

JUNE 2021  
EBS 153  
OFFICE SUITE IN EDUCATION  
20 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, END-OF-SECOND SEMESTER MID-SEMESTER QUIZ, JUNE, 2021

JUNE 24, 2021

OFFICE SUITE IN EDUCATION

8:00 AM – 8:20 AM

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 while values are right-aligned by default.
  - D. are right-aligned while 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.

