15/11/21

**CTIS 186 Business Computer Applications**

**Midterm Exam**

**Part I PowerPoint**

1. Open PowerPointExam and save it as **PowerPointExamLastFirst** (i.e. with your surname and name) (**1** Point)
2. Apply “Urban” theme to the document (**2** Points)
3. Add your First and Last name as a subtitle under Sustainability (font size 36). (**1** Point)
4. Use online picture / clipart icon to search for an image of “Sustainability”. Insert an appropriate image and resize it to fit entirely the space above the title. Apply *Bounce animation* to the image. (**3** Points)
5. Insert a Title and Content new slide with the title **What is sustainability?** and a bulleted content as the following: (**4** Points)
	* The quality of being able to continue over a period of time.
	* The quality of causing little or no damage to the environment and, therefore, able to continue for a long time.
	* The quality of consuming at a pace that preserves resources for future generations.
6. Add the following speaker note: **Don’t forget to mention that sustainability became a hot issue nowadays and is attracting more and more attention especially after COVID 19 Pandemic!** (**2** Points)
7. Insert a Title and Content new slide with the title **Renewable Energy Consumption Worldwide 2010 – 2020 (in exajoules)**. (Bold, center, 32) (**1** Point)
8. In the new slide, insert a table with 2 columns and 12 rows. Label the first column as **Year** and the second one as **Renewable Energy Consumption**. Center all entries in the table and apply *Medium Style 3 – Accent 2* to the table. Lastly, make the necessary table entries as in the following: (**10** Points)

2010 9.70

2011 11.12

2012 12.60

2013 14.36

2014 16.03

2015 18.08

2016 20.06

2017 23.04

2018 25.83

2019 28.82

2020 31.71

1. Insert a Title and Content new slide with the title **How to create a sustainable world?** (**1** Point)
2. In the new slide, insert using SmartArt List a *Vertical Picture List*. For first text box, write **Awareness**, for the second one **Education**, for the third one **Financial Resources** and for the last one **Regulations**. (**3** Points)
3. Search an appropriate image / picture for each item labelled in the text box, insert each picture / image in its corresponding box and resize those very pictures as to occupy exactly provided space. (**3** Points)
4. Insert a Title and Content new slide with the title **Benefits of sustainability**. (**1** Point)
5. In the new slide, insert 3 equal sized cloud shapes. Order the shapes horizontally, center and label them as with the following (resize appropriately): (**5** Points)

First cloud shape **Maintains environmental health**

Second cloud shape **Preserves environmental biocapacity**

Third cloud shape **Supports individuals’ wellbeing**

1. Group the whole shapes created. (**2** Points)
2. Create a new slide by duplicating the previous slide (**1** Point)
3. In the new slide, ungroup the shapes, add a 4th cloud shape. Write inside the 4th shape **Enhances communities’ wellbeing**. (**2** Points)
4. Group the new obtained shape and resize appropriately. (**2** Points)
5. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Renewable Energy Statistics**, slide 4 as **How to sustain?** and slide 5 & 6 as **Benefits**. (**5** Points)
6. On the Notes and Handouts option, insert *CTIS 186 PowerPoint Midterm Exam (Fall 2021 – 2022)* as header and *page number* as footer. (**3** Points)
7. Apply *Random Bars transition* to the whole document. (**2** Points)
8. Save your PowerPoint file and submit it as indicated by your Senior Lecturer. (**1** Point)

**Part II Word**

1. Open WordExam and save it as **WordExamLastFirst** (i.e. with your surname and name) (**1** Point)
2. Apply the following to the whole document: **Arial Unicode MS**, **12**, **Justified**, **1.50 line spacing**, margins **Top 0.8”**, **Bottom 0.8”**, **Left 0.80”**, **Right 0.80”** and indent of first line of each paragraph as **0.60” left**. (**6** Points)
3. Insert the following Watermark **Sustainability** (Times New Roman, Diagonal). (**3** Points)
4. Insert a header as **Sustainable Tourism** (Algerian, Right aligned, Bold, 24) and footer with page number (Plain Number Brackets 1). (**4** Points)
5. Check spelling and grammar of the whole document and make necessary corrections. (**4** Points)
6. Apply Gradient Fill-Orange Accent 6 Inner Shadow, Half Reflection, touching to the first paragraph. (**2** Points)
7. Create a border for the third paragraph with the following characteristics: Shadow, Red Color, ¾ and apply it to the paragraph. (**3** Points)
8. Right after the fifth paragraph, search for a picture from Clip Art under the theme **Ecological Hotels**. Insert chosen picture, center it and resize as **4” height** by **3.94” width**. Apply 3-D Rotation Off Axis 1 Right picture effect. (**6** Points)
9. After the last paragraph, insert a 4x6 table. Label the first column as **Traveler by Generation**, the second as **Agree**, the third as **Disagree** and the last as **Neutral**. Enter the following data starting from the second row: (**12** Points)

Z 56 18 26

Millennial 51 13 36

X 49 10 41

Baby Boomer 46 12 42

1. In the last row, label the first column as **Average**, and calculate in remaining columns accordingly to **2 decimal places**. (**8** Points)
2. Insert a caption below the table. Label it as **Global traveler opinions on the importance of eco-friendly travel**. (**2** Points)
3. Apply **Medium Shading 1 Accent 4** to the table. Make the first and the last rows as Bold. Center all entries. Resize all rows to **0.40”** and all columns as **1.90”**. (**3** Points)
4. Save your document and submit it as indicated by your Senior Lecturer. (**1** Point)

**N.B.:** **1 Inch = 2.54 Cm**.

**GOOD LUCK!**