CHRISTIAN SERVICE UNIVERSITY COLLEGE
KUMASI, GHANA
FACULTY OF HUMANITIES
DEPARTMENT OF COMMUNICATION STUDIES/THEOLOGY
BACHELOR OF ARTS COMMUNICATION / THEOLOGY
END OF FIRST SEMESTER EXAMINATIONS – 2018/19 ACADEMIC YEAR

LEVEL 100

CSUC 104: COMPUTER LITERACY II

JUNE 2019   70 Marks   Duration: 2hrs 30min

GENERAL INSTRUCTION TO CANDIDATES:

- Answer **ALL questions** in the **answer booklet**

- Answer **all questions in Section A** and **any two (2) question from Section B**

- Write your index number on top of each page of the question paper and answer booklet

1. On an excel sheet the active cell in indicated by?

    A. A dotted border

    B. A dark wide border

    C. A blinking border

    D. By italic text

2. What term describes explanatory text attached to a cell?

    A. Context

    B. Callout

    C. Comment

    D. Dialog

3. How we can view a cell comment?

    A. position the mouse pointer over the cell

    B. click the comment command on the view menu

    C. click the edit comment commands on the Insert menu

    D. click the Display comment command on the window menu

4. Which of these will not select all the cells in a document?

    A. Using the Edit – Select All menu

    B. Pressing Ctrl + A on the keyboard

    C. Clicking three times with the right mouse button in the spreadsheet

    D. Pressing Ctrl + G

5. The default style for new data keyed in a new workbook is?

    A. Comma

    B. Normal

    C. Currency

    D. Percent

6. If you press ___, the cell accepts your typing as its contents?

    A. Tab

    B. Ctrl+Enter

    C. Enter

    D. Alt+Enter

7. Formula palette is used to?

    A. format cells containing numbers

    B. create and edit formulas containing functions

    C. entered assumptions data

    D. copy all cells

8. A value used in a formula that does not change is called a?

    A. Constant

    B. Cell address

    C. Varaible

    D. Static

9. A Spreadsheet contains?

    A. Columns

    B. Rows

    C. rows and columns

    D. None of above

10. The cell reference for a range of cells that starts in cell C1 and goes over to column H and down to row 10 is ?

    A. C1:10H

    B. C1:H10

    C. C1:H-10

    D. C1:H:10

11. How is data organized in a spreadsheet?

    A. Rows and columns

    B. Layers and planes

    C. Lines and spaces

    D. Height and width

12. VLOOKUP function is used to?

    A. Finds related records

    B. Looks up text that contain "v"

    C. Check if two cells are identical

    D. None of above

13. Gridlines may be turned off for display but turned on for printing.

    A. True

    B. False

14. How do you change column width to fit the contents?

    A. Single-click the boundary to the left to the column heading

    B. Double click the boundary to the right of the column heading

    C. Press Alt and single click anywhere in the column

    D. All of above

15. To insert three columns between columns A and B you would

    A. Select column A

    B. Select A and B

    C. Select B

    D. All of above

16. You can activate a cell by?

    A. Pressing the Tab key

    B. Clicking the cell

    C. Pressing an arrow key

    D. All of above

17. A function inside another function is known as?

    A. Round function

    B. Sandwich function

    C. Switch function

    D. Nested function

18. 3-D reference in a formula?

