UNIVERSITY OF CAPE COAST
COLLEGE OF EDUCATION STUDIES
SCHOOL OF EDUCATIONAL DEVELOPMENT AND OUTREACH
INSTITUTE OF EDUCATION

COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B.ED)
FIRST YEAR, END-OF-SECOND SEMESTER MID-SEMESTER QUIZ, JUNE, 2021

JUNE 24, 2021   **OFFICE SUITE IN EDUCATION**   **8:00 AM – 8:20 A**

Answer ALL the questions.

[20 marks]

Items 1 to 20 are stems followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. Which of the following is true about labels and values in MS Excel? Labels ....
   A. and values are left-aligned by default.
   B. and values are right-aligned by default.
   C. are left aligned whiles values are right-aligned by default.
   D. are right-aligned whiles values are left-aligned by default.

2. What does the cell address G30 refer to in MS Excel?
   A. Column G Cell 30.
   B. Column G row 30.
   C. Row G Cell 30.
   D. Row G column 30.

3. What Cell referencing is A2 +B2?
   A. Absolute.
   B. Functional.
   C. Mixed.
   D. Relative.

4. How do you display current date and time in MS Excel?
   A. =Date ()
   B. =Today ()
   C. =Now ()
   D. =Time ()

5. Which function in Excel checks whether a condition is true or not?
    A. AVERAGE.
    B. COUNT.
    C. IF.
    D. SUM.

6. Which one of the following expresses a range address in Excel?
    A. K:S8.
    B. K;S8.
    C. K5/S5.
    D. K5-S5.

7. Which function in Excel tells how many numeric entries are there?
    A. CHKNUM.
    B. COUNT.
    C. NUM.
    D. SUM.

8. A feature that displays only the data in column(s) according to specified criteria is ....
    A. filtering.
    B. formula.
    C. pivot.
    D. sorting.

9. Each MS Excel file is called a workbook because ....
    A. it can be modified.
    B. it can contain many sheets including worksheets and chart sheets.
    C. it can contain text and data.
    D. You have to work hard to create it.

10. What's a quick way to extend these numbers to a longer sequence, for instance 1 through 20?
    A. Copy the second cell, click in the cell below it, on the standard toolbar click the down arrow on the Paste button, and then click Paste Special.
    B. Select both cells, and then drag the fill handle over the range you want, for instance 18 more rows.
    C. Select the range you want, include both cells, point to fill on the Edit menu, and then click down.
    D. All of above.

11. A page in PowerPoint is called ....
    A. slide dog.
    B. slide sheet.
    C. slide show.
    D. slide.

12. The addition of motion to static text, clip art and pictures ....
    A. animation.
    B. motion.
    C. slide movement.
    D. transition.

13. Which one of the following is considered as the areas on the slide where you can insert text as well as other types of content such as images, charts and tables?
    A. Animation.
    B. Placeholder.
    C. Slide pane.
    D. Slide show.

14. Which of the following statements is **not** true about PowerPoint?
    A. From Insert menu choose Picture and then File to insert your images into slides.
    B. You can show or hide task pane from View >> Toolbars
    C. You can type text directly into a PowerPoint slide but typing in text box is more convenient.
    D. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.

15. Which short cut key inserts a new slide in current presentation?
    A. Ctrl+M
    B. Ctrl+N
    C. Ctrl+S
    D. All of above.

16. Joseph would like to print his presentation for his class so they have a thumbnail of each slide, as well as a space to write notes. Which print layout should he choose?
    A. Handouts.
    B. Notes.
    C. Outline.
    D. Slide.

17. Which tab is **not** available on left panel when you open a presentation?
    A. Notes
    B. Outline
    C. Slides
    D. All of above are available.

18. What is the name given to the working area of MS PowerPoint?
    A. Page.
    B. Plain.
    C. Slide.
    D. Worksheet.

19. What is the default PowerPoint standard layout?
    A. Blank.
    B. Comparison.
    C. Title only.
    D. Title slide.

20. What lets you create new presentation by selecting ready-made font color and graphics effects?
    A. Animation Scheme.
    B. Design Template.
    C. Master Slide.
    D. Presentation Template.

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COLLEGES OF EDUCATION
FOUR-YEAR BACHELOR OF EDUCATION (B. ED)
FIRST YEAR, SECOND SEMESTER QUIZ I, JUNE 2019

JUNE 5, 2019   **OFFICE SUITE IN EDUCATION**   **12:00 PM – 12:30 PM**

For items 1 to 9, each stem is followed by four options lettered A to D. Read each statement carefully and circle the letter that corresponds to the correct or best option.

1) MS-Word automatically moves the text to the next line when it reaches the right edge of the screen and is called ………………….
   A. carriage return.
   B. enter.
   C. shift+enter.
   D. word wrap.

2) To create a document in wide format, one should change the ……………
   A. page margins.
   B. page orientation.
   C. paper source.
   D. paper style.

3) Which of the following is **not** the Section Break Option?
   A. Next Page.
   B. Previous Page.
   C. Odd Page.
   D. Even Page.

4) Which of the following is **not** a way of highlighting text?
   A. Click before the area, hold the mouse button and drag to highlight.
   B. Double-click on the word or section you need to light.
   C. Press F8 and use the arrow keys to highlight the text.
   D. Right click on the text and select "highlight selected area".

5) The *Find* command in MS-Word can be used to search for _____
   A. characters.
   B. formats.
   C. GIGO.
   D. wysiwyg.

6) The 'enter' key is pressed in all of the following circumstances **except** _____
   - A. in response to certain Word commands.
   - B. to begin a new paragraph.
   - C. to insert a blank line into a document.
   - D. when the insertion point reaches the right margin.

7) Which of the following is **true** regarding page orientation of a Document? Page Orientation _____
   - A. can be changed at any time.
   - B. of a document is determined by printer.
   - C. must be set before starting to type.
   - D. of a document cannot be changed.

8) What is the difference between "save" and "save as"?
   - A. There is no difference at all – apart from the "as" text.
   - B. "Save as" saves an existing file as another file but "save" autosaves.
   - C. "Save as" means you choose a filename, but "save" auto-selects one.
   - D. "Save" allows you to set up the autosave, but "save as" does not.

9) To divide a document so that one area can be formatted independently of the next, you can use a/an _____
   - A. column.
   - B. indent.
   - C. section break.
   - D. page break.

For items 10 to 11, write the appropriate response(s) in the spaces provided.

10) To be able to create two different page orientations in a single document, you need use to a
    _____ Page break _____ section break _____

11) The feature in MS Word that forces text to fit within the margins of a word document is called
    _____ ~~text wrap~~ Justify _____

Items 12 – 19 consist of terms in Column A with their definitions in Column C. Match their terms with their appropriate definitions by writing the letter of the correct option in Column B.

Column A	Column B	Column C
Term	**Response**	**Definition**
12. Floating graphic	F	A. A graphic symbol that appears at the beginning of a paragraph in a list
13. Border	B	B. A line that can be applied above, below, or to the sides of a paragraph
14. Bullet	A	C. A set of format settings
15. Style	C	D. A unit of measurement equal to 1/72 of an inch
16. Inline graphic	E	E. An image that is inserted as part of a line of text
17. Highlight	H	F. An image that text wrapping has been applied to
18. Shading	G	G. Color or pattern that is applied behind text to make it look attractive
19. Point	D	H. Transparent color that is applied to text to mark it in a document