

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 Ingersoll Addition (New Ingersoll, IA) building, at room 432.
- **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 **Course Documents** → “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. Which button in Word should you click to change the text:

Good morning!

to the following text:

Good morning!

(Pages: 399 – 401) (7.14 points)

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

(Pages: 557) (7.14 points)

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

(Pages: 556 – 560) (7.14 points)

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

(Pages: 365 – 366) (7.14 points)

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Figure 1: Watermark: Before

Figure 2: Watermark: After

- 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!]
(Pages: 530 – 531) (7.14 points)

- 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)

7. 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)

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 3? (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

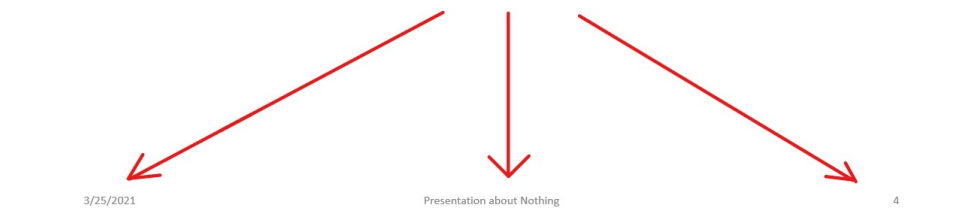


Figure 3: What is This

(Pages: 967 – 970) (7.14 points)

9. If you were to click on an option from the menu in the Figure 4, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

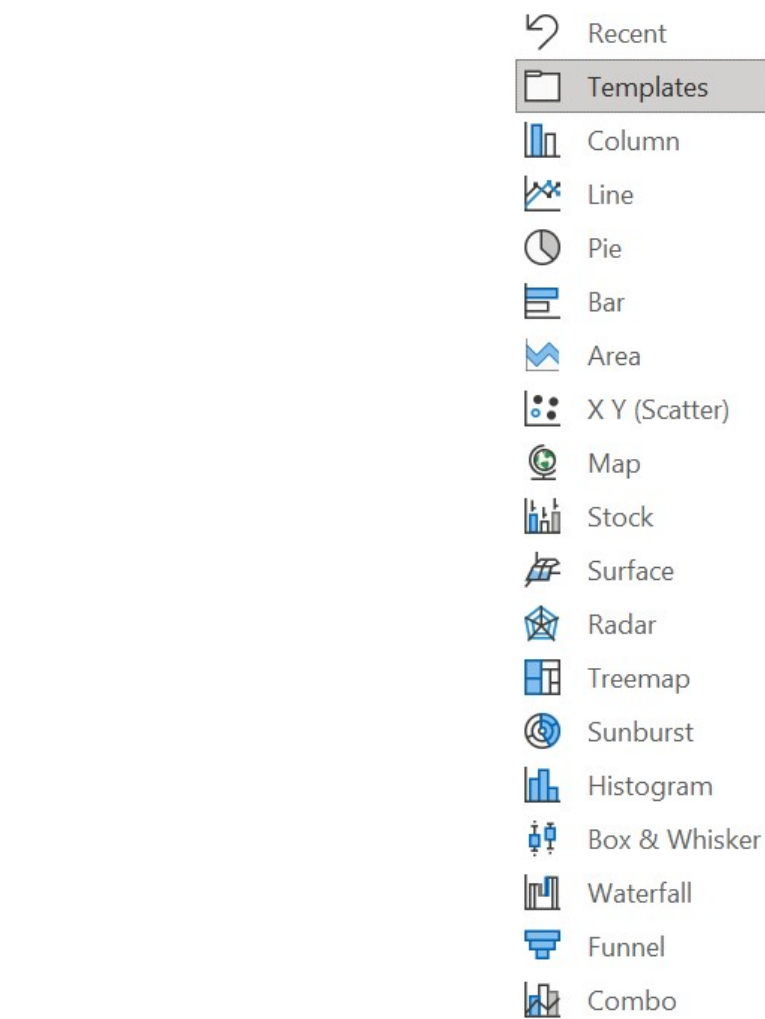


Figure 4: Long Menu

10. 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.

(Pages: 770) (7.14 points)

11. Explain why the 1st slide in a PowerPoint presentation is called the “Title Slide,” according to our lectures.

(Pages: 1155 – 1156) (7.14 points)

12. PowerPoint has several in-built slide types/layouts. What is the type of the slide shown in the image in Figure 5? **Hint:** Look at the screenshots given on the textbook pages listed below.