    A. Spans worksheets

    B. Can not be modified

    C. Only appears on summary worksheets

    D. Limits the formatting options

19. Which among following is divide symbol in excel?

    A. /

    B. D

    C. Div

    D. \

20. Which function in excel counts the numbers of characters in a cell?

    A. LENGTH

    B. LGT

    C. LT

    D. LEN

21. What is the shortcut to enter current date in cell in excel?

    A. Ctrl + ;

    B. Alt + ;

    C. Shift + &

    D. Ctrl + $

22. Which function will you use to enter current time in a woksheet cell?

    A. =time()

    B. =nowtime()

    C. =now()

    D. =currentTime()

23. Which among following is types of excel data types?

    A. Numbers, Formulas, Labels

    B. Data, Words, Numbers

    C. Words, Number, Labels

    D. Equations, Data, Numbers

24. To join some cells and place the content at the middle of joined cell, which tool you will use?

    A. From Format Cells dialog box choose Merge and Center check box

    B. Click on Merge and Center tool on formatting toolbar

    C. From Format Cells dialog box select the Centered alignment

    D. From Format Cells dialog box click on Merge Cells check box

25. Which is not a font style?

    A. Bold

    B. Superscipt

    C. Italic

    D. Regular

26. What is gutter margin?

    A. Margin that is added to right margin when printing

    B. Margin that is added to the left margin when printing

    C. Margin that is added to the outside of the page when printing

    D. Margin that is added to the binding side of page when printing

27. Landscape is?

    A. A font style

    B. Paper Size

    C. Page Layout

    D. Page Orientation

28. What is the Short cut key for line break?

    A. CTRL + Enter

    B. Alt + Enter

    C. Shift + Enter

    D. Space + Enter

29. What is the use of "All Caps" feature in MS-Word?

    A. It changes all selected text into Capital Letter

    B. It adds captions for selected Image

    C. It shows all the image captions

    D. None of above

30. What will be the use of Ctrl + J?

    A. Insert Image

    B. Insert Hyperlink

    C. Align Justify

    D. Search file

31. What shortcut will we use to align centre?

    A. Ctrl + A

    B. Ctrl + E

    C. Ctrl + D

    D. Ctrl + B

32. Which of these shortcut will we use to make text Italic in Microsoft office?

    A. Ctrl + U

    B. Ctrl + T

    C. Ctrl + I

    D. Ctrl + P

33. Which feature is used to replace straight quotes with smart quotes as you type?

    A. Auto Correct as you type

    B. Auto Change as you type

    C. Auto Ignore as you type

    D. Auto Format as you type

34. The keyboard shortcut Ctrl + D in Microsoft word is used for?

    A. Open Dialogue Box

    B. Font Dialogue Box

    C. Save as Dialogue Box

    D. Save Dialogue Box Answer: Option B

35. What is Macro?

    A. Small add-on programs that are installed afterwards if you need them

    B. Type of high level programming language

    C. Type of low level programming language

    D. Small programs created in MS-Word to automate repetitive tasks by using

       VBA

36. Microsoft Office is not an application software?

    A. True

    B. False

37. Which among following is correct extension of word files?

    A. Xls

    B. Doc

    C. Ppt

    D. dcw

38. Superscript, Subscript are known as?

    A. Text effects

    B. Font effects

    C. Word art

    D. Clip art

39. How do we call the intersection of a row and column in Microsoft office?

    A. Line

    B. Column

    C. Row

    D. Cell

40. Which of the following is not one of PowerPoint view?

    A. Slide show view

    B. Slide view

    C. Presentation view

    D. Outline view

41. Which PowerPoint view works best for adding slide transitions?

    A. Slide show view

    B. Slide sorter view

    C. Slide view

    D. Notes view

42. To print power point presentation, press:

    A. Ctrl+P

    B. Ctrl+S

    C. Ctrl+Shift+P

    D. Ctrl+A

43. To edit a chart, we can

    A. Click and drag the chart object

    B. Double click the chart object

    C. Triple click the chart object

    D. Click the chart object

44. Which of the following is the keyboard shortcut to save a presentation in PowerPoint?

   A. Ctrl + N

   B. Ctrl + M

   C. Ctrl+ S

   D. None of these

45. Which of the following is the keyboard shortcut is used to close a presentation in PowerPoint is?

   A. Ctrl+ C

   B. Alt+ O

   C. Ctrl+ W

   D. None of these

46. The keyboard shortcut to cut a text in a presentation in PowerPoint is?

   A. Ctrl+C

   B. Ctrl+X

   C. Ctrl+L

   D. None of These

47. Which of the following keyboard shortcut is used to repeat or redo in PowerPoint?

   A. Ctrl+Y

   B. Ctrl+V

   C. Ctrl+W

   D. Ctrl+Z

48. To begin the Slide show in PowerPoint:

   A. F2

   B. F3

   C. F4

   D. F5

49. To resume the Slide show in PowerPoint:

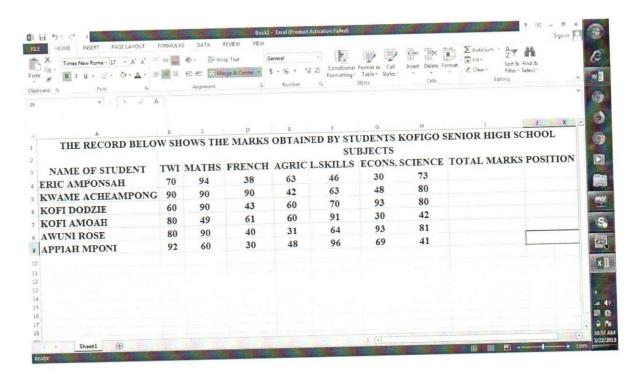   A. Shift +F2

   B. Shift +F3

   C. Shift +F4

   D. Shift +F5

50. To end the Slide show in PowerPoint:

    A. Esc

    B. End

    C. Delete

    D. None of these

SECTION B

ANSWER TWO (2) QUESTION FROM THIS SECTION (10 MARKS EACH)

1. The interface below shows the record of marks obtained by students of KofiGO Senior High School. Use it to answer question a to j.

a. Write a formula in I4 to find the total marks obtained by Eric Amponsah (2 marks)

b. If the formula in I4 is copied through to I9, what will be the formula in I9? (2 marks)

c. What is the total marks obtained by Eric Amponsah?(1 mark)

d. Write a formula to find the Average mark obtained by Kofi Amoah(2 marks)

e. Write a formula to find the maximum mark obtained by Kofi Dodzie(2 marks)

f. What is Kofi Dodzie's maximum mark?(1 mark)

2. Write the keyboard shortcut for the following task

a. Goto Dialogue box(1 mark)

b. Print (1 mark)

c. Bold (1 mark)

d. Insert Hyperlink (1 mark)

e. Close window (1 mark)

f. Select all (1 mark)