18/03/24

**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 “Retrospect” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under “Population” (Aharoni, Bold, 33, Blue). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space above the title. Apply *Random Bars* animation to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **WHAT DOES POPULATION MEAN?** (Bold, right-aligned, 46) and a *numbered list* content (Centered, 22) as the following: (**2** Points)

It is the total number of humans currently living.

Experienced continuous growth since the 14th Century.

Depends on fertility and mortality rates.

1. Add the following speaker note: **Don’t forget to mention that the world population reached 8 billion in mid-November 2022!** (**2** Points)
2. Insert a Title and Content new slide with the title **Population by Region (in millions)**. (Bold, center, 40) (**1** Point)
3. In the new slide, insert a table with 2 columns and 9 rows. Adjust the Title and Content placeholders as to accommodate the table appropriately. Label the first column as **Region** and the second one as **Population (2022)**. Center all entries in the table and apply *Medium Style 4 – Accent 5* to the table. Lastly, make the necessary table entries, starting from the second row, as of the following: (**9** Points)

Sub-Saharan Africa 1,152

Northern Africa and Western Asia 549

Central Asia and Southern Asia 2,075

Eastern Asia and Southeastern Asia 2,342

Europe and Northern America 1,120

Latin America and the Caribbean 658

Australia and New Zealand 31

Oceania 14

1. Insert a Title and Content new slide with the title **Factors driving population growth** (Bold, left-aligned, 36, Green) (**1** Point)
2. In the new slide, insert using SmartArt a *Vertical Box List*. For first text box, write **Fertility Rate**, for the second one **Age Structure**, and for the third one **Infant Mortality Rate**. If any, remove all the other text box templates. Lastly, change the SmartArt style to Sunset Scene. (**3** Points)
3. Insert a Title Only new slide with the title World **Population Challenges?** (Bold, 40, Orange) (**1** Point)
4. In the new slide, insert 3 Plaque shapes. Order / center the shapes horizontally, and label them as with the following (*resize appropriately each Plaque shape as to visualize text edited*): (**5** Points)

First Plaque shape **Population size**

Second teardrop shape **Population ageing**

Third teardrop shape **Population 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 Single Corner Snipped Rectangle shape (after then third Plaque shape). Write inside the very shape **Health Improvements**. (**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 Trapezoid shape (3 inches by 3 inches). Moreover, insert an Oval shape inside the frame and resize it as to fill most of its space without overflowing. (**3** Points)
7. Use the Combine option as to merge the two shapes as a one shape. (**3** Points)
8. Enter the following text in the combined shape: **Be aware of ageing population !** (Impact, 18 Purple) (**1** Point)
9. Apply *Desaturate* animation to the combined shape. (**1** Point)
10. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Population Statistics**, slide 4 as **Population Growth Factors**, slides 5 & 6 as **Population Challenges** and slide 7 as **Important Issue** (**3** Points)
11. On the Notes and Handouts option, and by applying to all slides, insert *CTIS 186 PowerPoint Midterm Exam (Spring 2023 – 2024)* as header and *Population* as footer. (**3** Points)
12. Apply *Drape 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**, **Double line spacing**, margins **Top 0.50”**, **Bottom 0.50”**, **Left 0.50”**, **Right 0.50”** and indent of first line of each paragraph as **0.60” left**. (**4** Points)
3. Insert a header as **Population** (Algerian, Left aligned, Bold, Green, 36) and footer with page number (Accent Bar 2). (**4** Points)
4. Insert text watermark **Interesting Facts** (Century, 54, Red Color, Diagonal). (**2** Points)
5. Apply Strikethrough, Offset: Bottom shadow, Full Reflection: 8 point offset to the first paragraph. (**4** Points)
6. Create a border for the third paragraph with the following characteristics: Shadow, Blue Color, 2¼, shading Light Green color, 25 % style and apply it to the paragraph. (**2** Points)
7. Right after the fourth paragraph, insert **Picture 2**, center it and resize as **2.50” height** by **5.69” width**. Apply Beveled Oval, Black, Outer Offset Center Shadow, 10 Point Soft Edge, Parallel Off Axis 1 Top 3-D Rotation to the picture. (**4** Points)
8. After the last paragraph, insert a page break. On the top of the third page, insert a 4 column 11 row table. Label the first column as **Country**, the second as **Population**, the third as **Area (km2)**, and the fourth as **Density (Pop./km2)**. Enter the following data starting from the second row for the three first columns (i.e. the fourth column will be left empty): (**8** Points)

Bangladesh 165,650,475 148,460

Burundi 12,696,478 27,830

India 1,389,637,446 3,287,263

Lebanon 5,296,814 10,400

Netherlands 17,400,824 41,543

Palestine 5,223,000 6,025

Rwanda 13,173,730 26,338

Singapore 5,921,231 719

South Korea 51,844,834 99,720

Taiwan 23,580,712 35,980

1. Starting from the second row, use a formula to fill each cell of the fourth column by dividing the population over the area. Round your answer to the nearest whole number. (**12** Points)
2. Sort table entries first by Density (Pop./km2) (**Descending order**). (**6** Points)
3. Insert a table caption below table. Label it as Table 1: 10 most densely populated countries (**3** Points)
4. Apply **Grid Table 4 Accent 4** to the table. Make the first row as bold. Center all entries in the table. Resize all rows to **0.30”** and all columns as **1.80”**. Finally, align the table with the caption in the middle. (**4** 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!**