16/06/23

**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 **TourismStatistics**. (**1** Point)
3. Apply the following to the whole current sheet: Times New Roman, 12, column width 10, row height 20. (**2** Points)
4. Create a copy of TourismStatistics worksheet (Before Sheet3). Name it **Statistics**. (**2** Points)
5. Rename Sheet2 as **Graphs**. (**2** Points)

Go back to TourismStatistics Worksheet:

1. Insert 2 rows above the first row. Later insert 6 rows above Row 15. (**2** Points)
2. Label B2 as **Yearly Inbound Tourism Arrivals (in Thousands) by Country** and B20 as **Yearly Inbound Tourism Expenditure (in Million USD) by Country**. Merge and center B2 on B2:V2 range (Bold, 16). Merge and center B20 on B20:V20 range (Bold, 16). (**4** Points)
3. Label B16 as **Average**, B17 as **St. Dev.** and B18 as **Range** (i.e. difference between Maximum and Minimum values). Format B16:B18 as bold and right aligned. (**2** Points)
4. Label B35 as **Average**, B36 as **St. Dev.** and B37 as **Range** (i.e. difference between Maximum and Minimum values). Format B35:B37 as bold and right aligned. (**2** Points)
5. Calculate the average, standard deviation and range for C16:V18 appropriately. Do the same for C35:V37. Format the answers as bold centered. Format your answer as a number with 1 decimal. (**6** Points)
6. Zoom the worksheet at 80 %. (**1** Point)
7. Label B39 a **Number of Countries in 2021** **where Yearly Inbound Tourism Arrivals is greater than 30,000,000** and B40 as **Number of Countries in 2021** **where Yearly Inbound Tourism Expenditures is smaller than 15,000,000,000 USD** (Bold). (**2** Points)
8. Use an appropriate formula to calculate your answers in V39 and V40 cells respectively. Format V39 and V40 cells as Bold, Centered with Green color fill. (**4** Points)
9. Change Column W width to 15. Change Column Y and Column Z width to 22. (**2** Points)
10. Enter the following table in Y4:Z14 range. Stick to the same format of the table (Respect format and content). (**3** Points)



1. Label W4 as **Description** (Bold, centered). Consider 2021 Yearly Inbound Tourism Arrivals. Referring to table prepared in part o), use an appropriate function to fill cells W5:W14. Center the range and apply light blue color fill to it. (**5** Points)
2. Format B4:W14 range with thin lines from the inside and a thicker line as a border. Do the same thing for B23:V33; B16:V18; B35:V37; B2:V2; as well as B21:V21 ranges. (**3** Points)
3. Consider Spain country. Prepare a line (with markers) chart showing the Yearly Inbound Tourism Expenditure across years. Remove legend. Move the prepared chart to Graphs worksheet. Resize the line chart as to fit entirely B2:Q23 range. Make sure to label appropriately x-axis and y-axis as well as to have a title. Rescale chart so that y-axis crosses displays values between 18,000 and 80,000. (**7** Points)
4. In Graphs worksheet, consider year 2019 data in TourismStatistics worksheet, label B25 as **Country** and C25 as **Arrivals**. From TourismStatistics worksheet, fill the range B26:C35 appropriately. (**2** Points)
5. Label B36 as **Total**. Calculate C36 as the total arrivals to countries. (**2** Points)
6. Label D25 as **% share**. Calculate D26:D35 as to reflect the market share each country generated in 2019. Format your answers as percentages to 2 decimal places. (**3** Points)
7. Prepare an Exploded Pie chart showing the share each country generated from the total arrivals. Resize the line chart as to fit entirely F25:Q40 range. Format the legend as Algerian, 12, Bold, Red Color. (**6** Points)
8. In Y32 (TourismStatistics worksheet), create a column sparkline for C32:V32 range. (**2** Points)

Now consider Statistics sheet.

1. Hide Column A. Center the range B26:E36. Change C, D and E column widths to 20 Label B26 as **Country**, C26 as **Tourism Arrivals** and D26 as **Tourism Expenditure** and E26 as **Expenditure / Arrival**. (**3** Points)
2. Use the information in the sheet to fill B27:D36 range (consider Year 2021 figures). (**2** Points)
3. Tourism Expenditure / Arrival is calculated as (Expenditure divided by Tourism Arrivals) \* 1,000. Fill appropriately E27:E36 range. Format your answer as a number with 2 decimals (use 1000 separator (,)). (**3** Points)
4. Create a table for the range B26:E36. Change the table name to **MoneyTalks**. (**3** Points)
5. Change Statistics style to Table Style Medium 18. (**2** Points)
6. Sort table by Expenditure / Arrival in a descending order. (**3** Points)
7. Consider Expenditure / Arrival Column. By adding a Row Total, use an appropriate function to count how many countries had Expenditure / Arrival more than 750 USD (Stencil, Bold, 14). (**5** Points)
8. Apply conditional formatting on MoneyTalks Country Column so that cells including “t” letter are marked with Red color, Yellow fill, and Bold. (**3** Points)
9. Consider TourismStatistics sheet. Select B2:Z40 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** (Both Centered, Bold, Arial Narrow, 12, Red). (**3** Points)
10. Consider Graphs sheet. Select B2:Q40 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** (Both Right Aligned, Bold, Algerian, 12, Green). (**3** Points)
11. Consider Statistics sheet. Select B2:V37 as your print area. Go to print preview. 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** (Both Left aligned, Bold, Book Antiqua, 12, Purple). (**3** Points)
12. Save your Excel file and submit it as indicated by your Senior Lecturer. (**1** Point)

**GOOD LUCK!**