07/11/24

**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 “Facet” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under “EXCHANGE RATE” (Brush Script MT, Bold, 29, Red). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space above the title. Apply *Wipe* animation to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **WHAT IS EXCHANGE RATE?** (Bold, right-aligned, 36) and a *numbered list* content (Centered, 20) as the following: (**2** Points)

Value of a nation’s currency when it is traded for another currency.

Relative price of one currency expressed in terms of another currency.

Amount of domestic currency required to purchase one unit of foreign currency.

1. Add the following speaker note: **Provide the following example: The exchange rate from Euros to U.S. dollars was 1.07 at the end of June 2024**.(**2** Points)
2. Insert a Title and Content new slide with the title **Monthly Average Exchange Rate (Euro to U.S. Dollar)**. (Bold, left aligned, 27) (**1** Point)
3. In the new slide, insert a table with 2 columns and 10 rows. Adjust the Title and Content placeholders as to accommodate the table appropriately. Label the first column as **Month (2024)** and the second one as **Average Exchange Rate**. Center all entries in the table and apply *Dark Style 1 – Accent 3* to the table. Lastly, make the necessary table entries, starting from the second row, as of the following: (**9** Points)

January 1.09

February 1.08

March 1.09

April 1.07

May 1.08

June 1.08

July 1.09

August 1.10

September 1.11

1. Insert a Title and Content new slide with the title **Factors affecting exchange rates** (Bold, centered, 36, Blue) (**1** Point)
2. In the new slide, insert using SmartArt a *Pyramid List*. For first list, write **Differentials in inflation rate**, for the second one **Differentials in interest rates**, for the third one **Current account deficits**, for the fourth one **Public debt**, and for the fifth one **Terms of trade**. If needed, remove / add lists. Lastly, change the SmartArt style to *Brick Scene*. (**3** Points)
3. Insert a Title Only new slide with the title **World** **Strongest currencies in the world** (Bold, 28, Yellow fill). (**1** Point)
4. In the new slide, insert 4 Hexagon shapes. Order / center the shapes horizontally, and label them as with the following (*resize appropriately each Hexagon shape as to visualize properly text edited*): (**5** Points)

First Hexagon shape **Kuwaiti Dinar**

Second Hexagon shape **Bahraini Dinar**

Third Hexagon shape **Omani Rial**

Fourth Hexagon shape **Jordanian Dinar**

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 Thought Bubble: Cloud shape (after the fourth Hexagon shape). Write inside the very shape **British Pound**. (**2** Points)
4. Group the new obtained shape and resize appropriately. (**2** Points)
5. Insert a Blank slide. (**1** Point)
6. Just in the middle of the slide, insert a Teardrop shape (2.50 inches by 2.50 inches). Moreover, insert a Cloud shape inside the frame and resize it as to fill most of its space without overflowing. (**3** Points)
7. Use the Subtract option as to merge the two shapes as a one shape. (**3** Points)
8. Enter the following text in the combined shape: **1 USD = 34.25 TRL** (Bodoni MT Black, Bold, 20, Red) (**1** Point)
9. Apply *wipe* animation to the combined shape. (**1** Point)
10. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Exchange Rate Statistics**, slide 4 as **Determination Factors**, slides 5 & 6 as **World Strongest Currencies** and slide 7 as **USD vs. TRL** (**3** Points)
11. On the Notes and Handouts option, and by applying to all slides, insert *CTIS 186 PowerPoint Midterm Exam (Fall 2024 – 2025)* as header and *Exchange Rate* as footer. (**3** Points)
12. Apply *Shape transition* to the whole document. (**2** Points)
13. 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: **Candara**, **12**, **Justified**, **1½ line spacing**, margins **Top 0.70”**, **Bottom 0.70”**, **Left 0.70”**, **Right 0.70”** and indent of first line of each paragraph as **0.50” left**. (**4** Points)
3. Insert a header as **CTIS 186 Word Exam** (Arial Black, Left aligned, Bold, Red, 22) and footer with page number (Banded, Blue). (**4** Points)
4. Insert text watermark **Exchange Rate** (Algerian, 48, Green Color, Diagonal). (**2** Points)
5. Apply Double Strikethrough, Offset: Bottom Right shadow, Half Reflection: 4 point offset, Glow 11 point, Green, Accent Color 6 to the first paragraph. (**4** Points)
6. Create a border for the third paragraph with the following characteristics: Shadow, Purple Color, 2¼, shading Orange color, 25 % style and apply it to the paragraph. (**2** Points)
7. Right after the fourth paragraph, insert **Picture 2**, center it and resize as **2.12” height** by **5.00” width**. Apply Red Boarder, Perspective: Upper Right shadow, Half Reflection: Touching, Off Axis 1 Top 3-D Rotation to the picture. (**4** Points)
8. After the last paragraph, insert a 4 column 10 row table. Label the first column as **Month (2024)**, the second as **USD → TND**, the third as **USD → TRL**, and the fourth as **TND → TRL**. Enter the following data starting from the second row for the three first columns (i.e. the fourth column will be left empty): (**8** Points)

January 3.117 30.362

February 3.120 31.218

March 3.126 32.375

April 3.145 32.453

May 3.121 32.255

June 3.143 32.756

July 3.105 33.115

August 3.055 34.075

September 3.032 34.169

1. Starting from the second row, use a formula to fill each cell of the fourth column by dividing the value in the third column by the value on the second column. Round your answer to the nearest cent. (**12** Points)
2. Sort table entries first by TND → TRL (**Ascending order**). (**6** Points)
3. Insert a table caption below table. Label it as Table 1: Monthly Exchange Rates TND - TRL (**3** Points)
4. Apply **Grid Table 4 Accent 1** to the table. Make the first row as bold. Center all entries in the table. Resize all rows to **0.30”** and all columns as **1.60”**. Finally, align the table with the caption to the right. (**4** Points)
5. Save your document and submit it as indicated by your Senior Lecturer. (**1** Point)

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

**GOOD LUCK!**