

Effective Computer Usage, exam:

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

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

Word processing (example: Film_in_Estonia_text.pdf)

3. Open file "Film_in_Estonia.docx" from your subfolder!
4. Format text as following:
 - Page margins: right 2 cm, gutter 0,5 cm;
 - All headings numbered (multilevel);
 - All Headings font: “Verdana”, body text font: “Cambria”;
 - Each Heading 1 starts a new page!
 - Heading 1 size 20, Heading 2 size 18, Heading 3 size 16, body text size 11;
 - Heading 1 has 12 pt space after;
 - Line spacing 1,5, language: English US.
5. Create and format title page as in example (almost free formatting)!
6. Add Table of Contents after title page (it's heading must be “TOC heading” style and not numbered)! Table of contents must be Formal style!
7. Add page numbers on bottom right everywhere except title page and table of contents!
8. Add Your name to the header of all pages except title page and table of contents!
9. Add text (without formatting) to new chapter „Estonian film 100” from web! See the example!
 - <http://www.ef100.ee/index.php?page=129&>
 - Add a citation!
10. Add the illustration (logo of “Eesti film 100”) from same web page to the text as in example! Add the caption as you can see in example!
11. Add cross-reference to this picture into first paragraph of copied text! NB! See the example!
12. Change the outline (arrangement of chapters) of text as in example!
13. In Chapter “List of Estonian submissions for the Academy Award for Best Foreign Language Film” make first row of table to repeat on each page!
14. To save space, put two pictures in Chapter “Cinema of Estonia” beside each other (hint: table)! Use cropping to make their height equal (as exactly as possible)! Compress picture!
15. Add Bibliography at the end of document (heading is not numbered)! Bibliography and all citations must be Chicago style!
16. Add list of Illustrations at the end of document (heading is not numbered)!
17. After completion of spreadsheet, copy chart at the end of Chapter “Estonian Film 100”. Add caption as in example!
18. **Refresh all fields in document!**

Spreadsheet (example: Estonian_movies_table.pdf)

19. Open file „Estonian_movies.xlsx“ from your subfolder!
20. Create new sheet “conclusion”, copy list of genres of movies from any previous sheet!
21. Create formulas to calculate total number of movies produced in Estonia during all times!
22. Create formula to calculate the total of all movies!
23. Create formula to calculate the number of movies produced per year (rounded to 1 decimal place)! Consider that first movie created in 1914!
24. Create formulas to calculate percentage of movies of each genre! Result must be shown with 1 decimal place!
25. Create the bar chart from numbers of movies of all these genres!
26. Make this chart to look like in example!

Presentation (example: Estonian_film_presentation.pdf)

27. Create new presentation from your text! Leave only text you can see on example! If needed, copy/paste missing text!
28. Remove all unnecessary slides! Thanks to non-standard bullets, all “Important Dates for Estonian Film” are also copied to presentation! These are practically only parts of text needed!
29. Divide “Important Dates for Estonian Film” to multiple slides (4 points, 5 points, 6 points, 6 points, 5 points, 4 points).
30. Add “Thank You!” slide!
31. Use the design from „design.pptx“ (in folder exam)!
32. Change font color of title on all slides to orange and logo of “Eesti film 100” to top right corner of all slides (make it’s white background transparent)!

Completion

After you completed all exercises:

All your 3 files (text, spreadsheet, presentation) must be sent via e-mail:

- address: rinde@tlu.ee
- subject: ATV exam

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

Edu.ee!