OCTOBER 2023
EBS 153
OFFICE SUITE IN EDUCATION
1 HOUR 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 EXAMINATION, SEPT./OCT. 2023

4TH OCTOBER, 2023   OFFICE SUITE IN EDUCATION   8:30 AM – 10:00 AM

SECTION B
[40 MARKS]

Answer any TWO questions from this Section.
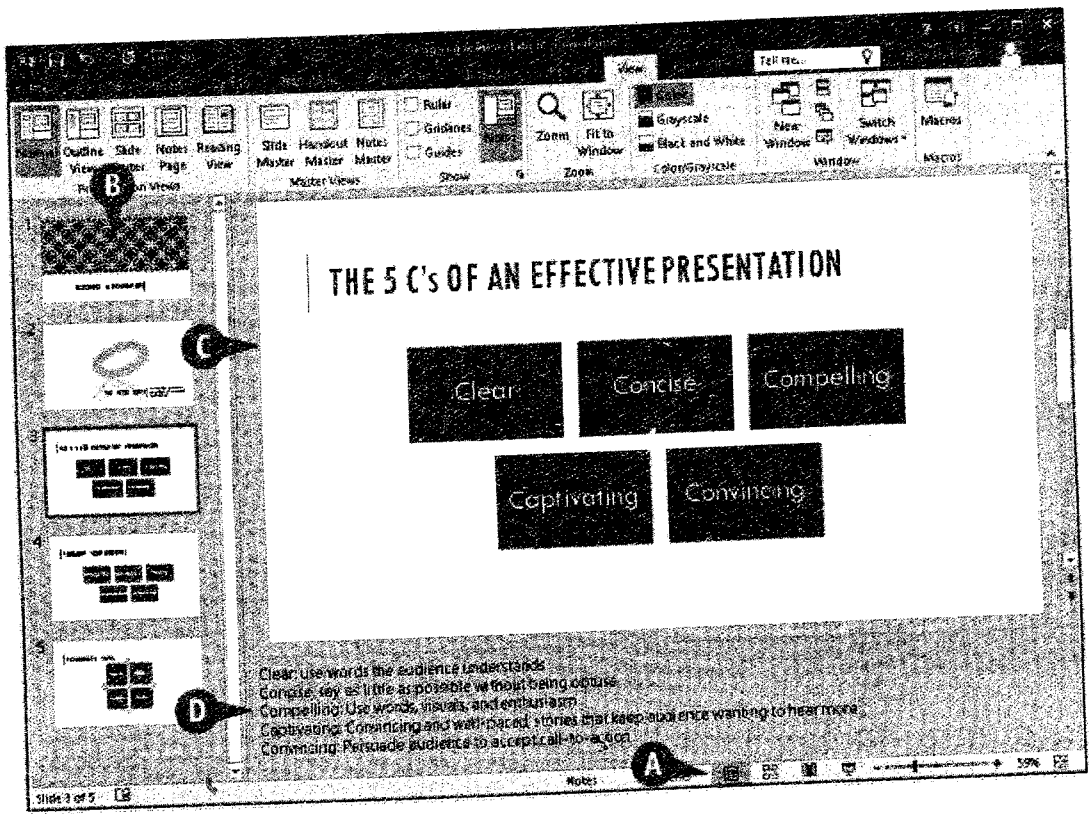Please, note that if you answer more than two questions, only the first two will be marked.

1.

Figure 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. List **two** elements that can be added to a slide? **[2 Marks]**

c. 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]**

2.
  a. SPSS uses different types of variables for measurement. With one example each, explain any **two** of them. **[4 marks]**

  b. Explain the **three** steps for building a *professional learning network*. **[6 marks]**

  c. Are MS PowerPoints effective teaching tools? Explain your answer. **[3 marks]**

  d. State any **two** main uses of a spreadsheet application. **[3 marks]**

  e. Describe **two** ways teachers can enhance teaching and learning using MS PowerPoint.
  [4 marks]

3. Copy the worksheet below containing Students' Records on Mid-Semester Examination at St. Thompson Basic School and write standard MS-Excel formulas or functions to find the following: [20 marks]

A	B	C	D	E	F	G	H	I	J
1	Name	Maths	ICT	HIV	ENG	Total	Average	45%	Grade
2	John	75	88	66	80		????		
3	Sara	60	75	55	84				
4	Eva	77	88	55	70	????			
5	Joseph	65	75	85	88				
6	Evans	45	68	75	80				
7	Ali	80	55	66	77			????	
8	Amina	78	66	73	80				
9	Fali	85	68	72	85				
10	Total	????					????		
11	Average	????							
12	MIN		????						
13	MAX			????					
14	Current date	????							