

## Effective Computer Usage, exam:

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

### *File operations*

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1. Create yourself a subfolder on disc Y in folder exam!
2. Copy files „about\_automobile.docx“ and „car\_data.xlsx“ from folder to your subdirectory!

### *Word processing (example: about\_automobile\_example.pdf)*

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3. Open file " about\_automobile.docx" from your subfolder!
4. Add text (without formatting) to new chapter „Hatchback“ from web! See the example!
  - <http://en.wikipedia.org/wiki/Hatchback> (only first subchapter, before content table)!
  - Remove empty lines etc!
  - Add a citation!
5. Add the illustration (picture of Toyota Yaris) from same web page to the text as in example!  
NB! Try to copy biggest version of this picture!
  - Picture's width must be 8 cm!
  - Add the caption as you can see in example (label: “Illustration”)!
  - Add cross-reference into first paragraph of copied text! NB! See the example!
  - Compress picture to reduce file size!
6. Format text as following:
  - Page margins: left 2cm, right 3cm, gutter 1 cm;
  - All headings and captions: color black;
  - All headings: numbered (multilevel);
  - All headings font: Eras Bold ITC, heading 1 size 18, space after 18 pt, starts a new page, heading 2 size 16, heading 3 size 14;
  - Introductions and Conclusions headings are not numbered;
  - body text (normal style) font: Times New Roman, size 12 pt, line spacing 1.5, language: English US.
7. Create and format title page as in example (almost free formatting)!
8. Change the outline (arrangement of chapters) of text as in example!
9. Add Table of Contents after title page (heading is not numbered)! Remove 3<sup>rd</sup> level headings from table of contents!
10. Add Bibliography at the end of document (heading is not numbered)!
11. Add list of Illustrations at the end of document (heading is not numbered)!
12. Add page numbers on bottom right everywhere except title page and table of contents!
13. After completion of spreadsheet, copy part of the table to the chapter “Cars in Estonia” in text document:
  - Percentages of age groups on conclusion sheet;
  - Remove all years except 2012;
  - Format table with borders and set it to page (window) width.
14. Copy your chart to after table in text document, add caption as seen on example!
15. **Refresh all fields** in document!

## **Spreadsheet (example: car\_data\_example.pdf)**

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16. Open file „car\_data.xlsx“ from your subfolder!
17. Create formulas to calculate total number of motorcycles, cars, trucks and buses for each year!
18. Create formulas to calculate percentage of new vehicles(up to 2 years) of all vehicles of each type!
19. Create new sheet “conclusion (4 wheels)”!
20. Create formulas to calculate the total of 4-wheel vehicles of each year and age group!
21. We also need the total number of all 4-wheel vehicles of each year!
22. Create formulas to calculate percentage of each age group of 4-wheel vehicles!
23. Create the line chart from these age group percentages!
24. make this chart to look like in example!

## **Presentation (example: Automobile\_presentation\_example.pdf)**

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25. Create new presentation from your text! Leave only text you can see on example! If needed, copy/paste missing text!
26. Copy chart from excel to presentation (See example)!
27. Add picture of first car to slide 2 (available in exam folder)!
28. Open presentation file „design.pptx“ from folder exam! Save it’s design as new theme and apply this design to your presentation!
29. Change font color of title format on all slides to dark red and add picture of the wheel (available in exam folder) to all slides!

## **Completion**

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After you completed all exercises:

30. All your 3 files (text, spreadsheet, presentation) must be sent via e-mail:
  - address: [rinde@tlu.ee](mailto:rinde@tlu.ee)
  - subject: ATV exam

NB! Use your regular e-mail address (TLU-s address is not compulsory)!

Edu.ee!