Click to add title

Figure 5: My Slide

(Pages: 900 – 903) (7.14 points)

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

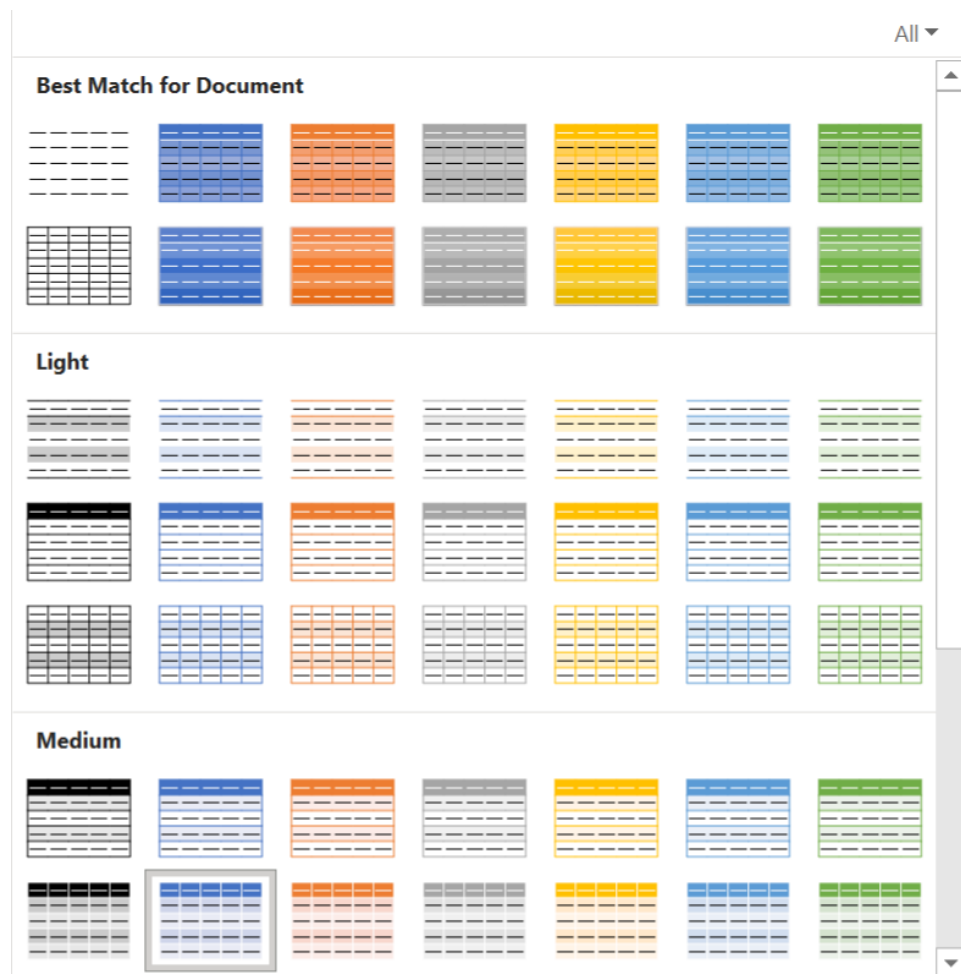


Figure 6: Many options

(Pages: 1074 – 1078) (7.14 points)

14. If you click on any one of the squares in the picture in Figure 7, what will change in the PowerPoint presentation? Explain in general.

