20/03/25

**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 “Gallery” theme to the whole document (**2** Points)
3. Add your First and Last name as a subtitle under “FAMILY” (Bauhaus 93, Bold, 35, Green). (**1** Point)
4. Insert **Picture 1** and resize it to fit **entirely** the space above the title. Apply *Split* animation to the image. (**2** Points)
5. Insert a Title and Content new slide with the title **WHAT IS A FAMILY?** (Bold, right-aligned, 33) and a *numbered list* content (Centered, 22) as the following: (**2** Points)

A group of one or more parents and their children living together as a unit.

All the descendants of a common ancestor.

Designed to be suitable for children as well as adults.

1. Add the following speaker note: **Add the following information: The family is an important economic unit studies in family economics**.(**2** Points)
2. Insert a Title and Content new slide with the title **Fertility Rate in Turkey (1971 - 2016)**. (Bold, centered, 25) (**1** Point)
3. In the new slide, insert a table with 2 columns and 11 rows. Adjust the Title and Content placeholders as to accommodate the table appropriately. Label the first column as **Year** and the second one as **Births per Woman**. Center all entries in the table and apply *Medium Style 2 – Accent 3* to the table. Lastly, make the necessary table entries, starting from the second row, as of the following: (**9** Points)

1971 5.73

1976 4.49

1981 4.49

1986 3.37

1991 3.01

1996 2.76

2001 2.38

2006 2.32

2011 2.28

2016 2.11

1. Insert a Title Only new slide with the title **Family Types** (Bold, centered, 36, Blue) (**1** Point)
2. In the new slide, insert using SmartArt an *Alternating Hexagon List*. **Inside** hexagon shapes enter **Multigenerational**, **Conjugal**, **Single-parent**, **Matrifocal**, **Extended**, and **Blended**. **If needed**, remove / add lists / adjust the size of hexagons so that text entered has a font size of **15**. Lastly, change the SmartArt style to *Polished*. (**3** Points)
3. Insert a Title Only new slide with the title **Factors Affecting Family Size** (Bold, 28, Light Blue fill). (**1** Point)
4. In the new slide, insert 4 Teardrop shapes. Order / center the shapes horizontally, resize at 1.2’’ height 2.1’’ width and label them as of the following: (**5** Points)

First Teardrop **Age**

Second Teardrop **Family Income**

Third Teardrop **Educational Status**

Fourth Teardrop **Family Planning**

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 Rectangle: Folded Corner shape (exactly under the third teardrop). Resize it at 2.1’’ width. Write inside the very shape **Residence**. (**2** Points)
4. Group the new obtained shape. (**2** Points)
5. Insert a Blank slide. (**1** Point)
6. Just in the middle of the slide, insert an Oval shape (3 inches by 3 inches). Moreover, insert a Heart shape inside the oval shape 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: **Sweet Family!** (Broadway, 28, Purple, Isometric: Right Up 3-D Rotation) (**1** Point)
9. Apply *Swivel* animation to the combined shape. (**1** Point)
10. Use sections to label slide 1 as **Title**, slide 2 as **Definition**, slide 3 as **Family Statistics**, slide 4 as **Family Types**, slides 5 & 6 as **Size Factors** and slide 7 as **Family** (**3** Points)
11. On the Notes and Handouts option, and by applying to all slides, insert *CTIS 186 PowerPoint Midterm Exam (Spring 2024 – 2025)* as header and *Family* 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: **Arial**, **12**, **Justified**, **1½ line spacing**, margins **Top 0.50”**, **Bottom 0.50”**, **Left 0.50”**, **Right 0.50”**, indent of first line of each paragraph as **0.30” left** and have **0 pts** as the spacing between each 2 paragraphs. (**4** Points)
3. Insert a header as **CTIS 186 Word Exam** (Candara, Right aligned, Bold, Green, 20) and footer with page number (Austin, Bodoni MT Black, 14, Red). (**4** Points)
4. Insert text watermark **Family** (Californian FB, 80, Blue, Diagonal). (**2** Points)
5. Apply Strikethrough, Outer Offset: Bottom Shadow, Half Reflection: 4 point offset, Glow 11 point, Gold, Accent Color 4 to the first paragraph. (**4** Points)
6. Create a border for the third paragraph with the following characteristics: 3-D, Red Color, 3 pt, Yellow Fill, 5 % Black color shading style (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 **4.50” width**. Apply Beveled Oval Black Boarder, Half Reflection: 8 pt offset, Off Axis 2: Top 3-D Rotation to the picture. (**4** Points)
8. After the last paragraph, insert a 4 column 10 row table. Label the first column as **Country**, the second as **Number of Households (in Millions)**, the third as **Average Household Size**, and the fourth as **Total (in Millions)**. 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)

Brazil 64.10 3.31

Ethiopia 21.90 4.73

Ghana 8.90 3.83

Kenya 13.10 3.75

Madagascar 5.30 4.50

Morocco 6.90 4.58

Portugal 3.90 2.66

South Africa 17.70 3.36

Turkey 38.40 4.07

1. Starting from the second row, use a formula to fill each cell of the fourth column by multiplying the value in the second column by the value in the third column. Round your answer to the nearest cent. (**12** Points)
2. Sort table entries first by Total (in Millions) (**Descending order**). (**6** Points)
3. Insert a table caption below table. Label it as **Table 1: 2024 Family Size by Country** (**3** Points)
4. Apply **Grid Table 6 Colorful – Accent 2** to the table. Center all entries in the table. Resize all rows to **0.30”** and all columns as **1.60”**. Finally, align the table with the caption to 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!**