

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. 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)

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?

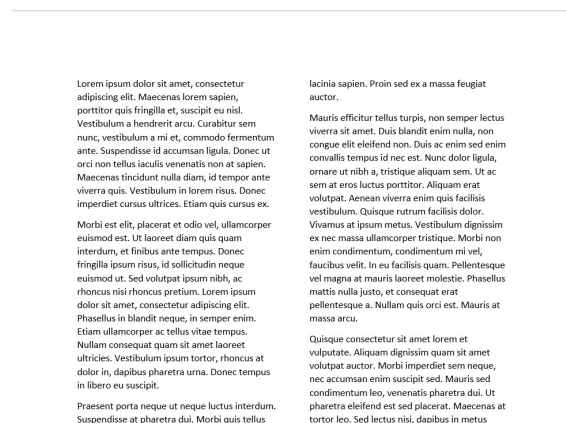


Figure 1: My Text Layout: Before

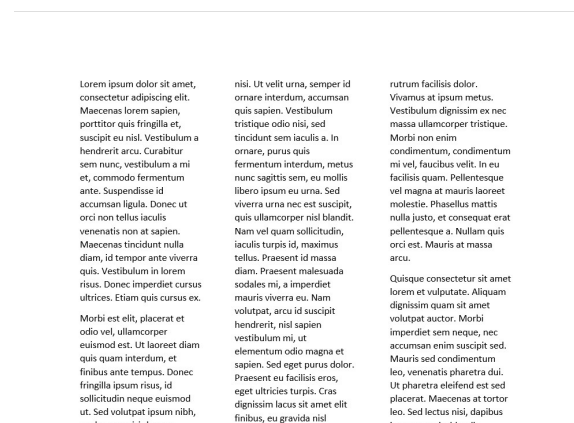


Figure 2: My Text Layout: After

(Pages: 465 – 469) (7.14 points)

3. Where should you click to change the watermark in the picture 3, “Watermark: Before” to the watermark in the picture 4, “Watermark: After”?

(Pages: 556 – 560) (7.14 points)

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Figure 3: Watermark: Before

Figure 4: Watermark: After

4. 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)

5. What does the button displayed in the Figure 5 do?



Figure 5: Multiple Pages

(Pages: 370) (7.14 points)

6. Name **three** commands/buttons on the Home tab of Word.

(Pages: 393) (7.14 points)

7. What is the purpose of the buttons displayed in Figure 6?

(Pages: 772 — 774) (7.14 points)

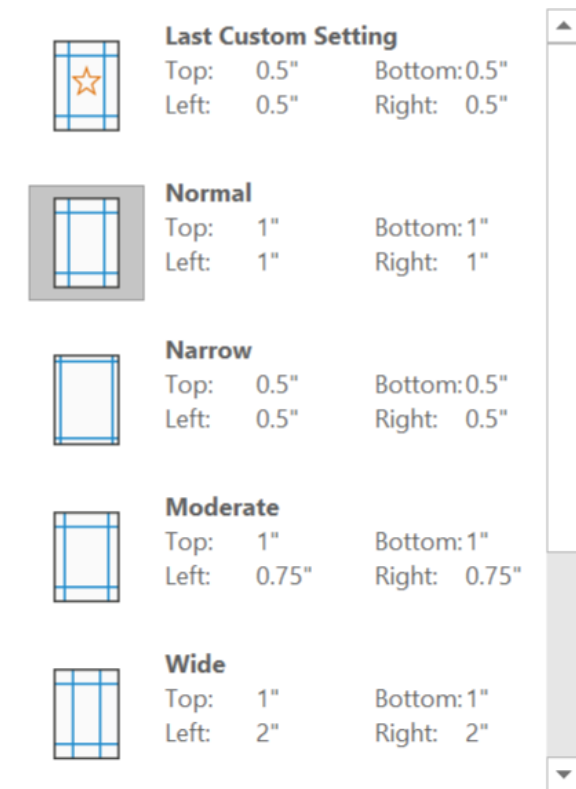


Figure 6: Five Buttons

PowerPoint – Short Answer

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

8. How can you insert a picture inside the object shown in Figure 7? Assume that the picture you wish to insert is already located on your computer's Desktop folder.