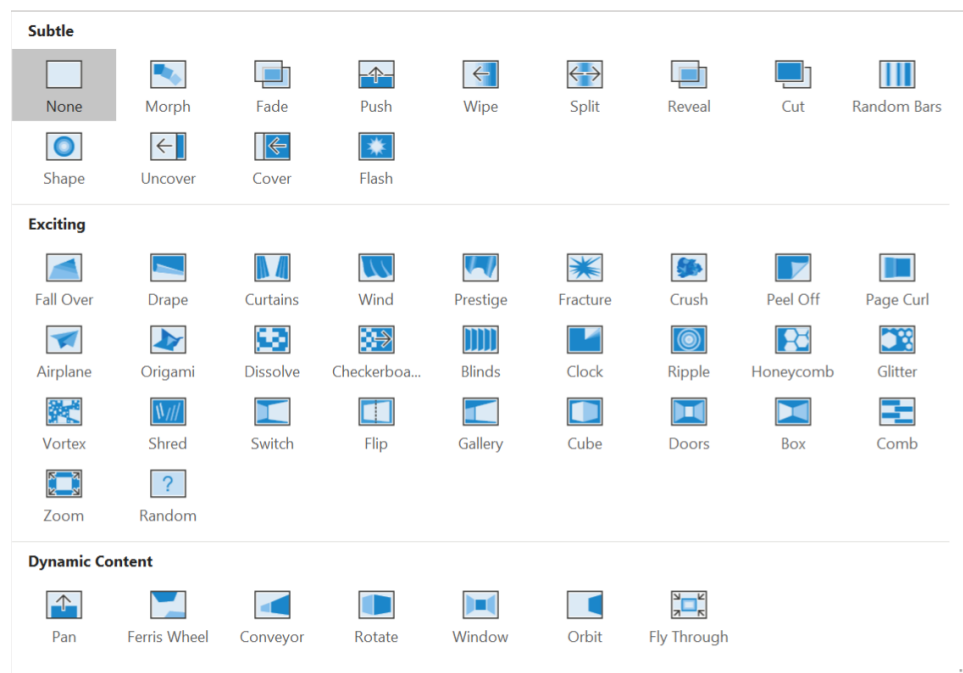


Figure 7: Many Options

(Pages: 962 – 964) (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. Where should you click to change the text layout in picture 8, “My Text Layout: Before” to the one in the picture 9, “My Text Layout: After” inside a Word document?

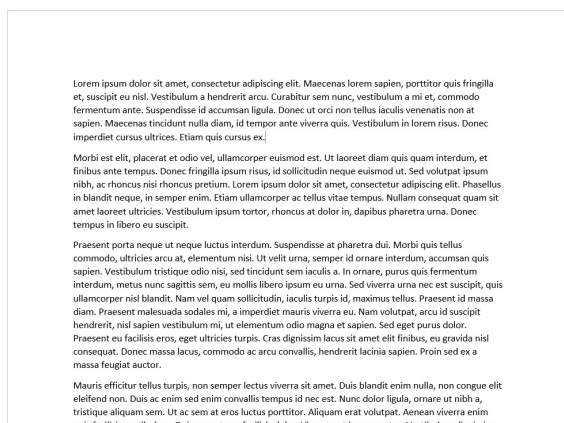


Figure 8: My Text Layout: Before

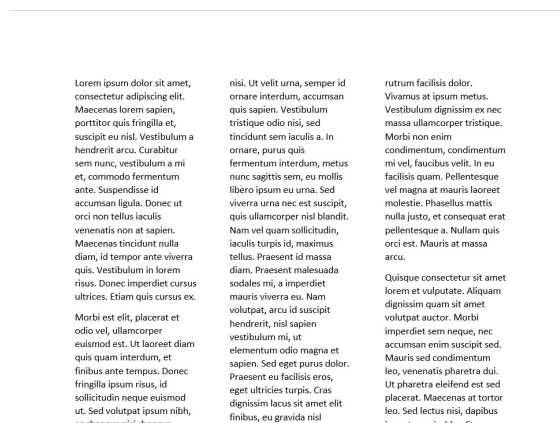


Figure 9: My Text Layout: After

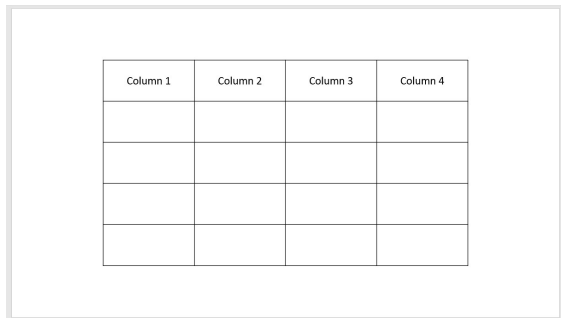
(2.5 points)

16. 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.

(2.5 points)

PowerPoint

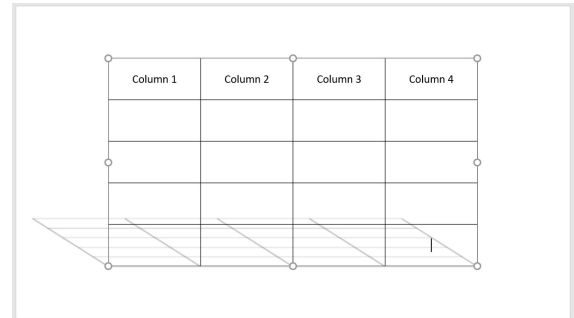
17. Where do you need to click to change the table in Figure 10, “Table: Before” to the table in Figure 11, “Table: After”? Your answer must use a button from the Table Tools: Design tab.



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 top row. The table is plain with no borders or shading.

Column 1	Column 2	Column 3	Column 4

Figure 10: Table: Before



A screenshot of the same 5x4 table as in Figure 10, but with a 3D effect applied. The table is shown from an isometric perspective, with a shaded bottom and side faces. The columns are still labeled 'Column 1' through 'Column 4'.

Column 1	Column 2	Column 3	Column 4

Figure 11: Table: After

(2.5 points)

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

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

