21/03/22

**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 “Civic” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under Inflation (font size 36). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space below the title. Apply *Split animation* to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **What is inflation?** (Bold, right-aligned, 36) and a bulleted content as the following: (**2** Points)
	* The rate at which the level of prices for goods and services is rising.
	* The rate at which the value of a currency is falling.
	* An important determinant of interest rates.
6. Add the following speaker note: **Don’t forget to mention that inflation is a serious issue nowadays and is affecting more and more economies especially after COVID 19 Pandemic!** (**2** Points)
7. Insert a Title and Content new slide with the title **Inflation Rates 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 **Inflation Rate**. Center all entries in the table and apply *Medium Style 4 – Accent 2* to the table. Lastly, make the necessary table entries as in the following: (**9** Points)

2010 8.57 %

2011 6.47 %

2012 8.89 %

2013 7.49 %

2014 8.86 %

2015 7.67 %

2016 7.78 %

2017 11.14 %

2018 16.33 %

2019 15.18 %

2020 12.28 %

2021 36.10 %

1. Insert a Title and Content new slide with the title **Types of inflation** (Bold, left-aligned, 38) (**1** Point)
2. In the new slide, insert using SmartArt List a *Vertical Box List*. For first text box, write **Demand-Pull**, for the second one **Cost-Push**, and for the third one **Built-In**. (**3** Points)
3. Insert a Title Only new slide with the title **How governments reduce inflation?** (**1** Point)
4. In the new slide, insert 3 cloud shapes. Order the shapes horizontally, center and label them as with the following (resize appropriately): (**5** Points)

First cloud shape **Higher interest rates**

Second cloud shape **Stricter money supply control**

Third cloud shape **Smart competitiveness policies**

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 **Higher income tax rate**. (**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 Snip Same Side Corner Rectangle. Moreover, insert a Chord (on the inserted rectangle). (**2** Points)
7. Using shape combine, combine the two shapes and merge them into a unique shape. (**2** Points)
8. Resize the combined shape as 2.3 inches length by 2.3 inches width and position exactly at the middle of the slide. (**2** Points)
9. Enter the following text in the combined shape: **No inflation, no worries!** (**1** Point)
10. Center the edited text within the combined object (Algerian, Bold, 24). (**1** Point)
11. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Turkey**, slide 4 as **Types**, slides 5 & 6 as **Reducing Inflation** and slide 7 as **Conclusion**. (**3** Points)
12. On the Notes and Handouts option, insert *CTIS 186 PowerPoint Midterm Exam (Spring 2021 – 2022)* as header and *page number* as footer. (**3** Points)
13. Apply *Split 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: **Cambria**, **12**, **Justified**, **1.50 line spacing**, margins **Top 0.75”**, **Bottom 0.75”**, **Left 0.75”**, **Right 0.75”** and indent of first line of each paragraph as **0.50” left**. (**4** Points)
3. Insert a header as **What is inflation?** (Verdana, Left aligned, Bold, 24) and footer with page number (Accent Bar 2). (**4** Points)
4. Set your language to English (U.S.). Check spelling and grammar of the whole document and make necessary corrections. (**3** Points)
5. Apply Fill-Blue, Transparent Accent 1, Outline-Accent 1, Perspective Diagonal Upper Left, and Full Reflection 8 pts offset to the first paragraph. (**4** Points)
6. Create a border for the fourth paragraph with the following characteristics: Shadow, Green Color, 1½ and apply it to the paragraph. (**4** Points)
7. Right after the fourth paragraph, insert **Picture 2**, center it and resize as **2” height** by **2.82” width**. Apply Offset Bottom Shadow, Half Reflection 4 pt Offset, Red, 11 pt Glow, Accent Color 2, and Hard Edge Bevel to the picture. (**4** Points)
8. After the last paragraph, insert a 9x2 table. Label the first column as **Country** and the second as **Inflation Rate (Percentage)**. Enter the following data starting from the second row: (**10** Points)

Canada 4.8

France 2.8

Germany 5.3

Italy 3.9

Japan 0.8

United Kingdom 4.8

United States 7.0

1. In the last row, label the first column as **Average**, and calculate the second column accordingly to **2 decimal places**. (**7** Points)
2. Sort table entries first by Inflation Rate (Ascending) then by Country (Descending). (**8** Points)
3. Insert a caption below the table. Label it as **2021 Inflation Rates for G7 Countries**. (**2** Points)
4. Apply **Medium Grid 1 Accent 4** to the table. Make the first and the last rows as Bold. Center all entries. Resize all rows to **0.30”** and all columns as **2.50”**. Finally, align the table with the caption to the right (**3** 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!**