22/03/21

**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 “Executive” theme to the document (**2** Points)
3. Add your First and Last name under COVID19 Corona virus. (**1** Point)
4. Use online picture / clipart icon to search for an image of corona virus. Insert an appropriate image and resize it to fit entirely the space above the title. Apply *Wheel animation* to the image. (**3** Points)
5. Insert a Title and Content new slide with the title **What is COVID19?** and a bulleted content as the following: (**4** Points)
	* Reported first in China (December 2019).
	* Is an infectious disease caused by a newly discovered corona virus.
	* Spreads primarily through droplets of saliva or discharge from the nose upon coughing or sneezing.
6. Add the following speaker note: **Be sure to explain that COVID19 is a pandemic disease with high spread rates as well as highly susceptible to mutations!** (**2** Points)
7. Insert a Title and Content new slide with the title **COVID19 Monthly Cases in USA**. (**1** Point)
8. In the new slide, insert a table with 2 columns and 13 rows. Label the first column as **Month** and the second one as **Number of Cases in USA**. Center all entries in the table and apply *Medium Style 2 – Accent 3* to the table. Lastly, make the necessary table entries as in the following: (**10** Points)

February 2020 55

March 2020 140,574

April 2020 863,334

May 2020 730,066

June 2020 803,596

July 2020 1,850,930

August 2020 1,466,955

September 2020 1,221,494

October 2020 1,775,715

November 2020 4,230,147

December 2020 6,064,750

January 2021 6,528,985

1. Insert a Title and Content new slide with the title **How to protect ourselves from CVID19?** (**1** Point)
2. In the new slide, insert using SmartArt List a *Bending Picture Accent List*. For first text box, write **Hygiene**, for the second one **Mask** and for the last one **Social Distance**. (**3** Points)
3. Search an appropriate image / picture for each item labelled in the text box, insert each picture / image in its corresponding box and resize those very pictures as to occupy exactly provided space. (**3** Points)
4. Insert a Title and Content new slide with the title **Vaccination priority by age group**. (**1** Point)
5. In the new slide, insert 5 equal sized rectangles separated by block arrows. Order the rectangles vertically, center them and label the rectangles as with the following: (**5** Points)

First rectangle **+85**

Second rectangle **80 – 84**

Third rectangle **75 – 79**

Fourth rectangle **70 – 74**

Fifth rectangle **65 – 69**

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 6th rectangle and a block arrow. Write inside the 6th rectangle **Remaining ages**. (**2** Points)
4. Group the new obtained shape. (**2** Points)
5. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Statistics in USA**, slide 4 as **Prevention** and slide 5 & 6 as **Vaccination priority**. (**5** Points)
6. On the Notes and Handouts option, insert *CTIS 186 Business Computer Applications PowerPoint Midterm Exam* as header and *page number* as footer. (**3** Points)
7. Apply *Flash transition* to the whole document. (**2** Points)
8. 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: **Times New Roman**, **12**, **Justified**, **1.50 line spacing**, margins **Top 0.8”**, **Bottom 0.8”**, **Left 0.80”**, **Right 0.80”** and indent of first line of each paragraph as **0.50” left**. (**6** Points)
3. Insert the following Watermark **Tourism** (Verdana, Diagonal). (**3** Points)
4. Insert a header as **Tourism in Turkey** (Elephant, Centered, Bold, 20) and footer as Annual (Page Number and text with perpendicular accent lines). (**4** Points)
5. Check spelling and grammar of the whole document and make necessary corrections. (**4** Points)
6. Apply Gradient Fill-Blue Accent 1 Full Reflection, touching to the first paragraph. (**2** Points)
7. Create a border for the third paragraph with the following characteristics: Shadow, Light Blue Color, 1½ and apply it to the paragraph. (**3** Points)
8. Right after the fifth paragraph, search for a picture from Clip Art under the theme **Tourism in Turkey**. Insert chosen picture. Resize it as **2.14” height** by **1.60” width**. Apply Bevel Relaxed Inset picture effect. (**6** Points)
9. After the last paragraph, insert a 2x7 table. Label the first column as **Year** and the second as **Total Number of Arrivals (in Thousands)**. Enter the following data starting from the second row: (**12** Points)

2015 36,245

2016 25,352

2017 32,410

2018 39,488

2019 45,058

1. In the last row, label the first column as **Average**, and calculate in the second column the average of arrivals to **2 decimal places**. (**10** Points)
2. Apply Medium **Grid 1 Accent 3** to the table. Center all entries and make the last row as Bold. Resize all rows to **0.30”** and all columns as **3.20”**. (**3** Points)
3. Save your document and submit it as indicated by your Senior Lecturer. (**1** Point)

**GOOD LUCK!**