

OCTOBER 2023
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, SEPT./OCT. 2023

4TH OCTOBER 2023 OFFICE SUITE IN EDUCATION 8:00 AM – 8:30 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 30 minutes.

SECTION A
(20 MARKS)

Answer ALL the questions in this Section.

For items 1 to 17, each stem is followed by four options lettered A to D. Read each item carefully and circle the letter correspondent to the correct or best option.

1. How many maximum slides can be added to a PowerPoint presentation?
 - A. 25
 - B. 50
 - C. 500
 - D. No fixed number
2. Slide Sorter view can be selected under which of the following categories?
 - A. Edit
 - B. File
 - C. Home
 - D. View
3. Which keyboard keys combinations can be used as a shortcut to add a new slide in MS PowerPoint?
 - A. Ctrl+L
 - B. Ctrl+M
 - C. Ctrl+N
 - D. Ctrl+S

4. Header and Footer option is available under which of the following categories?
 - A. Insert
 - B. Design
 - C. Review
 - D. View

5. Which of the following is **not** included in the "Insert" category in MS PowerPoint?
 - A. Animation
 - B. Equation
 - C. Shapes
 - D. Table

6. Which bar shows the used formula of the selected active cell? bar.
 - A. Formula
 - B. Menu
 - C. Ribbon
 - D. Scroll

7. In MS Excel, typed text shows in active cell and also appears in Bar.
 - A. Formula
 - B. Menu
 - C. Ribbon
 - D. Scroll

8. Which of the following is the default number of worksheets in MS Excel?
 - A. 2
 - B. 3
 - C. 4
 - D. 5

9. Formulas in MS Excel are made up of
 - A. arithmetical operators and functions.
 - B. only arithmetic operators.
 - C. only functions.
 - D. only symbols.

10. Which of the following is an active cell in Excel?
 - A. Cell address
 - B. Current cell.
 - C. Formula.
 - D. Range.

11. The button which reduces the window to an icon but Word still remains active is..... button.
 - A. close
 - B. maximize
 - C. minimize
 - D. restore

12. Zoom in and out button is available on the
- Home tab
 - Page layout tab
 - Scroll bar
 - View option toolbar
13. The shortcut keys for the character formatting are ctrl+ shift+ plus sign.
- all capital letters
 - case of letters
 - superscript
 - underline words, not spaces
14. To save an existing document with a different file name, click
- the Save button on the Standard toolbar.
 - Save on the File menu.
 - the Save As button on the Standard toolbar.
 - Save As on the File menu.
15. Press the enter key in all of the following circumstances except
- in response to certain Word commands.
 - to begin a new paragraph.
 - to insert a blank line into a document.
 - when the insertion point reaches the right margin.
16. How many margins are there on a page?
- Four (centre, top, left and bottom).
 - Four (top, bottom, right and left).
 - Two (header and footer).
 - Two (landscape and portrait).
17. MS-Word automatically moves the text to the next line when it reaches the right edge of the screen. This is called
- Carriage Return
 - Enter
 - Word Wrap
 - None of the above
18. Write a sample formula for determining students' positions based on their Total Score using the following sample. [3 marks]

	A	B	C	D	E
1	Name	30% CA	70% Exam Score	Total	Position
2	Kofi Ansah	20	40	60	
3	Margaret Quansah	25	49	74	
4					