07/11/22

**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 “Paper” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under Trade Deficit (Algerian, 32). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space above the title. Apply *Shape* animation to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **What is trade deficit?** (Bold, right-aligned, 36) and a bulleted content (Justified, 28) as the following: (**2** Points)
   * The amount by which the cost of a country’s imports exceed the value of its exports.
   * A situation in which a country buys more from other countries than it sells to other countries.
   * The difference between exports and imports (in favor of imports).
6. Add the following speaker note: **Don’t forget to mention that trade deficit is affecting seriously the Turkish Economy!** (**2** Points)
7. Insert a Title and Content new slide with the title **Trade deficit in Turkey**. (Bold, center, 40) (**1** Point)
8. In the new slide, insert a table with 2 columns and 13 rows. Label the first column as **Year** and the second one as **Trade Deficit (in Billion $)**. Center all entries in the table and apply *Medium Style 2 – Accent 5* to the table. Lastly, make the necessary table entries as in the following: (**9** Points)

2010 33.45

2011 61.37

2012 36.18

2013 47.33

2014 31.50

2015 17.51

2016 18.80

2017 31.64

2018 1.94

2019 - 19.66

2020 27.44

2021 3.44

1. Insert a Title and Content new slide with the title **Causes of trade deficit** (Bold, left-aligned, 44) (**1** Point)
2. In the new slide, insert using SmartArt List a *Pyramid List*. For first text box, write **Lower Tariffs / Trade Barriers**, for the second one **Lower Productivity**, for the third one **Strong Currency** and forthe fourth one **Reliance on Specific Exports**. (**3** Points)
3. Insert a Title Only new slide with the title **How can we reduce trade deficit?** (**1** Point)
4. In the new slide, insert 3 cloud shapes. Order / center the shapes horizontally, and label them as with the following (resize appropriately): (**5** Points)

First cloud shape **Consume less and save more**

Second cloud shape **Depreciate the exchange rate**

Third cloud shape **Apply tax on capital inflows**

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 (exactly under the second cloud). Write inside the 4th shape **Increase economy’s productivity**. (**2** Points)
4. Group the new obtained shape and resize appropriately. (**2** Points)
5. Insert a Blank slide. (**1** Point)
6. In the slide, insert a Round Diagonal Corner Rectangle. Moreover, insert an Oval shape inside the rectangle as to fill most of its space without overflowing. (**2** Points)
7. Using shape subtract, combine the two shapes and merge them into a unique shape. (**3** Points)
8. Resize the combined shape as 2 inches height by 3.1 inches width and position exactly at the middle of the slide. (**2** Points)
9. Enter the following text in the combined shape: **Save, save, and save!** (**1** Point)
10. Center the edited text within the combined object (Arial Black, Bold, 24, Red). (**1** Point)
11. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Turkey**, slide 4 as **Causes**, slides 5 & 6 as **Reducing Trade Deficit** and slide 7 as **Conclusion**. (**3** Points)
12. On the Notes and Handouts option, insert *CTIS 186 PowerPoint Midterm Exam (Fall 2022 – 2023)* as header and *Good Job!* as footer. (**3** Points)
13. Apply *Shred transition* to the whole document. (**2** Points)
14. 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: **Verdana**, **12**, **Justified**, **1.50 line spacing**, margins **Top 0.70”**, **Bottom 0.70”**, **Left 0.70”**, **Right 0.70”** and indent of first line of each paragraph as **0.60” left**. (**4** Points)
3. Insert a header as **What is trade deficit?** (Elephant, Left aligned, Bold, 24) and footer with page number (Exposure). (**4** Points)
4. Insert text watermark **SAMPLE** (Times New Roman, 80, Purple Color, Diagonal). (**2** Points)
5. Apply Gradient Fill-Orange Accent 6, Inner Shadow Fill-Blue, Half Reflection Touching to the first paragraph. (**4** Points)
6. Create a border for the fourth paragraph with the following characteristics: 3-D, Blue Color, 2⅟4 and apply it to the paragraph. (**2** Points)
7. Right after the fourth paragraph, insert **Picture 2**, center it and resize as **2” height** by **4.17” width**. Apply Double Frame Black, Offset Top Shadow, Aqua 8 pt glow, Accent color 5, perspective Left 3-D Rotation to the picture. (**4** Points)
8. After the last paragraph, insert a 20x2 table. Label the first column as **Country** and the second as **Trade Balance (% of GDP)**. Enter the following data starting from the second row: (**12** Points)

Argentina -1.1

Australia -2.2

Brazil -1.4

Canada -2.9

China 3.7

France -2.3

Germany 7.0

India -4.4

Indonesia -0.1

Italy 2.5

Japan -0.8

Korea, Republic of 5.4

Mexico -3.0

Russian Federation 8.2

Saudi Arabia -7.2

South Africa -7.5

Turkey -4.6

United Kingdom -1.0

United States -3.3

1. Sort table entries first by Trade Balance (% of GDP) (**Descending**). (**8** Points)
2. Insert a table caption below table. Label it as Table 1: G20 Trade Balance (% of GDP) – Year 2015 (**3** Points)
3. Insert a row below the last row. Label the first column of that very row as **Average** (Bold, Right Aligned) (**2** Points)
4. In the last row’s second column, calculate the average % GDPs to **2 decimal places** (Bold, center). (**7** Points)
5. Apply **Light Shading Accent 1** to the table. Make the first and the last rows as Bold. Except for the last row, center all entries. Resize all rows to **0.40”** and all columns as **3.00”**. Finally, align the table with the caption to the middle. (**3** Points)
6. Save your document and submit it as indicated by your Senior Lecturer. (**1** Point)

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

**GOOD LUCK!**