31/12/24

**CTIS 186 Business Computer Applications**

**Final Exam**

1. Open ExcelExam and save it as **ExcelExamLastFirst** (i.e. with your surname and name) (**1** Point)
2. Name Sheet 1 as **Trade Balance**. (**1** Point)
3. Apply the following to the whole current sheet: Times New Roman, 14, column width 20, row height 20. Lastly, change the width of column A to 35 and switch off all Bold text. (**3** Points)
4. Insert 4 rows above the first row. (**2** Points)
5. Label A3 as **Country**, B3 as **Export (Thousand USD)**, C3 as **Import (Thousand USD)** and D3 as **Trade Balance (Thousand USD)**. Warp text / merge cells A3 / A4. Do the same for B3 / B4, C3 / C4 and D3 / D4. Lastly, make A3:D4 range Bold, Center with Light Orange Fill) (**4** Points)
6. Create a copy of Trade Balance worksheet (after Sheet1). Name it **Statistics**. (**2** Points)
7. Insert a sheet between Trade Balance and Statistics. Rename it as **Chart**. (**2** Points)

Go back to Trade Balance Worksheet:

1. Label A1 as **Turkish Trade Balance with Major Partners (2022)**. Merge and center A1 on A1:D1 range (Bold, 18, Light Green Fill). (**3** Points)
2. Center B5:D29 range. Format the range as number with 1000 separator. (**1** Point)
3. Trade Balance with any partner is calculated as Export minus Imports. Fill D5:D29 appropriately. Format your answer to the whole number. (**3** Points)
4. Label A31 as **Average**, A32 as **Standard Deviation** and A33 as **Range** (i.e., difference between Maximum and Minimum values). Format A31:A33 as bold, italic and right aligned. (**2** Points)
5. Calculate the average, standard deviation and range for B5:D29 appropriately. Format the answers as bold centered. Format your answer as a number with 1 decimal (use 1000 separator). (**5** Points)
6. Zoom the worksheet to 83 %. (**1** Point)
7. Label A35 a **Number of Partners for which Trade Balance is greater than Average** (underline, merge and center on A35:C35 range). (**2** Points)
8. Use an appropriate formula and apply it on D5:D29 range to calculate your answers in D35. Format D35 as Bold, Centered with blue color. (**4** Points)
9. Change Column E width to 5. Change Column F width to 60. (**2** Points)
10. Label F4 as **Trade Balance more than 1,000,000,000 USD?** (Bold, centered). Consider D5:D29 range. Apply an appropriate function that turns **Yes** if the trade balance is *more than 1,000,000,000 USD* and **No** *otherwise*. Fill appropriately F5:F29 range. Center the range and apply light purple color fill to it. (**5** Points)
11. Format A3:D29 range with thin lines from the inside and a thicker line as a border. Do the same thing for A1:D1; A31:D33 as well as F4:F29 ranges. (**3** Points)
12. Consider A5:A29 and D5:D29 ranges. Prepare a Line with Markers chart showing **Country** in the x-axis and **Trade Balance** in the y-axis. Label appropriately the x-axis, y-axis and prepare an *appropriate* title for the chart. Rescale chart so that y-axis displays values between -50,000,000 and 13,000,000. Finally, move the prepared chart to Chart worksheet. Resize the line chart as to fit entirely B2:Q30 range. (**5** Points)
13. In E5 (Trade Balance worksheet), create a column sparkline for B5:D5 range. Do the same for the other countries. (**2** Points)

Now consider Statistics sheet.

1. Delete Rows 1 and 2. Label D1 as **Coverage Ratio**. (**2** Points)

v) Coverage Ratio is calculated by **dividing** Export by Import. Could you fill D3:D27 accordingly. Format the very range a percentage with 2 decimal places. Center the range and make it bold. (**3** Points)

1. Create a table for the range A1:D27. As the second row becomes empty, delete it. Change the table name to **TradeBalance** (**3** Points)
2. Change table style to Light Orange, Table Style Light 21. (**2** Points)
3. Sort table by Coverage Ratio in an ascending order. (**3** Points)
4. Consider **Export (Thousand USD)** column. By adding a Row Total, use an appropriate function to calculate the median Export (Number rounded to the whole number (use 1,000 separator), Algerian, Bold, left aligned, Red, 16). (**3** Points)
5. Apply conditional formatting on **Coverage Ratio** column so that cells above average are marked as Italic, Blue outline and Green Fill. (**4** Points)
6. Consider **Trade Balance** sheet. Select A1:F35 as your print area. Go to print preview, change the orientation to landscape. Decrease all margins to the extent possible and adjust size as to fit to 1 wide by 1 tall page. Center the range horizontally. Insert the header: **CTIS 186 Final Exam** and the footer: **Page 1** (Both Right aligned). (**2** Points)
7. Consider **Chart** sheet. Select B2:Q30 as your print area. Go to print preview, change the orientation to landscape. Decrease all margins to the extent possible and adjust size as to 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 2** (Both Centered). (**2** Points)
8. Consider **Statistics** sheet. Select A1:D27 as your print area. Go to print preview, change the orientation to landscape. Decrease all margins to the extent possible. Adjust to 105 % of normal size. Center the range horizontally and vertically. Insert the header: **CTIS 186 Final Exam** and the footer: **Page 3** (Both Left aligned). (**2** Points)
9. Save your Excel file and submit it as indicated by your Senior Lecturer. (**1** Point)

**GOOD LUCK!**