Business Software Tools
Exam – group 1
18.6.2024.

Points:

Learning Outcome	LO1	LO2	LO3	LO4
Points	5	8	35	46
Time in minutes	15	30	90	115

Instructions:

It is allowed to use any physical and digital teaching materials (books, notebooks, scripts, files from Infoeduka, accessing your own OneDrive, Google, Youtube...) without sharing them with others during the exam.

It is allowed to use the Internet and any AI tools, for any purposes other than communicating with others during the exam.

All files created during the exam (except the files from Learning Outcome 1) should be compressed at the end of the exam **into one ZIP file** and submitted according to the instructions for practical exams.

Anything that will not be properly named and saved will not be reviewed or scored.

Documents should be created in Office while you are logged in with your account from the domain @algebra.hr. Documents that will not be created and saved in this way will not be reviewed or scored.

When capturing a screenshot to submit as a solution or part of a solution to a task, ensure that the image shows your first and last name or (in Outlook Web App) at least your initials.

All dark shaded tasks or tasks marked with M are part of the minimum learning outcomes. Other tasks are part of the desired learning outcomes.

Learning Outcome 1 (5 points, 15 minutes)

- *All solutions must be sent by email*
- *Login to Outlook using the credentials of your @algebra.hr account*

Assignment 1 [D, 1 point] Change the settings of MS Outlook so that you create a new category to categorize emails, calendar appointments, and tasks. Name the category *University* and assign it an orange colour. Capture the image of the configured state and save it as **category.jpg**.

Assignment 2 [D, 1 point] Change the settings of MS Outlook so that all email messages are created by default in *Corbel* font size 12. Capture the image of the configured state and save it as **Corbel.jpg**.

Assignment 3 [M, 1,5 points] Create an email message that you will send to **zagreb22@n.algebra.hr,** with **zagreb23@n.algebra.hr** as a hidden recipient. Attach the **category.jpg** and **Corbel.jpg** files created in assignments 1 and 2**.** Set high importance to the message and then send it.

> **Important: The e-mail message should be sent following the standard rules for sending electronic mail. Otherwise, assignment 3 will not be scored.**
>
> **Note:** If you have not solved assignments 1 and 2, add any file as an attachment to the e-mail message.

Assignment 4 [M, 1,5 points] Create the appointment *Monthly Summer Coordination*, that will take place on the first Thursday of the month (starting with the first possible one) until the end of September this year, from 10:00 to 14:00 hours in the *Great Hall*. Invite **zagreb22@n.algebra.hr** and **zagreb23@n.algebra.hr** to the meeting.

Learning Outcome 2 (8 points, 30 minutes)

Assignment 1 (8 points): In PowerPoint, create a presentation on the given topic that will, content-wise, linguistically, and methodically, be adapted to the age for which it is intended. Design a PowerPoint presentation following the established rules for creating beautiful presentations and the following requirements:

- The presentation should have at least 8 slides including the first (title) and last (final) slide.
- The title slide should contain the name of the topic you are working on through the presentation and the age group for which the presentation is adapted.
- The presentation should have a unique theme, which you will design yourself to suit the content of the presentation.
- The presentation should contain:
  - at least one image related to the topic of the presentation,
  - at least one chart, showing actual data,
  - the footer on all slides, which should contain the name of the topic, the date that will update automatically, and the number of the slide,
  - at least one content animation and a transition effect between all slides (the same on all slides).
- Images should be downloaded from the Internet or taken as screenshots from the computer you are working on.
- All slides, except the first and last, should have the topic name, the date that will not update automatically and the slide number in the footer.
- Presentation needs to be printed in the file **LO2_firstname_lastname.pdf** in a way that 6 slides are printed on each page.

