



CHRISTIAN SERVICE UNIVERSITY COLLEGE  
KUMASI, GHANA  
FACULTY OF HUMANITIES  
SCHOOL OF BUSINESS  
END OF SECOND SEMESTER EXAMINATIONS – 2021/2022 ACADEMIC YEAR

LEVEL [100]

[CSUC 104: COMPUTER LITERACY II]

JUNE, 2022

**SECTION B (30 Marks)**      Time Allowed: 1 Hour

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GENERAL INSTRUCTION TO CANDIDATES:

***QUESTION ONE IS COMPULSORY***

Section B are to be answered in the answer booklet provided.

Time allocated is 60 Minutes.

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**SECTION B (30 marks)**

**ANSWER QUESTION ONE (1) AND ANY TWO (2) QUESTIONS**

**Q1. a. Write in details how to protect a presentation by setting up a password on it. [2 marks]**

b. Explain the following terms;

- i. Excel fill handle
- ii. Chat element
- iii. Quick access tool bar
- iv. AutoSum
- v. Landscape orientation **[5 marks]**

c. How could you add Header/Footer in PowerPoint? **[2 mark]**

d. State the steps involved in custom animation effect **[3 marks]**

**Q2. a. Describe what the Microsoft Word environment contains and explain any 2 of the sections. [2 marks]**

- b. Describe the steps involved in splitting a page into three parts in MS Word. **[2 marks]**
- c. Clearly state all the steps in applying transition effects in PowerPoint. **[2 marks]**
- d. State and explain three options available at the page layout in Microsoft Word **[3 marks]**

**Q3. a. What is difference between Relative cell referencing and Absolute cell referencing in MS Excel? [2 marks]**

- b. Clearly state all the steps in applying animation effect in PowerPoint. **[2 marks]**
- c. State the three major steps in applying a theme in PowerPoint. **[3 marks]**
- d. State the two placeholders provided in the title slide layout in PowerPoint **[2 marks]**

**Q4. a. How do transitions help to make the presentation attractive? [2 marks]**

b. Explain the following;

- i. AutoFill
- ii. Wizard
- iii. AutoShapes **[3 marks]**
- c. Differentiate between filtering and sorting **[2 marks]**
- d. When is multiple level data sorting used? **[2 marks]**