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** \rightarrow "**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 15 points of space below it, and the paragraph underneath has additional 8 points of space above it, how much space is there between the two paragraphs? (Pages: 412 – 416) (7.14 points)

2. Where should you click to change the text layout in picture 1, "My Text Layout: Before" to the one in the picture 2, "My Text Layout: After" inside a Word document?

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas lorem sapien, portitior quis fringilla et, suscipit eu nisi. Vestibulum a hendrent arcu. Curabitur sem nunc, vestibulum a ni et, commodo fermentum ante. Suspendisse i da scumsan ligidu. Donec ut orci non tellus iaculis venenatin on at sapien. Maecenas tincidur nulia dam, o lettempor arte eivera quis. Vestibulum in lorem inus. Donec imperdiet cursus ultrices. Etiam quis cursus ex.]

Motoli est elit, placera et odio ev. lu lamocorper euismod est. Ut laoreet diam quis quam interdum, et finibus ante tempus. Donec fringilia josum risus, id solicitudin neque euismod ut. Sed volutart jusum nibh, ac rhoncus nisi rhoncus pretium. Lorem josum odior si ame, consecteur adipsicing elit. Phasellus in blandit neque, in semper enim. Etiam ullamocorper a cellus vitae tempus. Nullam consequat quam sit amet laoreet ultricies. Vestibulum ipsum toror, rhoncus at dolor in, dapibus pharetra urna. Donec tempus in libero eu suscipit.

Praesent porta neque ut neque luctus interdum. Suspendisse at pharetra dui. Mordi quis tellus commodo, ultricies arcu at, elementum nisi. Ut velti turna, semper id ornare interdum, accuman quis sapien. Vestibulum ristique odio nisi, sed incidudir sem lacials. a no mane, pursus cuis fermentum interdum, nestibulum ristique odio nisi, sed incidudiri, iaculti surpis di, maximus tellus. Praesent mi assas diam. Praesent malesuada sodales mi, a imperdiet mauris viverra eu. Nam volutaria, arcu id suscipit henderetri, nid sapien vestibulum ni, ut elementum odio magne at sapien. Sed egu prusu dolor. Praesent est facilisis eros, eget Unitricies turpis. Cras dignissim lacus sit amet elli finibus, eu gravida nid conequat. Donec massa laura, commodo ac arcu convallis, hendrerit lacinia sapien. Proin sed ex a massa feugifa auctor.

Mauris efficitur tellus turpis, non semper lectus viverra at amet. Duis blandit enim nulla, non conque elli elifend non. Duis ac enim sed enim convalis tempusi de cet. Nunc dolor ligida, ornare ut ribib a, tristique aliquam sem

Figure 1: My Text Layout: Before

net, consecteur piscing elit. seellus in blandit que, in semper im. Etiam amcroper ac lus vitae tempus. Illam consequat am sit amet recet ultricles. stibulum ipsum tor, rhoncus at lor in, dapibus aretra urma. nec tempus piece aretra urma. nec tempus tunto prota que ut neque tus interdum.

commodo, ultricies

nt id massa enim quus facili receptibulum.
perdiet viverra eu. Vivarra eu. Vi

Figure 2: My Text Layout: After

(Pages: 465 - 469) (7.14 points)

3. 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)

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

Good morning!

to the following text:

Good morning!

(Pages: 390 - 391) (7.14 points)

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

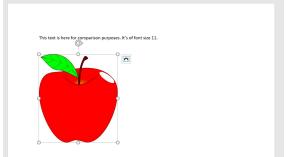
(Pages: 380 - 382) (7.14 points)

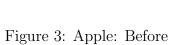
6. What are the Rulers in Word used for? Describe **one** use.

(Pages: 454 – 459) (7.14 points)

7. Describe **one** way in which you can change the picture inside a Word document shown in Figure 3, "Apple: Before" to the picture shown in Figure 4, "Apple: After".