Scoring:

	Formatting	Points
1	Presentation content	1
2	Adaptation to the audience	1
3	Adherence to the basic rules for creating presentations	1
4	Theme that corresponds to the given topic in all respects (colours, fonts, style)	1
5	Pictures inserted	1
6	Footer inserted	1
7	Animations and transitions in the presentation	1
8	Presentation is printed to PDF	1
	TOTAL:	**8 POINTS**

IMPORTANT:

1. Each empty slide or slide containing content that is not related to the given topic will not count in the total number of slides, and if there are not at least 8 slides in the presentation, the presentation will not be scored.
2. **Presentation that are not on the given topic will not be scored.**
3. **Learning outcome 2 will not be scored if PowerPoint file is not submitted.**

Learning Outcome 3 (35 points, 90 minutes)

Assignment 1 (35 points): Choose a topic that is interesting to you, find enough text on the Internet about it and copy it into Word. Name the created document **LO3_firstname_lastname.docx** and format it so that it looks the same as the template found on the Exam.net.

Find arbitrary images related to the chosen topic on the Internet, insert them in the identical places in your document where they are in the template and format them in the same way as they are formatted in the template.

Make sure you save your work regularly.

Information needed:

- Following styles are used in the document:

For document text:

Font: (Default) Book Antiqua, 12 pt, Justified, Line spacing: 1,5 lines, Space Before: 12 pt, After: 12 pt, Widow/Orphan control, Style: Show in the Styles gallery

For first-level titles:

Font: 48 pt, Bold, Font color: Light Blue, Keep with next, Keep lines together, Level 1, Border: Left: (Single solid line, Light Blue, 6 pt Line width), Right: (Single solid line, Light Blue, 6 pt Line width), Numbered + Level: 1 + Numbering Style: A, B, C, … + Start at: 1 + Alignment: Left + Aligned at: 0,63 cm + Indent at: 1,27 cm, Style: Linked, Show in the Styles gallery, Priority: 10, Based on: Normal, Following style: Normal

For second-level titles:

Font: 20 pt, Bold, Font color: Background 1, Keep with next, Keep lines together, Level 2, Pattern: Clear (Light Blue), Style: Linked, Automatically update, Hide until used, Show in the Styles gallery, Priority: 10, Based on: Normal, Following style: Normal

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Scoring:

	Formatting	Points
1	First page of the document formatted	2
2	Paragraph on page 5 of the template formatted	2
3	Paragraph on page 7 of the template formatted	2
4	Paragraph bullets created	1
5	Pictures inserted on the correct locations	2
6	Pictures formatted	1
7	Shapes inserted	1
8	Shapes formatted	1
9	Drop cap inserted	1
10	SmartArt inserted	1
11	SmartArt formatted	1
12	Page border inserted	1
13	Text box inserted	1
14	Text box formatted	1
15	Page orientation changed	1
16	Document text style defined	1
17	Main titles style defined	2
18	Subtitles style defined	1
19	Tabs configured	2
20	Headers formatted	1
21	Footers formatted	1
22	Date field inserted	1
23	Columns created	1
24	Captions inserted	1
25	Footnote inserted	1
26	Table of contents inserted and formatted	2
27	List of pictures inserted and formatted	2
	TOTAL:	**35 POINTS**

Important! For every excessive special character (space, line break, paragraph break etc.) one point is deducted from total score.

Learning Outcome 4 (46 points, 115 minutes)

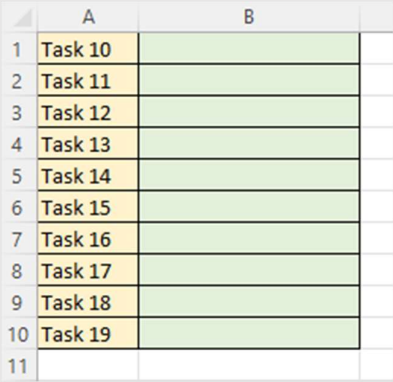Download the **Exam-3.zip** file and extract it to your computer.

Assignment 1 (2 points): Open the **Shootouts.csv** file in Excel and do the following tasks.

