

JULY, 2021  
EBS 153  
OFFICE SUITE IN EDUCATION  
1 HOUR

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                      10:00 AM – 11:00 AM

SECTION B  
[20 Marks]  
Answer TWO questions from this section.

Question 1

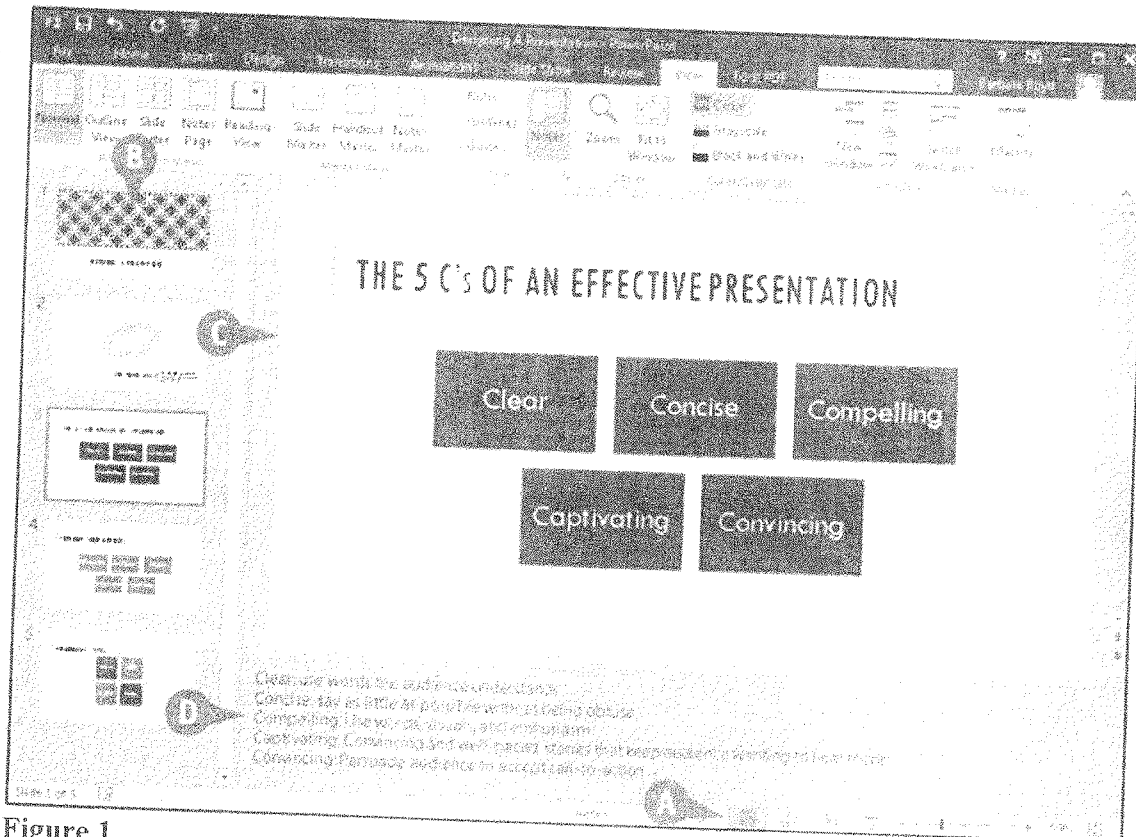


Figure 1

1. a)
- i. What application interface is labeled Figure 1? [2 Marks]
  - ii. Identify the parts labeled A to D. [2 Marks]
  - iii. What is the use of the parts labeled C and D? [4 Marks]
- b) State any two ways one can experience word wrap in MS Word. [2 Marks]

2. Use the spreadsheet below (grade book) to answer the following questions:

	A	B	C	D	E	F
1	NAME	MATHS	ENGLISH	HIV	Total	Average
2	Mike Free	85	98	95		???
3	John Brown	67	87	90		
4	Allan Kyei	79	77	92		
5	David Sharp	86	88	85		
6			???		???	
7		???				
8						???

- i. Provide a formula for calculating the average mark for Mike Free in the cell F2. [2 Marks]
  - ii. Provide a formula for calculating the total for David Sharp in cell C6 [2 Marks]
  - iii. Write down a formula for determining the highest mark for Maths in cell B7 [2 Marks]
  - iv. Write down the formula to the final total for all items in cell E6 [2 Marks]
  - v. Write a formula to input today's date in cell F8 [2 Marks]
3. a) In the worksheet below are standard Excel functions to find the following. Use the spreadsheet below to answer the questions that follow.

	A	B	C	D	E
1		January - March	April - June	July - September	October - November
2	Opening Bank Balance	20000			
3	Expenditure				
4	Wages	2340			
5	Electricity/Materials	700			
6	Overheads	1200			
7	Total Expenditure	?????			
8					
9	Sales Income	13200			
10	Profit this quarter	?????			
11	Closing Bank Balance	?????			

- i. Provide the formula for calculating the “Total (Expenditure)” for cell B7. [2 Marks]
  - ii. In cell D2, provide the formula for calculating the profit for one quarter. [2 Marks]
  - iii. Provide a formula for calculating the closing bank balance for cell B11. [2 Marks]
- b) Why is it necessary to save a newly opened document? [2 Marks]
- c) What will make E11 an absolute reference? [2 Marks]

