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| Candidate's Index Number |
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| 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, SEPTEMBER 2023

25TH SEPTEMBER 2023 OFFICE SUITE IN EDUCATION 3:00 PM – 3:30 PM

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.

- By default, your document prints with margins.
 - 1.25-inches left and right
 - 1-inch top and bottom
 - 2.25 inches left and right
 - 2-inch top and bottom
- The file type indicates the file is a Word document.
 - .doc
 - .msw
 - .wor
 - .wrd
- How will MS Word respond to a repeated word? A wavy line under the repeated word.
 - blue
 - green
 - red
 - yellow
- Pressing F8 key for three times selects a/an
 - paragraph.
 - sentence.
 - word.
 - entire document.

5. Triple-click a word in MS Word three times results in a/an being selected.
 - A. entire document
 - B. paragraph
 - C. sentence
 - D. word

6. Double-click a word twice in MS Word results in a/an being selected.
 - A. entire document
 - B. paragraph
 - C. sentence
 - D. word

7. Ctrl + Z results in
 - A. adding a new page.
 - B. pasting the contents from clipboard.
 - C. redoing the last action.
 - D. undoing the last action.

8. Ctrl + A results in all text.
 - A. bolding
 - B. deleting
 - C. selecting
 - D. underlining

9. What does Ctrl += key effect?
 - A. All Caps
 - B. Shadow
 - C. Subscript
 - D. Superscript

10. The word wrap feature
 - A. allows you to type over text.
 - B. appears at the bottom of the document.
 - C. automatically move text to the next line when necessary.
 - D. is the short horizontal line.

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

12. Getting data from a cell located in a different sheet is called
 - A. accessing.
 - B. functioning.
 - C. referencing.
 - D. updating.

13. You can auto fit the width of a column by double clicking on the
 - A. cell pointer in worksheet.
 - B. column left border of column header.
 - C. column name on column header.
 - D. column right border on column header.

14. Which of the cell pointer indicates you that you can make selection?
- A. Doctor's symbol (Big Plus)
 - B. Mouse Pointer
 - C. Mouse Pointer with anchor at the tip
 - D. Small thin plus icon
15. Which of the cell pointer indicates that you can fill series?
- A. Doctor's symbol (Big Plus)
 - B. Mouse Pointer
 - C. Mouse Pointer with anchor at the tip
 - D. Small thin plus icon
16. Which tool you will use to join some cells and place the content in the middle of joined cell?
- A. Click on Merge and Centre tool on formatting toolbar.
 - B. From Format Cells dialog box choose Merge and Centre check box.
 - C. From Format Cells dialog box click on Merge Cells check box.
 - D. From Format Cells dialog box select the Centred alignment.
17. The Name box on to the left of formula bar: shows the name of on.
- A. cell or range currently working
 - B. cell or range worked
 - C. workbook currently working
 - D. worksheet currently working
18. Which of the following is **not** the correct method of editing the cell content?
- A. Click the formula bar.
 - B. Double-click the cell.
 - C. Press the Alt key.
 - D. Press the F2 key.
19. What lets one create new presentation by selecting ready-made font colour and graphics effects?
- A. Animation Scheme
 - B. Design Template
 - C. Master Slide
 - D. Presentation Template
20. What PowerPoint feature will you use to apply motion effects to different objects of a slide?
- A. Animation Objects
 - B. Animation Scheme
 - C. Slide Design
 - D. Slide Transition