

- You will need to use the following files available on the web: **final01.doc, final02.xls**
- Save your work often
- Make sure your submit all the files

- 1) In Word, open the file named **final01.doc**. Save it as **WordDone.doc** and modify the file so that it appears like the one shown in **Appendix - 1**. Unless otherwise stated, all text is in Times New Roman, 12 point. On the first page:
  - ❖ Replace “Your Name Here” with your name. Your name should be in 26 point, bold
  - ❖ The first level heading “Living Creatures” is 24point, Arial and red
  - ❖ For the second level headings “ Animals”, “Birds”, “Fish”, create a new heading style named “Heading 11” and apply this style. The style should be Arial, 14 point, bright green, underlined, small caps
  - ❖ Insert the clip art ‘shark’ as shown (and adjust the size approximately as shown)
  - ❖ Create the table as shown at the bottom of page one (AutoFormat using Colorful 2). The heading above the table is in Font Arial, 12 point, Bold.
  - ❖ Place a footer at the bottom of the page as shown
  - ❖ Format the 2<sup>nd</sup> and 3<sup>rd</sup> pages as shown:
    - i) Place Word Art title (fourth row, third column design) at the top of the second page
    - ii) Add the text box in the second column on page two. Fill the text box with gold color
    - iii) Add the auto shape (5-point star, with gold color, and 3-D style 9 setting) as shown in the center column of page three
  
- 2) In Excel, open the file named **final02.xls** (*see appendix - 2*) and save it as **ExcelDone.xls**
  - ❖ In the column titled “Total”, compute the total as the sum of Accom, transport, meals, entertain, and other
  - ❖ Sort the data in the descending order of Total (column)
  - ❖ At the bottom of the table add three rows (Total, Average, and Maximum) as shown. For computing average, use the function Average; for computing Maximum use the function Max.
  - ❖ In the remarks column, use an IF function to put a text of “High” if the total for employee is greater than \$750, otherwise put the text “OK”
  - ❖ Format the table as shown:
    - i) Title “March Expense Report” is in 14 point, and has a background of “Gray-25%”
    - ii) The column headings are all in 12 point, Bold
    - iii) The row headings “Total”, “Average”, “Maximum” at the table bottom are in bold
  - ❖ Use the data to create a chart (clustered column) on the same sheet (*see appendix – 2*)
    - i) The Axis titles “Amount” and “Employee” are in 12 point
    - ii) The legend, and data values on X-Axis, and Y-axis are in 9 point
    - iii) Place the chart under the table, and adjust it to a size of approximately 24 rows in height, and width approximately the same as the table
  
- 3) In PowerPoint, Create a new slideshow using the Fireball template. The slide show will have two slides (*see Appendix – 3*)
  - ❖ A title slide with your name as the title and ‘Final Exam’ as the subtitle
  - ❖ A “Title Only” slide with a title “Expenses in March”
  - ❖ Add the chart from the ExcelDone.xls file to the second slide
  - ❖ The second slide should not contain any background graphics
  - ❖ Save the file as PptDone.ppt