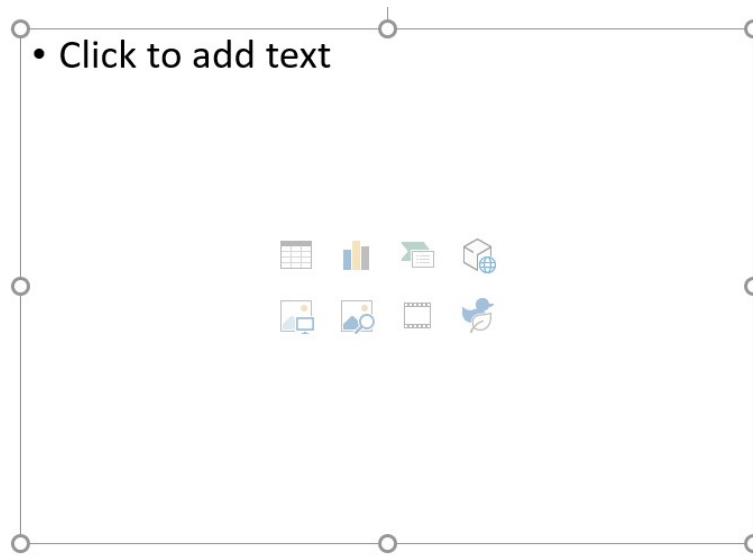


Figure 7: Insert Picture Here

(Pages: 921 – 924) (7.14 points)

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

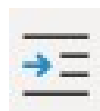



Figure 8: Button with Arrow

(Pages: 443 – 446) (7.14 points)

10. (a) What is the name of the PowerPoint object appearing in the Figure 9?
(b) Where do you need to click to delete/remove this object?



Click to add title

Figure 9: Object/Box

(Pages: 880 – 883) (7.14 points)

11. If you were to click on an option from the menu in the Figure 10, what kind of object would be added to the PowerPoint slide?

(Pages: 1116 – 1123) (7.14 points)

12. What is the difference between this list:

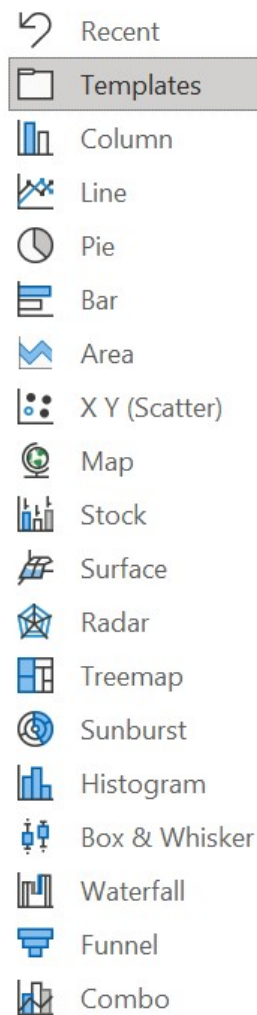


Figure 10: Long Menu

- 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)

13. (a) What is the object displayed in Figure 11?
- (b) What happens to the object when you click on the triangle button at the bottom-left of the object?

(Pages: 980 – 987) (7.14 points)

14. Which button do you need to click to add the text pointed by the red arrows in Figure 12? (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.)

(Pages: 967 – 970) (7.14 points)

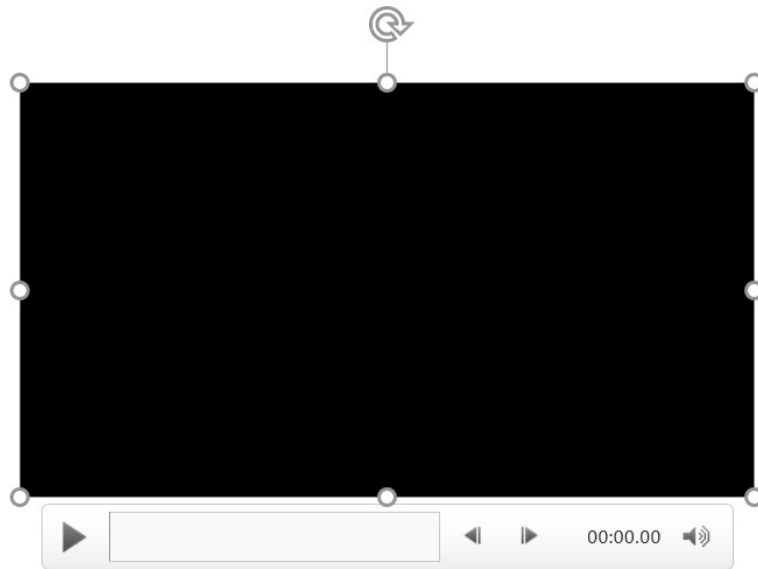


Figure 11: Object with Buttons

Just a Title

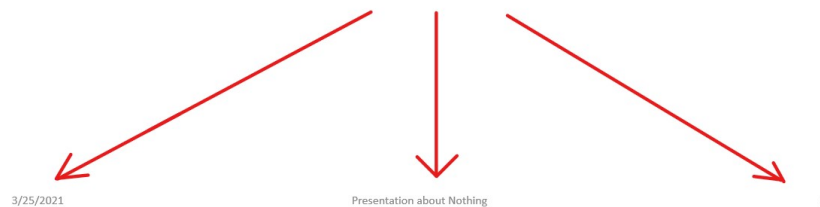


Figure 12: What is This

Extra Credit

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

Word

15. What is change has been made to the picture in Figure 13, “Dino: Before”, so that it became the picture in Figure 14, “Dino: After”?

