30/05/21

**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. Apply the following to the whole current sheet: Times New Romans, 12, column width 25, row height 20. (**2** Points)
3. Create a copy of ExamData worksheet before Sheet1. Name it **Table**. (**2** Points)

Go back to ExamData Sheet:

1. Insert a column following C column. Label D3 as **Percentage Change 1** (Center, Bold, Red). (**1** Point)
2. Insert a column following E column. Label F3 as **Percentage Change 2** (Center, Bold, Green). (**1** Point)
3. Insert a column following G column. Label H3 as **Percentage Change 3** (Center, Bold, Blue). (**1** Point)
4. Insert a column following I column. Label J3 as **Percentage Change 4** (Center, Bold, Brown). (**1** Point)
5. Percentage change is calculated as (New Number – Old Number) / Old Number. Fill appropriately D6:D35 (Red); F6:F35 (Green); H6:H35 (Blue) and J6:J35 (Brown). Make those very ranges as percentages rounded to the nearest cent, Bold. (**4** Points)
6. Label K3 as **% Population**. Fill K5:K35 as to reflect the population of Turkey as a percentage of world’s population (Percentage rounded to the nearest 3-digits). Make the title as well as the range left-aligned (bold). (**2** Points)
7. Label L3 as **Difference**. Fill L5:L35 as to reflect life expectancy (world) minus life expectancy (Turkey) (Number rounded to the nearest digit). Make the title as well as the range right-aligned (bold). (**2** Points)
8. Merge cells C2:F2 (Center, Bold, font size 16). Merge cells G2:J2 (Center, Bold, font size 16). Label K2 as **Statistics**. Merge cells K2:L2 (Center, Bold, font size 16). (**3** Points)
9. Label B37 as **Average**, B38 as **Standard Deviation** and B39 as **Range** (i.e. difference between Maximum and Minimum values). Format B37:B39 as bold and right aligned. (**2** Points)
10. Calculate the average, standard deviation and range of each column appropriately. Format the answers as bold centered with 2 decimals. (**4** Points)
11. Enter the following table in O5:P12 range: (**2** Points)



1. Label M3 as **Description** (Bold, centered). Use VLOOKUP function to fill cells M5:M35 (consider world’s life expectancy) bearing in mind the table entered in step n. Center the filled cells. (**5** Points)
2. Format B5:M35 range with thin lines from the inside and a thicker line from the outside. Do the same thing for B2:M3 as well as for B37:L39 range. (**2** Points)
3. Name Sheet2 as **Charts**. (**1** Point)
4. Prepare a line chart showing how population in Turkey changed yearly. Move the prepared chart to Charts sheet. Resize the line chart as to fit entirely B2:L22 range. Make sure to label appropriately x-axis, y-axis as well as to have a title. Rescale chart so that y-axis crosses the x-axis at 10 (i.e. 10 Millions). (**4** Points)
5. Change column M’s width to 5. (**1** Point)
6. Prepare a scatter chart showing population in Turkey on the x-axis vs. Life Expectancy in Turkey on the y-axis. Move the scatter chart to Charts sheet. Resize the line chart as to fit entirely N2:X22 range. Make sure to label appropriately x-axis, y-axis as well as to have a title. Rescale chart so that y-axis crosses the x-axis at 20 while the x-axis crosses the y-axis at 10 (i.e. 10 Millions). Add a trendline (linear) to the scatter chart. Chose a different color for the trendline. (**5** Points)

Consider Table sheet.

1. Delete A column. Create a table for the range A5:E35. Change the table name to **Statistica**. (**3** Points)
2. Change Statistica style to Light Orange, Table Style Light 21. (**2** Points)
3. Sort the table by life expectancy in Turkey in an ascending order. (**3** Points)
4. Consider Column5. By adding a Row Total, calculate the variance as a whole number. (**3** Points)
5. Apply conditional formatting on Statistica so that cells whose values between 25.65 and 42.43 are marked with green color, black outline boarder and bold. (**3** Points)
6. Consider Exam Data sheet. Select B2:P39 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 1** (Centered, Bold, Californian). (**3** Points)
7. Consider Charts sheet. Select A1:X23 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 2** (Centered, Bold, Californian). (**3** Points)
8. Consider Table sheet. Select A5:E37 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 3** (Centered, Bold, Californian). (**3** Points)
9. Save your Excel file and submit it as indicated by your Senior Lecturer. (**1** Point)

**GOOD LUCK!**