AUGUST 2022
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, AUG/SEPT. 2022

AUGUST 25, 2022   **OFFICE SUITE IN EDUCATION**   **9:00 AM – 9:40 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 <u>first 40 minutes.</u>

SECTION A
(30 MARKS)

Answer ALL the questions in this Section.

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. The intersection of a row and column is called ....
   A. a cell
   B. a field
   C. cata
   D. none of these

2. Which of the following is an example of page orientation?
   A. A4.
   B. Landscape.
   C. Subscript.
   D. Superscript.

3. Which of the following is correct?
   A.   =AVERAGE(4, 5, 6, 7)
   B.   =AVERAGE(A1, B1, C1)
   C.   =AVERAGE(A1:A9, B1:B9)
   D.   =AVERAGE(A1:B1, B1:2, C1:3)

4. Word has a list of predefined typing, spelling, capitalization and grammar errors that ....
   can detect and correct.
   A. autoadd
   B. autocorrect
   C. autoentry
   D. autospell

5. 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.

6. Press .... to open the help window in MS Word document.
   A. F1
   B. F11
   C. F22
   D. F9

7. What refers to the horizontal cells which can contain information?
   A. Columns.
   B. Horizontal scrollbar.
   C. Ribbon.
   D. Rows.

8. Which of the following is **not** a type of page margin?
   A. Center.
   B. Left.
   C. Right.
   D. Top.

9. The result of a formula in a cell is the ....
   A. displayed value.
   B. range.
   C. value.
   D. label.

10. What will happen after selecting Rows 5 & 6 then choose Insert->Row? 2 Rows will be
    inserted after Row ....
    A. 4
    B. 5
    C. 6
    D. 7

11. A .... is a grid with labelled columns and rows.
    A. clipboard
    B. dialog box
    C. toolbar
    D. worksheet

12. Graphics are ....
    A. images or things that are visual in your work.
    B. printouts that are taller than they are wide
    C. small squares that appear for shortcuts.
    D. sounds and things that you can hear in your work.

13. Which of the following is an example of a cell address?
    A. A21.
    B. 11 25.
    C. 41A.
    D. 911.

14. Which is an example of a formula?
    A. =A1+A2
    B. =add(A1:A2)
    C. A1+A2
    D. SUM(A1:A2)

15. To view paragraph marks, click on the .... tab, in the Paragraph group, click Show/Hide.
    A. home
    B. page layout
    C. references
    D. view

16. Which sign is used for absolute addressing?
    A. $
    B. &
    C. *
    D. @

17. What happens if you edited an image inserted in PowerPoint? The original file ....
    A. is changed but unchanged.
    B. is changed when you save the presentation.
    C. that was inserted is changed.
    D. that was inserted is not changed.

18. What is the Microsoft Office Program used to create professional-looking publications?
    A. MS Access
    B. MS Excel
    C. MS Publisher
    D. MS Word

19. Suppose there is a text in a document that is Bold, Red in Color with Green Background and we want to apply all of these formattings to another paragraph in one go. Which option will we use? Format ....
    A. button.
    B. menu.
    C. painter.
    D. macro.

20. Which is used to insert text or content into your publication?
    A. Copy.
    B. Insert table.
    C. Select object.
    D. Text box.

For items 21 to 30 are a list of ICT Terms, and A to L are definitions or descriptions of the terms. March the terms with the appropriate definition or description by writing the letter of the alphabet against it in the response column.

S/N	ICT Terms	Response	Definition/Description
1.	Animation		A. The area on the slide where you can insert text and other types of content such as images, charts and tables.
2.	Border		B. are visual special effects that you see when you move from one slide to the next.
3.	Template		C. This stops your audience from reading ahead of you, making them concentrate on each point individually.
4.	Placeholder		D. a predefined formula in MS Excel.
5.	Transitions		E. a line that surrounds a paragraph, a page, a table, or an image, similar to how a picture frame surrounds a photograph or piece of art.
6.	Function		F. aan be a number, a cell address, a date, text, or Boolean data, but is usually a number or cell address in terms of formulas.
7.	Cell reference		G. Feature allows you to use text to create a graphic object.
8.	WordArt		H. Visual representation of numerical data.
9.	Merge		I. a master document with predefined page layout, fonts, margins, and styles that is used to create new documents with the same basic formatting.
10.	Chart		J. identifies a cell's location in the worksheet, based on its column letter and row number.
			K. location within which Excel recognizes the name without qualification
			L. to combine two or more cells to create a larger cell.