(Pages: 514 - 516) (7.14 points)





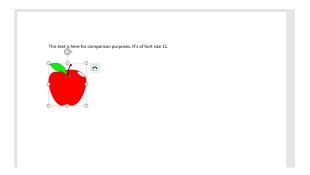


Figure 4: Apple: After

PowerPoint - Short Answer

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

- 8. What is the difference between this list:
 - Apple
 - Cherry
 - Banana
 - Strawberry

and this list:

- Fruit
 - Apple
 - Cherry
- Veggies
 - Banana
 - Strawberry

In your answer, speak about the hierarchy of the lists, not the content (the fruits and veggies) and not the way the bullet points look.

(Pages: 443 – 446) (7.14 points)

9. How can you move the shapes in Figure 5, "My Shapes" so that they are positioned like those in Figure 6, "My Shapes: Moved"? In your answer, you must use a button on the Drawing Tools (Shape) Format Tab.

(Pages: 939 - 943) (7.14 points)

10. (a) What is the name of the PowerPoint object appearing in the Figure 7?

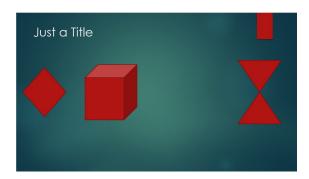


Figure 5: My Shapes

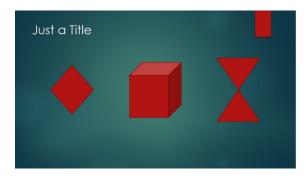


Figure 6: My Shapes: Moved

Click to add title

Figure 7: Object/Box

(b) Where do you need to click to delete/remove this object?

(Pages: 880 - 883) (7.14 points)

11. You are editing a bulleted list. What happens when you click on the button in the image in Figure 8?



Figure 8: Button with Arrow

(Pages: 443 - 446) (7.14 points)

12. 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)

13. Name **two** tabs in PowerPoint that Word does NOT have. **Hint**: Look at PowerPoint's tabs on the screenshot given on the textbook page listed below.

(Pages: 883) (7.14 points)

14. Where do you need to click to change the chart in Figure 9, "Chart: Before" to the chart in Figure 10, "Chart: After"? Your answer must use a button from the Chart Tools: Format tab.

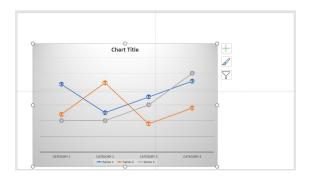


Figure 9: Chart: Before

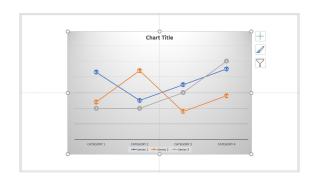


Figure 10: Chart: After

(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. What is the purpose of the buttons displayed in Figure 11?

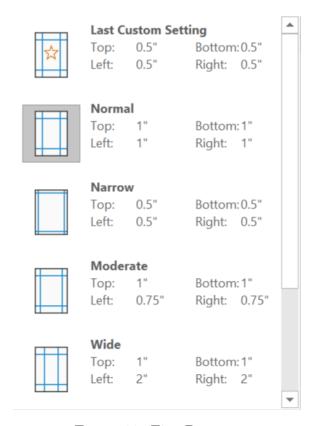


Figure 11: Five Buttons

(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 12.



Figure 12: 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. How can you insert a table with 3 rows and 2 columns inside the PowerPoint box shown in Figure 13? Your answer must use the box shown in that Figure.

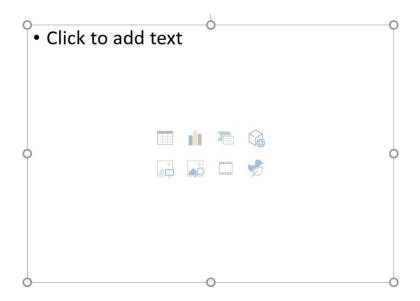


Figure 13: Insert Table Here

(2.5 points)

18. Which button do you need to click to add the text pointed by the red arrows in Figure 14? (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 14: What is This

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