Task:		Pts
1	Convert the contents of the **Shootouts** worksheet into the appropriate number of columns, so that each piece of information is written in its own column.	1
2	Save the file as an **Excel template** named **LO4_name_surname_shootouts.xlsx** and close it.	1

Assignment 2 (44 points): Open the **Football.xlsx** file in Excel. The table on the **International Results** worksheet shows the list of all international football matches played from 1900 to June 12, 2024. Columns are:

- *date* – date of the match,
- *home_team* – name of the home team,
- *away_team* – name of the away (guest) team,
- *home_score* – number of goals scored by the home team,
- *away_score* – number of goals scored by the away team,
- *tournament* – name of the tournament the match was played in,
- *city* – city in which the match was played,
- *country* – country in which the match was played,
- *neutral* – TRUE if the match was played on the neutral ground, FALSE if the match was played on the home team ground.

Save the file to your computer as **LO4_name_surname_football.xlsx** and do the following tasks.

Task:		Pts
3	Create a new worksheet and name it **Exam**. Change its tab colour to orange.	1
4	On the **Exam** worksheet, format the cells as on the image: The range should have borders around all cells, and two different fill colours (choose the colours yourself).	2
5	On the **International Results** worksheet, change the width of all columns so that all data is visible.	1
6	In cell **J2**, enter a formula that will display the city and the country in which the match was played, delimited by a comma. So, the result in **J2** should look like Aberdeen, Scotland In cell **J1**, type the column heading *game_location*, prepare the formula in **J2** for copying, and copy it to the bottom of the table.	3
7	In cell **K2**, enter a formula that will subtract the number of goals received from the number of goals scored by the home team of the match in row 2. Prepare the formula for copying and copy it to the bottom of the table. In cell **K1**, type the column heading *goal_diff*.	1
8	Format all the cells in **K** column so that the cells containing positive numbers have a green fill, cells that contain zeros have a yellow fill, and cells containing negative numbers have a red fill.	2
9	Name the range **A2:K20** as **OldMatches**.	1
10	On the **Exam** worksheet, in cell **B1**, enter a formula that will calculate the total number of goals scored by all the home teams in all the matches listed in the table on the **International Results** worksheet.	1
11	In cell **B2**, enter a formula that will calculate how many friendly matches have Belgium played.	3
12	In cell **B3**, enter a formula that will calculate the average number of goals scored by the away teams on all the matches.	1
13	In cell **B4**, enter a formula that will calculate the total number of goals scored by all home teams in all the matches played in London.	2
14	In cell **B5**, enter a formula that will calculate how many matches was played in Croatia.	2
15	In cell **B6**, enter a formula that will display the city that hosted the match in which the most total goals were scored (by both home and away team). Feel free to make any necessary changes to the table in the **International Results** worksheet.	5
16	In cell **B7**, enter a formula that will display the total number of goals scored by the home teams or the total number of goals scored by the away teams – whichever of those two is greater.	3

17	In cell **B8**, enter a formula that will display the date of the first match played on New Zealand. Feel free to make any necessary changes to the table in the **International Results** worksheet.	2
18	In cell **B9**, enter a formula that will calculate how many days passed since the first (the earliest) match listed in the table on the **International Results** worksheet. Make sure the formula works correctly in the future.	2
19	On the **Chart** worksheet, there is a table with 7 teams and their total score in all the home matches. Create a bar chart from the given table and place it starting in cell **B9**. Let the title of the chart be *Number of goals in home matches* and place the legend on the left.	3
20	Sort the table in the **International Results** worksheet alphabetically by home team name and filter it to show only matches played in England with more than 2 goals scored by the home team.	2
21	Change the orientation of the **International Results** worksheet to landscape and adjust the worksheet to be printed on a width of 1 page.	2
22	In the right section of the worksheet header, add your first and last name, and in the right section of the footer, add the current date.	1
23	Print the worksheet to *LO4_name_surname.pdf* file.	1
24	On the **Exam** worksheet, starting in cell **B12**, create a Pivot Table that will show the total number of goals scored and total number of goals received for each team in their home matches, based on the table on the **International Results** worksheet.	2
25	Add a slicer to the Pivot table to filter the table so that only neutral ground matches are shown.	1
	Save the changes to the file and close it.	

Important: Assignment 2 of Learning outcome 2 will not be scored if Excel file is not submitted.