

AUGUST 2022  
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 MID SEMESTER QUIZ, AUGUST 2022

AUGUST 4, 2022                      OFFICE SUITE IN EDUCATION                      8:00 AM – 8:30 AM

Answer ALL the questions.

For items 1 to 19, 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. Which short cut key inserts a new slide in current presentation?
  - A. Ctrl+M.
  - B. Ctrl+N.
  - C. Ctrl+P.
  - D. Ctrl+S.
  
2. Which of the following section does **not** exist in a slide layout?
  - A. Animations.
  - B. Charts.
  - C. Lists.
  - D. Titles.
  
3. From which menu can you access Picture, Test Box, Chart etc?
  - A. File.
  - B. Edit.
  - C. Insert.
  - D. View.
  
4. In a PowerPoint presentation, .....
  - A. Both movie and sound clips can be inserted.
  - B. Both movie and sound clips cannot be inserted.
  - C. Movie clips can be inserted but not sound clips.
  - D. Sound clips can be inserted but not movie clips.

5. To start slide show of a presentation, hit ..... key.
  - A. F5
  - B. F6
  - C. F7
  - D. F8
  
6. Which of the following statements is **not** true?
  - A. From Insert menu choose Picture and then From File to insert your images into slides.
  - B. You can display a PowerPoint presentation in Normal, Slide Sorter or Slide Show view.
  - C. You can show or hide task pane from View >> Toolbars
  - D. You can type text directly into a PowerPoint slide but typing in text box is more convenient.
  
7. Which menu provides you options like Animation Scheme, custom Animation, Slide Transition?
  - A. Format Menu.
  - B. Insert Menu.
  - C. Slide Show Menu.
  - D. Tools Menu.
  
8. Which of the following statements is **false**?
  - A. Blank Slide is at the top of the 'Content Layouts' area in the Slide Layout panel.
  - B. If you choose to select from one of the pre-made slide layouts, you can change the positioning.
  - C. If you choose to select from the pre-made slide layouts, you cannot delete the objects in the layout.
  - D. All of the above are false statements.
  
9. Which of the following is the default page setup orientation of slide in PowerPoint?
  - A. Landscape.
  - B. Portrait.
  - C. Vertical.
  - D. None of above
  
10. Which of the following views is the **best** view to use when setting transition effects for all slides in a presentation?
  - A. Notes pages view.
  - B. Outline view.
  - C. Slide sorter view.
  - D. Slide view.
  
11. To change page size and orientation, you'll need to go to the page ..... menu item.
  - A. tools
  - B. design
  - C. layout
  - D. format
  
12. Why is it best **not** to use too much WordArt?
  - A. It becomes blurry and difficult to read.
  - B. The faster your computer, the slower the display will update.
  - C. Too much means it loses its effect & clutters your document.
  - D. You can never use too much WordArt.

13. When a Publisher object is selected, ..... appears around the object
  - A. red checkered border
  - B. light blue dashed line
  - C. line with Multiple handles
  - D. arrows
  
14. A graphic may be ..... to remove a portion and customize for a publication.
  - A. cropped
  - B. cut
  - C. purged
  - D. trimmed
  
15. The Spelling command in Publisher will indicate possible misspellings by a ..... under the word
  - A. blue outline
  - B. green dashed line
  - C. wavy red line
  - D. yellow dotted line
  
16. You want an image to go behind the text on your brochure, which command do you use?
  - A. Align
  - B. Bring forward
  - C. Rotate
  - D. Send backward
  
17. MS Publisher has many pre-created documents that you can edit. These are called .....
  - A. edits.
  - B. templates.
  - C. slides.
  - D. images.
  
18. A story is too long to fit in a single text box. How do you continue it in another text box?
  - A. Click Text Wrapping on the Arrange menu.
  - B. Click the Create Text Box Link button on the Connect Frames toolbar.
  - C. Click the Text Box button on the Objects toolbar.
  - D. None of these.
  
19. Publisher enables us to produce quick publications by using .....
  - A. manual.
  - B. wizards.
  - C. customize.
  - D. All of these.

**For item 20, write the appropriate response in the spaces provided.**

20. The handles centred on the lines of the box will stretch the object ..... and .....