

JULY, 2021  
EBS 153  
OFFICE SUITE IN EDUCATION  
2 HOURS

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, END-OF-SECOND SEMESTER EXAMINATION, JULY/AUGUST, 2021

JULY 29, 2021                      OFFICE SUITE IN EDUCATION                      9:00 AM – 10:00 AM

This paper consists of two sections, A and B. Answer ALL the questions in Section A and TWO questions from Section B. Section A will be collected after the first ONE hour.

SECTION A  
(40 Marks)

Answer all the questions in this Section.

For items 1 to 29, each stem is followed by four options lettered A to D. Read each item carefully and circle the letter of the correct or best option.

1. How do you close a word document without closing Word window?
  - A. Click Exit on the File menu.
  - B. Click on the Close button on the title bar.
  - C. Click on the Close command on Office menu.
  - D. Click on Minimise button on the title bar.
  
2. The process of removing unwanted parts of an image is called.....
  - A. bordering.
  - B. cropping.
  - C. cutting.
  - D. hiding.
  
3. Word has a list of predefined typing, spelling, capitalisation and grammar errors that .....can detect and correct.
  - A. AutoAdd
  - B. AutoCorrect
  - C. AutoEntry
  - D. AutoSpell

4. How will MS Word respond in repeated word?
  - A. A Blue wavy line under the repeated word.
  - B. A Green wavy line under the repeated word.
  - C. A Red wavy line under the repeated word.
  - D. None of the above.
  
5. You can force a page break in MS Word by.....
  - A. changing the font size of your document.
  - B. positioning your cursor at the appropriate place and pressing Ctrl+Enter.
  - C. positioning your cursor at the appropriate place and pressing the F1 key.
  - D. using the Insert/Section break on the Insert tab.
  
6. Which of the following is not a type of page margin?
  - A. Center.
  - B. Left.
  - C. Right.
  - D. Top.
  
7. How many different documents can you open at one time?
  - A. As many as your computer memory will hold.
  - B. As many as your task bar can display.
  - C. No more than three.
  - D. Only one.
  
8. The intersection of a row and column is called.....
  - A. a cell.
  - B. a field.
  - C. cata.
  - D. none of these.
  
9. If the cell B1 contains the formula = \$A\$1, which of the following statements is true?
  - A. Further changes in value of A1 will not affect the value of B1.
  - B. Further changes in value of B1 will affect the value of A1.
  - C. There is a relative reference to cell A1.
  - D. There is an absolute reference to cell A1.
  
10. You accidentally erased a record in the sheet. What command can be used to restore it immediately?
  - A. Copy.
  - B. Insert.
  - C. Replace.
  - D. Undo.

11. Which of the following functions will you use to find the highest number in a series of numbers?
- A. MAX(B1:B3)
  - B. MAXIMUM (B1:B3)
  - C. HIGH (B1:B3)
  - D. HIGHEST(B1:B3)
12. Which of the following is an example of a cell address?
- A. 11 25
  - B. 911
  - C. 41A
  - D. A21
13. Which is an example of a formula?
- A. =A1+A2
  - B. =add(A1:A2)
  - C. A1+A2
  - D. SUM(A1:A2)
14. If you select Insert >> Picture >> From File in MS PowerPoint,.....
- A. you can insert pictures and clipart.
  - B. you can insert clipart only.
  - C. you can insert pictures only.
  - D. none of above.
15. The addition of motion to static text, clip art and pictures is.....
- A. animation.
  - B. motion.
  - C. slide movement.
  - D. transition.
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. In a PowerPoint presentation,.....
- A. both can be inserted.
  - B. both cannot be inserted.
  - C. movie clips can be inserted but not sound clips.
  - D. sound clips can be inserted but not movie clips.

