09/01/23

**CTIS 186 Business Computer Applications**

**Final Exam**

1. Open ExcelExam (Fall 2022 – 2023) and save it as **ExcelExamLastFirst** (i.e. with your surname and name) (**1** Point)
2. Name Sheet 1 as **Word Cup Statistics**. (**1** Point)
3. Apply the following to the whole current sheet: Microsoft PhagsPa, 12, column width 20, row height 25. Zoom the sheet at 70%. (**3** Points)
4. Insert 3 rows above row 1. (**1** Point)
5. Label B3 as **Team**, C3 as **# Participations**, D3 as **# of Played Games**, E3 as **Wins**,F3 as **Draws**, G3 as **Losses**, H3 as **Goals Scored** andI3 as **Goals Conceded**. Center the labeled cells horizontally and vertically and bold them. (**4** Points)
6. Label B1 as World Cup Statistics for the 20 First Successful Nations. Wrap the text entered and have it merged and centered within B1:I1 range. Make the range Bold with a 16 font size. (**3** Points)
7. Create a copy of World Cup Statistics worksheet at the end. Name it **Table**. (**2** Points)
8. Rename Sheet2 as **Chart**. (**2** Points)

Go back to World Cup Statistics worksheet:

1. Insert a column following G column. Label H3 as **Total Points**. (**1** Point)
2. Label K3 as **Goal Average** (Bold, Centered). (**1** Point)
3. A team gets 3 points for a win, 1 point for a draw and none for a loss. Having recourse to this rule, fill appropriately **H4:H23** range. Make the range Bold, centered with a light green fill. (**4** Points)
4. Goal Average is calculated as the difference between Goals Scored and Goals Conceded. Having recourse to this rule, fill appropriately **K4:K23**. Make the range Bold, centered with a light blue fill. (**4** Points)
5. Make an outline and inside boarders (of your choice) for the range B3:K23. (**2** Points)
6. Label B25 as **Average**, B26 as **Standard Deviation** and B27 as **Range** (i.e. difference between Maximum and Minimum values). Format B25:B27 as bold and right aligned. (**2** Points)
7. Calculate the average, standard deviation and range for C through K columns appropriately. Format the answers as bold centered. Format your answer as a percentage with 2 decimals. (**5** Points)
8. Enter the following table in N3:O11 range. Stick to the same format and text of the table. (**3** Points)



1. Label L3 as **Description** (Bold, centered). Use VLOOKUP function to fill cells L4:L23 (consider column E) bearing in mind the table entered in step p. Center the range and apply light red fill to it. (**7** Points)
2. Hide column A. (**1** point)
3. Prepare a Stacked Bar chart showing Teams on the y-axis and Total Points on the x-axis. Move the prepared chart to Chart worksheet. Remove legend. Resize the line chart as to fit entirely B2:Q23 range. Make sure to label appropriately x-axis, y-axis as well as to have a title. Rescale chart so that x-axis crosses takes a maximum value at 250. (**7** Points)
4. Prepare a Scatter with only Markers diagram showing # of Participation in the x-axis and Goals scored on the y-axis. Remove the legend. Move the prepared chart to Chart worksheet. Resize the line chart as to fit entirely B25:Q44 range. Make sure to label appropriately the title, x-axis and y-axis. Rescale chart so that x-axis includes values from 6 to 22 only and that y-axis includes values from 40 to 240 only. (**7** Points)
5. Create a linear trendline for the chart prepared in part t and color it in red. (**3** Points)
6. In M14 (World Cup Statistics worksheet), create a Win/Loss sparkline for K4:K23 range. (**3** Points)
7. Delete Sheet3. (**1** Point)

Now consider Table worksheet.

1. Delete A column. Center all entries in B4:H23 range. Create a table for the range A3:H23. Change the table name to **VivaFootball** and the style to Table Style Medium 11. (**5** Points)
2. By adding a Row Total, use an appropriate function to calculate the number of teams who played a minimum of 70 matches. (Purple, Eras Demi ITC, 14, Bold). (**3** Points)
3. Sort the table in a descending way first by # of Played Games and then by # of Participations. (**4** Points)
4. Apply conditional formatting to Team Column so that cells including the letter “**m**” are highlighted as Bold, Italic having a blue boarder and Orange Fill. (**4** Points)
5. Consider Wins Column and apply on it icon sets, shapes, 3 Traffic Lights Rimmed tool. (**3** points)
6. Consider **World Cup Statistics** sheet. Select B1:O27 as your print area. Go to print preview, change the orientation to landscape. Decrease all margins to the extent possible and fit to 1 wide by 1 tall page. Center the range horizontally and vertically. Insert the header: **CTIS 186 Final Exam** and the footer: **Page 1** (Both centered, Bold, Times New Roman, 12, Green). (**4** Points)
7. Consider **Chart** sheet. Select B2:Q44 as your print area. Go to print preview, change the orientation to landscape. Decrease all margins to the extent possible and fit to 1 wide by 1 tall page. Center the range horizontally. Insert the header: **CTIS 186 Final Exam** and the footer: **Page 2** (Both left aligned, Bold, Algerian, 12, Red). (**4** Points)
8. Consider **Table** sheet. Select A1:H24 as your print area. Go to print preview. Decrease all margins to the extent possible and fit to 1 wide by 1 tall page. Center the range horizontally. Insert the header: **CTIS 186 Final Exam** and the footer: **Page 3** (Both right aligned, Bold, Book Antiqua, 12, Purple). (**4** Points)
9. Save your Excel file and submit it as indicated by your Senior Lecturer. (**1** Point)

**GOOD LUCK!**