

Effective Computer Usage, exam:

NB! Stay calm! **NB!** Please read each exercise before you try to complete it! **NB!** See the example files (pdf files)! **NB!** If you can't complete some exercises, don't waste time, take the next one! **NB!** Avoid tasks not listed in exercises!

File operations

1. Create yourself a subfolder on disc Y in folder exam!
2. Copy files „folk_dance.docx“ and „folk_practitioners.xlsx“ from folder to your subdirectory!

Word processing (example: text_example.pdf)

3. Open file "folk_dance.docx" from your subfolder!
4. Add text (without formatting) to new chapter „Persian dance“ (place it to the end of document) from web! See the example (NB! same chapter is relocated)!
 - http://en.wikipedia.org/wiki/Persian_dance
 - Remove empty lines!
 - Add a citation!
5. Add the illustration from same web page to the text as in example! NB! Try to copy biggest version of this picture!
 - Picture's height must be 4 cm!
 - Add the caption as you can see in example!
 - Add cross-reference into first paragraph of copied text! NB! See the example!
 - Compress picture to reduce file size!
6. Format paragraphs 2 – 5 of Chapter „Folk dance“ as bulleted list exactly as in example!
7. Format text as following:
 - All headings and captions: color black (hint: color scheme);
 - All headings: numbered (multilevel);
 - All headings font: arial, body text (normal style) font: Times New Roman (hint: font scheme);
 - Heading 1: start a new page;
 - Body text (normal style): font size 12pt, line spacing 1,5;
 - Page margins: left 3cm, right 3cm, gutter 1 cm;
8. Convert part of text in chapter „Folk dance in Estonia“ to table!
 - Make first row of table to heading row (repeating on every page).
9. Format title page as in example (almost free formatting)!
10. Change the outline (arrangement of chapters) of text as in example!
11. Add Table of content after title page! If possible, add fourth level also into table of contents!
12. Add Bibliography at the end of document!
 - Remove numbering from bibliography's heading!
13. Add page numbers everywhere except title page and table of contents (hint: sections)!
14. **Refresh all fields** in document!

Spreadsheet (example: table_example.pdf and table_example_conclusion.pdf)

15. Open file „folk_practitioners.xlsx“ from your subfolder!

NB! There are 3 sheets with data, formulas are required on all of them!

16. Create formulas to calculate percentage of population practicing folk dance!
17. Create formulas to calculate total population and folk practitioner's number!
18. Create formula to calculate average percentage of folk dance practitioners!
19. Create a new sheet (hint: copy one of previously modified sheets).
 - name it „conclusion“
 - delete all unnecessary data (see example)!
 - create formulas to calculate average percentage of years 2008 – 2010!
20. Create the column chart from this average percentage!
 - make this chart to look like in example!

Presentation (example: presentation_example.pdf)

21. Create new presentation from your text!
 - Correct presentation: delete pointless slides, correct outline, reset slides!
 - Change slide layouts: title slide to „title“, other slides to „title and content“!
22. Copy chart from excel to presentation (See example)!
23. Add picture of Persian dance to presentation!
24. Open presentation file „design.pptx“ from folder **exam**! Save it's design as new theme and apply this design to your presentation!
25. Change font (choice is yours) and color of title format on all slides (hint: Slide Master)!

Completion

After you completed all exercises:

26. If you can: sign digitally all your 3 files (together)!
27. If you can't use digital signature, find out who and when signed file: „exam.ddoc“

28. All this information must be sent via e-mail with files (digitally signed or not) to
 - address: rinde@tlu.ee
 - subject: ATV exam

Edu.ee!