18. What happens if you edited an image inserted in PowerPoint?
- A. The original file is changed when you save presentation.
  - B. The original file that was inserted is changed.
  - C. The original file that was inserted is not changed.
  - D. None of above.
19. What is the Microsoft Office Program used to create professional looking publications?
- A. MS Access.
  - B. MS Excel.
  - C. MS Publisher.
  - D. MS Word.
20. What is the name given to the text that generally describes what the whole brochure is about? It is generally in a larger font.
- A. Redo.
  - B. Save.
  - C. Tabs.
  - D. Title.
21. Which function in Publisher allows the user to copy text formats from one area to another consistently?
- A. Copy.
  - B. Cut.
  - C. Format Copy.
  - D. Format Painter.
22. Which of the following is used to insert text or content into your publication?
- A. Copy.
  - B. Insert table.
  - C. Select object.
  - D. Text box.
23. All the following actions will aid Samuella Brown to move the cell pointer from one cell to another cell in Ms. Excel **except**.....
- A. pressing and holding the fill handle key.
  - B. pressing the arrow key.
  - C. pressing the return key.
  - D. pressing the tab key.

30. Which of the following steps will you use to find a word in a paragraph?

- A. III → II → IV
- B. III → II → IV
- C. II → III → IV
- D. II → IV → III

31. Which of the following steps will you use to replace a **wrong word** with a **correct word**?

- A. III → II → IV → I
- B. II → III → V → I
- C. II → V → I → IV
- D. V → II → I → III

Items 32 to 35 consist of statements. Read each statement carefully and write in the response column whether the statement is True (T) or False (F)

S/N	Statement	Response
32	F1 is the shortcut for Help	
33	Just as you can preview a worksheet before printing, it is not possible to preview a chart.	
34	Italic characters are slanted (skewed) than regular characters.	
35	To display the current time, the TIME() function can be used	

For items 36 to 40 are list of ICT Terms and A to L are definitions or description of the terms. Match the terms with the appropriate definition or description by writing the letter of the alphabet against it in the response column.

Columns A	Column B	Column C
Term	Response	Definition
36. <b>Function</b>		A. A predesigned presentation.
37. <b>Thesaurus</b>		B. A predefined arrangement of placeholders
38. <b>Placeholders</b>		C. To remove portions of a picture you do not need
39. <b>Name box</b>		D. A pre-defined formula in Excel
40. <b>Crop</b>		E. Is an area in Excel window which displays the content of an active cell.
		F. The areas on the slide where you can insert text as well as other types of content such as images, charts and tables
		G. A feature that suggests synonyms for a chosen word.

24. Assuming Nancy Akwensivie was using a Microsoft Word program in creating a document and at the middle of the action the program stalled. Which key combination can she use to exit the stalled programs?
- A. Alt + Shift + Del
  - B. Ctrl + Alt + Del
  - C. Ctrl + Alt + End
  - D. Ctrl + Alt + F1
25. By default, in Microsoft Excel 2010, a label entered into a cell is ..... aligned.
- A. center
  - B. justified
  - C. left
  - D. right
26. In MS Word, pressing F8 key for three times selects.....
- A. a paragraph.
  - B. a sentence.
  - C. a word.
  - D. an entire document.
27. Which symbol must all formula begin with?
- A. =
  - B. +
  - C. (
  - D. @
28. Which of the following are **not** created in MS Publisher?
- A. Brochures.
  - B. Business Cards.
  - C. Flyers.
  - D. Spreadsheets.
29. What is the meaning of the error message #NAME? in MS. Excel?
- A. Entry into wrong cell.
  - B. The cell space is not long enough to contain the required answer.
  - C. Wrong formula entry.
  - D. Wrong spelling entry.

**The following are some of the steps used to find and replace words in an MS Word document. Use the information below to answer questions 30 and 31.**

- I. Click **“Replace”**
- II. Click **“edit”** on the menu bar and click on **“Find”**
- III. Type the word you want to find in the **“Find what”** box
- IV. Click on **“Find Next”**
- V. Type the word to be replaced in the **“Replace in”** box