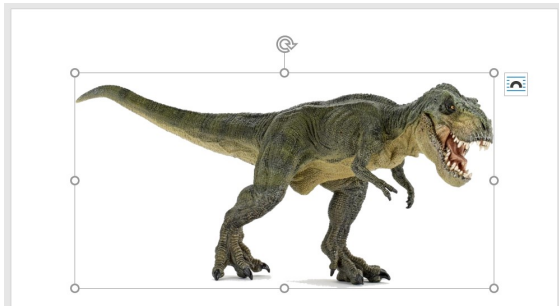


Figure 13: Dino: Before

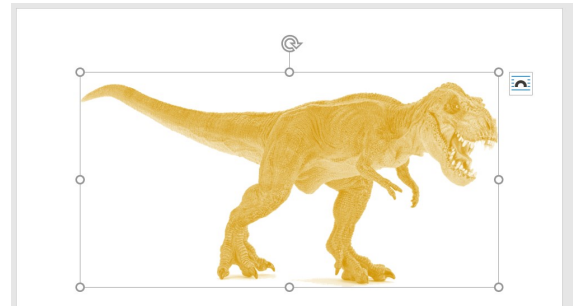


Figure 14: Dino: After

(2.5 points)

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

(2.5 points)

PowerPoint

17. The bulleted list in Figure 15, “My List” was converted into the object displayed in Figure 16, “My New List”. Where should you click for this object conversion to occur? (**Hint:** what kind of object is displayed in Figure 16, “My New List”?)

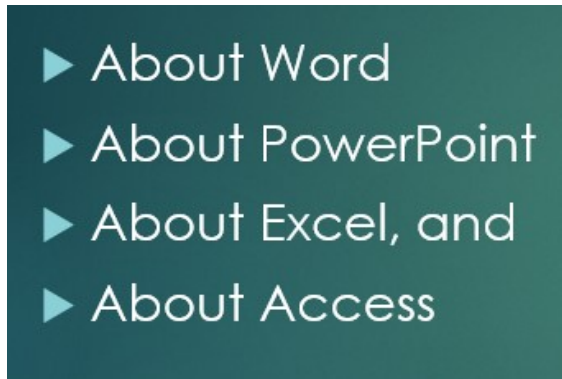


Figure 15: My List

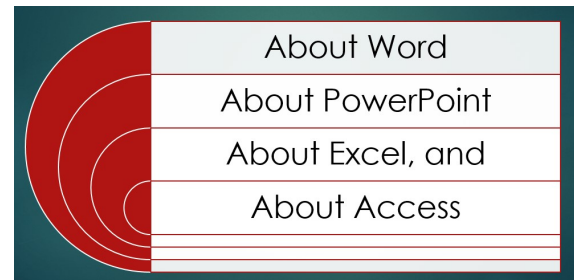


Figure 16: My New List

(2.5 points)

18. Where do you need to click to change the chart in Figure 17, “Chart: Before” to the chart in Figure 18, “Chart: After”? Your answer must use a button from the Chart Tools: Format tab.

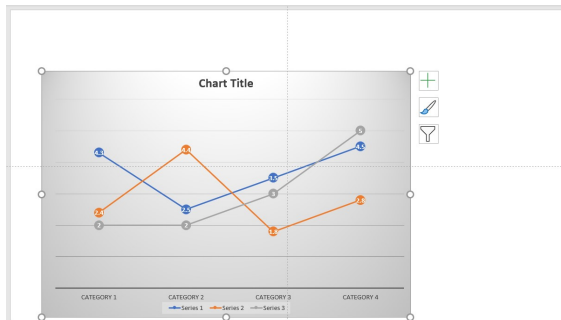


Figure 17: Chart: Before

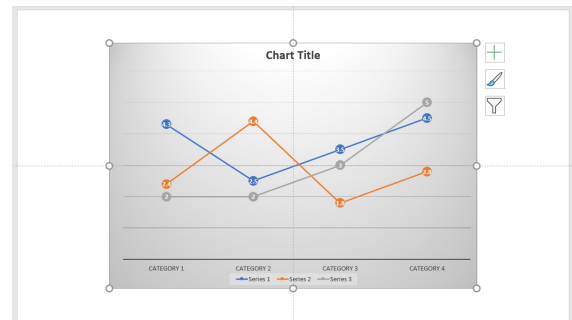


Figure 18: Chart: After

(2.5 points)

– End of Midterm Exam –

Congrats for completing the Midterm exam!

