11/04/23

**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 “Slipstream” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under “Stock Market” (Arial Black, Bold, 28, Red). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space above the title. Apply *Bounce* animation to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **What is Stock Market?** (Bold, left-aligned, 36) and a bulleted content (Justified, 28) as the following: (**2** Points)
	* Place where shares of public listed companies are traded.
	* Aggregation of buyers and sellers of stocks.
	* Represent ownership claims on businesses.
6. Add the following speaker note: **Don’t forget to mention that the business volume of stock markets worldwide rose to around 95 trillion USD by the end of 2020.** (**2** Points)
7. Insert a Title and Content new slide with the title **Turkish Stock Market Yearly Closing Index Statistics**. (Bold, center, 28) (**1** Point)
8. In the new slide, insert a table with 2 columns and 10 rows. Label the first column as **Year** and the second one as **Closing Index**. Make the first row as Bold. Center all entries in the table and apply *Dark Style 1 – Accent 3* to the table. Lastly, make the necessary table entries as in the following: (**9** Points)

2014 801.910

2015 717.270

2016 781.387

2017 1,153.330

2018 888.308

2019 1,136.840

2020 1,476.720

2021 1,857.650

2022 5,509.160

1. Insert a Title and Content new slide with the title **Stock Market Crashes** (Bold, centered, 40) (**1** Point)
2. In the new slide, insert using SmartArt List a *Basic Block List*. For first text box, write **Black Thursday (1929)**, for the second one **Black Monday (1987)**, for the third one **Great Recession (2007 – 2009)** and forthe fourth one **COVID-19 Outbreak (2020)**. If any, remove all the other text box templates. (**3** Points)
3. Insert a Title Only new slide with the title **Factors affecting Stock Prices?** (32, Green) (**1** Point)
4. In the new slide, insert 3 Folded Corner shapes. Order / center the shapes horizontally, and label them as with the following (resize appropriately): (**5** Points)

First folded corner shape **Supply / Demand Imbalances**

Second folded corner shape **Interest Rate Fluctuations**

Third folded corner shape **Company-specific Factors**

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 Folded Corner shape (exactly above the middle Folded Corner). Write inside the 4th shape **Investor Sentiment**. (**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 Frame (2 inches by 2 inches). Moreover, insert a Cloud Callout inside the frame as to fill most of its space without overflowing. (**3** Points)
7. Using shape combine, combine the two shapes as to merge them into a unique shape. (**3** Points)
8. Enter the following text in the combined shape: **Invest, invest, and invest!** (**1** Point)
9. Have the edited text as right-aligned within the combined object (Algerian, Bold, 24, Dark Green). (**1** Point)
10. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Statistics from** **Turkey**, slide 4 as **Major Crashes**, slides 5 & 6 as **Stock Price Variables** and slide 7 as **So what to do**? (**3** Points)
11. On the Notes and Handouts option, and by applying to all slides, insert *CTIS 186 PowerPoint Midterm Exam (Spring 2022 – 2023)* as header and *I am done!* as footer. (**3** Points)
12. Apply *Flash 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: **Times New Roman**, **12**, **Justified**, **1.50 line spacing**, margins **Top 0.60”**, **Bottom 0.60”**, **Left 0.60”**, **Right 0.60”** and indent of first line of each paragraph as **0.40” left**. (**4** Points)
3. Insert a header as **Borsa Istanbul** (Algerian, Centered, Bold, Green, 32) and footer with page number (Annual). (**4** Points)
4. Insert text watermark **Stock Exchange** (Cambria, 54, Red Color, Diagonal). (**2** Points)
5. Apply Calm Water Text Fill, Offset Bottom Outer Shadow, Full Reflection Touching to the first paragraph. (**4** Points)
6. Create a border for the third paragraph with the following characteristics: 3-D, Orange Color, 1½ and apply it to the paragraph. (**2** Points)
7. Right after the fourth paragraph, insert **Picture 2**, center it and resize as **2.52” height** by **4.50” width**. Apply Beveled Oval, Black, Diagonal Bottom Left Shadow, 2.5 Point Soft Edges, Parallel Isometric Right Up 3-D Rotation to the picture. (**4** Points)
8. After the last paragraph, insert a 2x7 table. Label the first column as **Sector** and the second as **2022 Stocks’ Return**. Enter the following data starting from the second row: (**12** Points)

Banking 317.28 %

Durable Products 123.56 %

Electricity 284.27 %

Food 299.18 %

Holding 243.44 %

Communication 135.48 %

1. Sort table entries first by 2022 Stocks’ Return (**Descending**). (**6** Points)
2. Insert a table caption below table. Label it as Table 1: Borsa Istanbul Performance by Sector – Year 2022 (**3** Points)
3. Insert a row below the last row. Label the first column of that very row as **Average** (Bold, Right Aligned) (**2** Points)
4. In the last row’s second column, calculate the average of Stocks’ Returns as a number to **2 decimal places** (Bold, center). (**7** Points)
5. Apply **Medium List 1 Accent 5** to the table. Make the first row as Bold. Center all entries in the second column. Resize all rows to **0.30”** and all columns as **2.50”**. Finally, align the table with the caption to the middle. (**3** Points)
6. Save your document and submit it as indicated by your Senior Lecturer. (**1** Point)

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

**GOOD LUCK!**