

1 WORD

Take the pdf article under:

http://cs.unibg.it/gargantini/didattica/basiccs4med/restricted/exam_jan18/

You have to write a document with word that seems the article of the pdf

1.1 First draft

1.1.1 Copy the content from the pdf

1.2 Formatting using styles

1.2.1 Define the proper styles for normal text and other parts if needed (do not change the formatting of the text directly, use styles instead !)

1.2.2 Apply the title styles to sections titles in the paper

1.3 Page Numbering Header and footers

1.3.1 Insert as foot note the credits for couple of foot notes "this is a foot note"

1.4 Creating Editing and Formatting tables

1.4.1 Add a couple of tables with some data. Assume that for each type of cancer there is a different precision (at your choice) and show these data in a table

1.5 Images

1.5.1 Add the images

1.5.2 Add a caption to the images

1.5.3 Add a reference to that image in a sentence like: "the Fig. 5 shows ..."

1.6 Indexes

1.6.1 Add a TOC at the beginning (after the front matter)

1.7 Master document

1.7.1 Extract the introduction (till the first paragraph) as a child document (use outline view)

1.8 Exporting

1.8.1 Export the document in pdf and open with acrobat reader

2 Excel

Take the PhoneNumber.xls file on the exam site. It contains a list of people with name, title, age, phone number.

2.1 Add columns for first name and last name separated

The column name contains the first and last name separated by ; Separate the two and add two columns for them

2.2 Add a column YEARSTORETIRE

Add a column for each person that computes the years to retire computed as retirement age (C28) and the age. Use a named cell for retirement age

2.3 Add a column for HAS ONLYMOBILE

Add a column that is TRUE if and only if the person has only the mobile

2.4 count

How many have only mobile? How many have age greater than 40 (add these data at the end of the worksheet)

2.5 Average, min and max age

At the bottom, compute average, min and max age

2.6 Conditional formatting

If the years to retire are greater than 10, color the cell with red

2.7 Vlookup

The last two digits of the phone number indicate the office as shown in table starting at A30. Add a column for each person with his/her office. Use VLOOKUP

2.8 Pivot table

What is the average age of the doctors? Use PIVOT TABLE

3 Powerpoint

Make a presentation for the paper given as pdf at the exercise number 1

3.1 Open an empty presentation

Add a title slide, authors

3.2 Add content

Add some content to the presentation taken from the pdf

3.3 Apply some nice layout

3.4 Add animation

3.5 Add a table

4 Database

Write a database for the data given in excel (but the phone numbers as separate tables):

Each person has a first and last name, a title, age and a mobile phone (table PERSON)

Each office has a name and a phone number (table OFFICE_NUMBER). Each person can belong to an office (but an office can contain several people).

Write the tables, relations among the tables and put some data in them (see excel)

Write a query that shows for each person the name, title, age, office name.