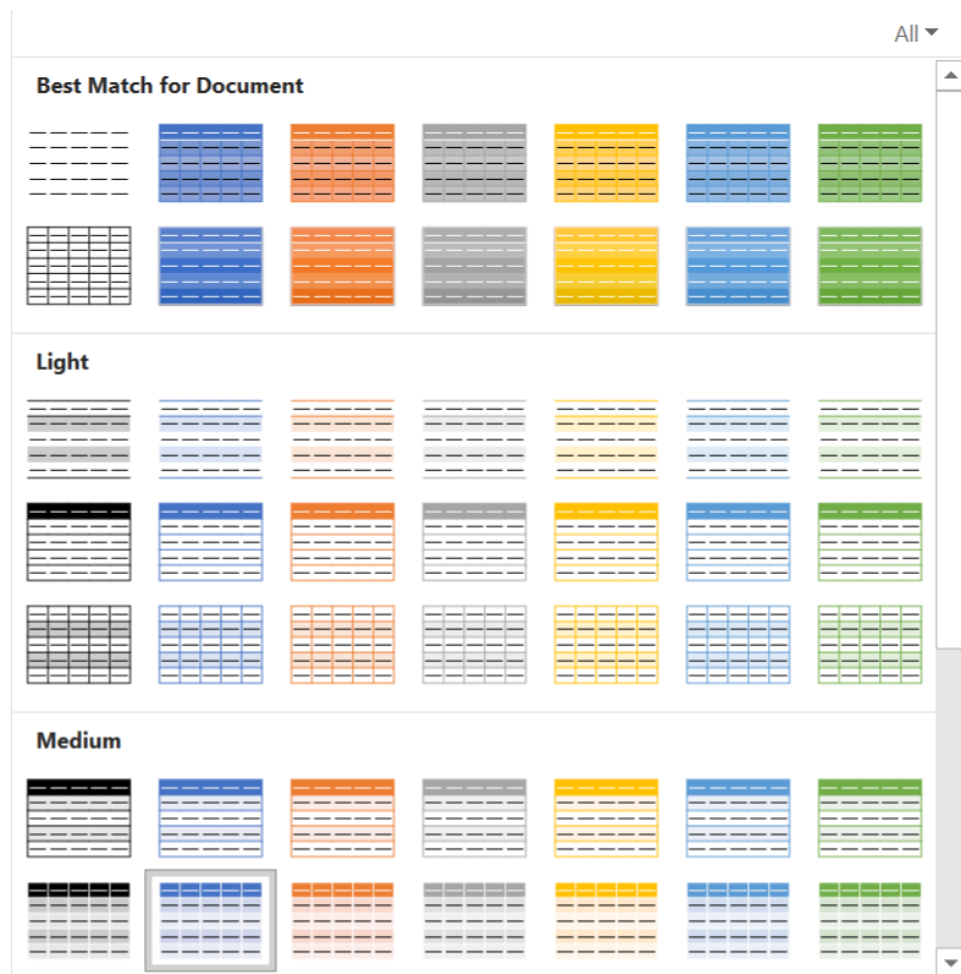

Figure 15: Many options

(Pages: 1074 − 1078) (7.14 points)

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

    (2.5 points)

16. The following text appears in a Word document:
    Yesterday, the President delivered a speech at the United Nations general assembly. When clicking on Ctrl and the words "United Nations", a web-page will open on the computer's browser. However, you don't want to keep this feature. How do you remove this clickability feature from the words "United Nations"? Mention **one** way. [**Note**: removing the underline and the blue color will NOT remove the feature!]

    (2.5 points)

PowerPoint

17. If you were to click on an option from the menu in the Figure 16, what kind of object would be added to the PowerPoint slide?
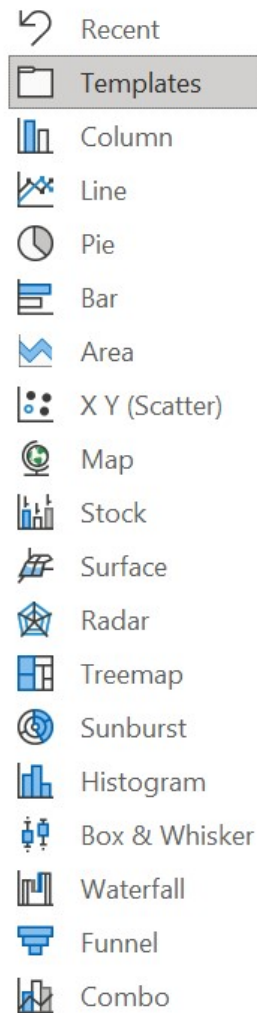
    (2.5 points)

Figure 16: Long Menu

18. Which button do you need to click to add the text pointed by the red arrows in Figure 17? (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

3/25/2021   Presentation about Nothing   4
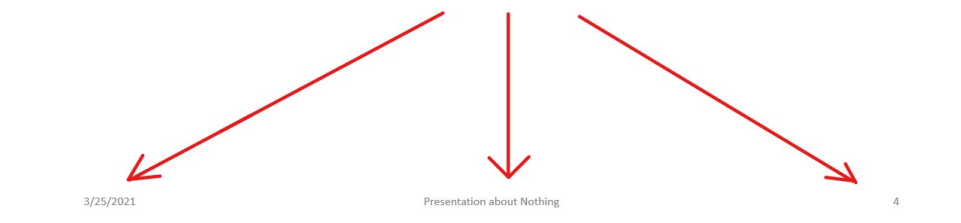
Figure 17: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!