

## 1. Quick report

The Hungarian Central Statistical Office publishes quick reports in different fields from time to time. Your task is to create a quick report about telecommunication and internet based on the example and the description.

During the solution of the exercise work with the following files: *rawtext.txt*, *diagram.png*! The text of the report can be found in file *rawtext.txt*, which is in UTF-8 format. Save your work as *report* in the default format of the word processor.

1. The layout of the report is A4 with portrait orientation, set each margin to 2 cm.
  2. At the end of file *rawtext.txt* there are three footnote texts labelled 1, 2 and 3. Create numbered footnotes to the text parts labelled with character \* according to the example. Move the text of the footnotes from the end of the document.
  3. Use font type Times New Roman (Nimbus Roman) and font size 11 points in the text of the report. The font size of the title is 16 points, the font size of the titles before the table and the diagram is 14 points and their style is bold.
  4. Use font type Arial (Nimbus Sans) in the header and the footer as well as in the footnote. Set a font size of 11 points in the header and the footer and 8 points in the footnote.
  5. Use single line spacing in the whole text.
  6. Format title “**Telecommunication, internet 4<sup>th</sup> quarter 2009**” according to the example. Set a spacing of 12 points after the title.
  7. Set a spacing of 6 points after and a justified alignment for each paragraph in the text of the report until text “**Number of fixed lines and mobile subscriptions at the end of each period**”.
  8. Set an indent of 1 cm for the first line of the first paragraph after the title. Set the font style of the text of the paragraph to bold.
  9. Set a list for the paragraphs shown in the example. The bullet of the list should be at 1.2 cm and the text of the list items should start at 2 cm. There should be a spacing of 6 points before and after the lists but no spacing between the list items.
  10. Align text “**Number of fixed lines and mobile subscriptions at the end of each period**” centered, set a spacing of 12 points before and 6 points after it.
  11. Convert the text part tagged by tabs after the above title into a table with 8 columns and 11 rows. The width of the 1<sup>st</sup> column of the table is 1.3 cm, the width of the 2<sup>nd</sup> is 1 cm, and the width of the other columns is 2.3 cm. Align the table centered.
  12. Merge the cells of the heading in first two rows of the table according to the example. After merging set the height of the first two rows to 1.5 cm each. Align the headings centered both vertically and horizontally. Set the background of the cells to light gray.
  13. Align every numerical value in the table centered with the exception of the data of the first two columns. Set the borders of the table according to the example.
  14. Type in text “**Changes in the number of telecommunication services from 1990 to 2009**” under the table. Format the text in the same way as the title before the table.
  15. Insert picture *diagram.png* under the title. Set the width of the picture to 16.1 cm keeping the aspect ratio and align it centered.
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16. Create a header and type text “Quick report of the Hungarian Central Statistical Office” into it. In the footer display the page number. Format the text of the header and the footer according to the instructions above and align it according to the example.

17. The created document should not contain unnecessary spaces and blank paragraphs. Use hyphenation in the whole text.

**40 marks**

**Example:**

Quick report of the Hungarian Central Statistical Office

**Telecommunication, internet  
4<sup>th</sup> quarter 2009**

At the end of 2009 the number of mobile phone subscriptions was 11.8 million. Three quarters of the duration of phone calls originated from calls initiated from mobile phones. While cable telephony became more and more popular, the number of fixed lines decreased further. The number of internet subscriptions increased by 472 thousand in 1 year, and it almost exceeded 2.5 million. 57 percent was connected to broadband technology (xDSL and cable television), this service field expanded by 4 percent since the end of 2008. Wireless technology, whose number already reached one million, increased by 50 percent in one year. One third of the total internet.

The number of mobile phone subscription decreased by 3 percent, the number of subscriptions was 11.8 million. Within but it could not compensate for the 802 thousand decrease in the number of mobile subscriptions was 118 per 100 capita.

Although more and more businesses (among other call service, at the end of 2009 – based on preliminary data) fewer than a year before, were in operation, 15% day of the period the number of fixed trunk lines were fixed lines decreased by 9% and their duration by 6% caused by the increase in mobile traffic and the spread of mobile phones.

- The duration of calls per one fixed line less by 3% than in the same period of the year before.
- The average duration of calls initiated in the year without internet calls.
- Regarding the whole year the drop in the number of fixed lines was 9%.

Due to the decrease in prices and the spread of mobile phones within the network as well, the subscribers initiated more mobile phone calls. Three quarters of the total duration of calls were initiated from mobile phones. The ratio of both the number and duration of calls was nearly one half compared to the year of 2008.

The expansion of the internet market continued: although the number of internet subscriptions increased.

- In the 4<sup>th</sup> quarter of 2009 the number of internet subscriptions increased by 472 thousand.
- The market is concentrated, 18 businesses initiated 90% of the subscriptions.
- At the end of 2009 the number of internet subscriptions was 63% higher than in the same period of 2008.

The development of the internet market – besides the expansion of the market – due to the sharpening competition between the service providers, the number of fixed-line internet subscriptions slowed down, the most important change is largely attributed to mobile internet subscriptions, whose increase was 63%.

\* The different coupon- or daily ticket-based internet users, who do not require subscription agreement or monthly fee are excluded from the mobile internet subscriptions displayed here. In the 1st quarter of 2009 the definition of mobile internet (based on the agreement between mobile service providers) changed compared to the previous periods.

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Within the total number of subscriptions the share of the dial-in segment (switched line and ISDN combined) did not change significantly, cable television and xDSL decreased by 3% and 6%, respectively, but the wireless segment increased by 8 percent compared to the end of 2008.

In the 4<sup>th</sup> quarter the net revenue from internet services exceeded 34.9 thousand million HUF, which was 5% less at current price than one year before due to subscriber discounts (for example free months) and the decrease in prices. The total net revenue in 2009 was almost the same as in 2008.

**Number of fixed lines and mobile subscriptions at the end of each period**

Year, quarter	Number of live fixed trunk lines, thousand		Number of mobile subscriptions, thousand		Number of fixed trunk lines per 100 capita	Number of mobile subscriptions per 100 capita
	total	ISDN thereof	total	prepaid card thereof		
2008 1 <sup>st</sup>	3247	574	11232	6966	32.3	111.9
2008 2 <sup>nd</sup>	3207	574	11540	7163	32.0	115.0
2008 3 <sup>rd</sup>	3155	571	11771	7227	31.4	117.3
2008 4 <sup>th</sup>	3115	559	12224	7486	31.1	121.9
2009 1 <sup>st</sup>	3093	546	12112	7314	30.9	120.9
2009 2 <sup>nd</sup>	3090	533	11889	7039	30.8	118.7
2009 3 <sup>rd</sup>	3078	523	11783	6845	30.7	117.6
2009 4 <sup>th</sup>	3060	510	11792	6683	30.6	117.8

**Changes in the number of telecommunication services from 1990 to 2009**

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