

JUNE, 2019
EBS 153
OFFICE SUITE IN EDUCATION
30 MINUTES

Candidate's Index Number
Signature:

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, SECOND SEMESTER QUIZ II, JUNE 2019

JULY 3, 2019

OFFICE SUITE IN EDUCATION

12:00 PM – 12:30 PM

For items 1 to 10, 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. What happens when dollar signs (\$) are entered in a cell address? (eg.. \$B\$2:\$B\$10)
 - A. The sheet tab is changed.
 - B. Cell address will change when it is copied to another cell.
 - C. An absolute cell address is created
 - D. The status bar does not display the cell address.
2. How do you display current date and time in MS Excel?
 - A. Date ()
 - B. Now ()
 - C. Today ()
 - D. Time ()

Use the table below to answer question 3.

	A	B
1	Revenue	\$1,000
2	Expenses	\$300
3	Profit	

3. What will be the formula in the cell B3 if you want to calculate the profit?
 - A. =A1-A2
 - B. =B2-B1
 - C. =B1-B2
 - D. None of the above

4. In MS Excel, you can sum a large range of data by simply selecting a tool button called.....
- A. auto sum.
 - B. auto correct.
 - C. auto fill.
 - D. auto format.
5. A numeric value can be treated as label value ifprecedes it.
- A. Apostrophe (')
 - B. Exclamation (!)
 - C. Hash (#)
 - D. Tilde (~)
6. On an Excel sheet, the active cell is indicated by
- A. A dark wide border.
 - B. A dotted border.
 - C. A blinking border.
 - D. None of the above.
7. Function in MS Excel must begin with?
- A. ()
 - B. =
 - C. >
 - D. ++
8. Which function in MS-Excel checks whether a condition is true or not?
- A. SUM
 - B. COUNT
 - C. IF
 - D. AVERAGE
9. Which of the following methods cannot be used to enter data in a cell
- A. Pressing an arrow key
 - B. Pressing the Tab key
 - C. Pressing the Esc key
 - D. Clicking on the formula bar
10. Which of the following is not a way to complete a cell entry?
- A. Pressing enter.
 - B. Pressing any arrow key on the keyboard.
 - C. Clicking the Enter button on the Formula bar.
 - D. Pressing spacebar.

Items 11 – 15 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.

Columns A	Column B	Column C
Term	Response	Definition
11. Fill handle		A. Chart can be created in Excel.
12. Formula bar		B. Rearrange the data in ascending or descending order.
13. Name Box		C. The small, black square in the lower-right corner of an active cell.
14. Sort		D. Intersection of a row and column.
15. Cell		E. Is an area in Excel window which display the content of an active cell.
		F. Excel displays the current cell address.

For items 16 to 20, write the appropriate responses in the spaces provided.

16. The Hide Slide option hides a slide in theview.
17. By Default, a Microsoft Excel workbook contains worksheets.
18. To copy a worksheet within a workbook or to another workbook, you can use dialog box.
19. An MS-Excel worksheet has..... extension.
20. MS-Excel provides many pre-defined files to store data such as Invoice information, Expense statements, Purchase orders etc.

