

## 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\_Dance.docx“ and „song\_and\_dance\_celebration.xlsx“ from folder to your subdirectory!

### Word processing (example: About\_Dance\_text.pdf)

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3. Open file "About\_Dance.docx" from your subfolder!
4. Format text as following:
  - Page margins: left and right 3 cm, gutter 0,5 cm;
  - All headings numbered (multilevel);
  - All Headings font: “Arial”, body text font: “Times New Roman”;
  - Each Heading 1 starts a new page!
  - Heading 1 size 18, Heading 2 size 16, Heading 3 size 14, body text size 12;
  - Heading 1 has 32 pt space after;
  - Line spacing of body text (and all other) 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 and 4<sup>th</sup> level headings must be included!
7. Add page numbers on bottom right! They must appear on second page of Introductory chapter “Dance”! Hint: use section and different first page because You can't be sure, there exactly second page of given chapter starts (in case of different computers/printers).
8. Add Your name to the header (visible on all pages with page numbers)!
9. Add text (without formatting) to new chapter „Dance Festivals” from web! See the example!
  - [http://www.estonica.org/en/Culture/The\\_art\\_of\\_dance/Dance\\_festivals/#](http://www.estonica.org/en/Culture/The_art_of_dance/Dance_festivals/#)
  - Add a citation to the end of this chapter!
  - Remove empty paragraphs (lines)!
10. Add the illustration (“Dance festival in Tallinn, 1999”) from same web page (hint! Click on picture to see bigger version!) to the text as in example! Add the caption as you can see in example!
11. Add cross-reference to this picture into last paragraph of copied text! NB! See the example!
12. Change the outline (arrangement of chapters) of text as in example!
13. Add Bibliography at the end of document (heading is not numbered)! Bibliography and all citations must be **ISO 690 Numerical** style!
14. Add list of Illustrations at the end of document (heading is not numbered)!
15. After completion of spreadsheet, copy chart at the end of Chapter “Dance festivals”. Add caption as in example!
16. **Refresh all fields** in document!

## Spreadsheet (example: song\_and\_dance\_celebration\_table.pdf)

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17. Open file „song\_and\_dance\_celebration.xlsx“ from your subfolder!
18. Create formulas to calculate average number of performers of all song celebrations and dance celebrations!
19. Create formulas to find the maximum number of performers on song and dance celebrations!
20. Create formula to indicate the song celebration and dance celebration with biggest number of performers (use logical IF function)!
21. On conclusion sheet, create formulas to calculate the total of all participants from 1985 ...!
22. On conclusion sheet, create formulas to calculate the ratio (percentage) of dancers!
23. Create the column chart from numbers of dancers of celebrations from 1985 ...!
24. Make this chart to look like in example (scale, gridlines, legend, title etc.)!

## Presentation (example: dance\_presentation.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! NB! Text from first chapter on gray background is needed!
26. Remove all unnecessary slides!
27. Use the design from „design\_for\_presentation.pptx“ (in folder exam)!
28. Change font color of titles on all slides (except title slide) to white!
29. Add picture “folk\_pattern.png” on bottom of all slides as on example!!

## Completion

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After you completed all exercises:

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 mandatory)!

Edu.ee!