CHRISTIAN SERVICE UNIVERSITY COLLEGE KUMASI
CSUC SCHOOL OF BUSINESS

BACHELOR OF BUSINESS ADMINISTRATION
End of Second Semester Examination, 2018/2019 Academic Year
CSUC 104: BASIC COMPUTER LITERACY II

MAY/JUNE, 2019   **Time: 2 Hours**

INSTRUCTIONS

➢ Fill out the blanks provided for your **Index number, Signature** and **Date** on each page.

➢ Be sure to read carefully and follow the instructions for the individual questions.

➢ If your answer is not in the options provided in Section I, kindly write your answer on the question paper against that question.

➢ If you need anything/require clarification, raise your hand. Please you are not supposed to talk, discuss, ask or turn to your mate around you. No phones, books, papers(except the ones you are provided with)are allowed

➢ In answering the Section II, please make your explanations brief, clear and concise.

➢ **All questions in all sections are to be answered on the question paper.**

➢ Breaching these instructions can attract penalization. God be with you.

➢ **ATTEMPT ALL QUESTIONS**

Examiner: Steve Okyere-Gyamfi

SECTION I: [50 MARKS]

1. The computer equivalence of a sheet of paper divided into rows and columns in the MS office suite is called
   A. Database
   B. Electronic sheet
   C. Spreadsheet
   D. Word processor

2. The act of pressing a computer mouse twice quickly to select a word, without moving the mouse is termed
   A. Double clicking
   B. Right clicking
   C. Single clicking
   D. Normal clicking

3. To see exactly how the pages of a current document will appear when printed, the command given is the
   A. Page set up command
   B. Print command
   C. Print preview command
   D. View command

4. Keys on a computer keyboard which are used to move the cursor in a specified direction in a document are called
   A. Arrow keys
   B. Function keys
   C. Shift keys
   D. Special purpose keys

5. In 2007 and older versions of Ms-Excel, the default number of sheets in a workbook is
   A. 2
   B. 4
   C. 5
   D. 3

6. An instance of MS Excel file consists of ……………
   A. Collection of cells
   B. Collection of name box and formula bar
   C. Collection of worksheets
   D. Rows and columns that intersect to form cells

7. Which of these is a valid name for a cell in Microsoft Excel?
   A. D12
   B. 2C
   C. 2C4
   D. All of the above

8. Which of the controls on an Excel window displays the identity of an active cell?
   A. Formula bar
   B. Status bar
   C. Name box
   D. Workbook bar

9. Which of the following file extension is for excel workbook?
   A. xls
   B. xlc
   C. xlm
   D. All of the above

10. Which of the following is a valid MS PowerPoint file?
    A. Presentation.pptx
    B. Presentation.pptt
    C. Presentation.ptp
    D. Presentation.pwpt

11. Which of the following slide views fills the computer screen with all the slides?
    A. Normal
    B. Slide sorter
    C. Slide show
    D. Notes page

12. The red underlining of words in MS Word means ....
    A. Grammar error
    B. Spelling error
    C. Misused word
    D. Wrong paragraph

13. The green underlining of words in MS Word means ....
    A. Grammar error
    B. Spelling error
    C. Misused word
    D. Incorrect context

14. Selecting a text can also be termed .... as the word.
    A. highlighting
    B. pointing
    C. removing
    D. identifying

15. =SUM (A1:D7). How many cells are in this range?
    A. 27
    B. 26
    C. 28
    D. 7

16. In MS Excel, a formula that is being typed appears in.................................
    A. Active cell
    B. Name Box
    C. Formula Bar
    D. Active cell and Formula Bar

17. What will be the result as MS Excel evaluates this mathematical expression: = (6 + 27/3)
    A. 11
    B. 10
    C. 15
    D. 28

18. The typing/working area in MS Word has_____ sections?
    A. 4
    B. 5
    C. 6
    D. 2

19. Double clicking on a word in a word processing program selects the
    A. Document
    B. Paragraph
    C. Sentence
    D. Phrase/Word

20. To copy and paste a text means to
    A. Make a copy and delete the text from the document
    B. Copy a text only
    C. Make a duplicate of the text
    D. Move a text to another location without keeping a copy.

21. To cut and paste a text means to
    A. delete the text from the document
    B. Delete the text into recycle bin
    C. Make a duplicate of the text
    D. Move a text to another location without keeping a copy.

22. Programs that perform specific task for users are referred to as
    A. Application software
    B. Computer software
    C. Operating software
    D. System software

23. The type of View in MS Power Point that allows a computer user to view his or her slides in thumbnail form is known as..............................
    A. Normal View
    B. Slide Show
    C. Slide Sorter
    D. Default View

24. The feature in MS Word that provides a feedback of what has been done in a document is called?
   A. Working pane
   B. Menu Bar
   C. Status Bar
   D. Zoom bar

25. The type of view in MS Word that allows a computer user to read the document as a flipping through the pages of a book is known as..........
   A. Reading View
   B. Normal View
   C. Outline View
   D. Draft Show

26. Entrance Animation Effects in MS Power Point..................
   A. Changes how the selected items appear on the slide
   B. Draws attention to the selected item while the slide is displayed
   C. Changes the way a selected item disappears from the slide
   D. Animates the selected item so that it moves to a specific place on the screen

27. The tool in MS Word that is used to divide a document into sections is called..................
   A. Page Break tool
   B. Page Divide tool
   C. Section Page Break tool
   D. Page Layout tool

28. Emphasis Animation Effects in MS Power Point..................
   A. Changes how the selected items appear on the slide
   B. Draws attention to the selected item while the slide is displayed
   C. Changes the way a selected item disappears from the slide
   D. Animates the selected item so that it moves to a specific place on the screen.

29. Exit Animation Effects in MS Power Point..................
   A. Changes how the selected items appear on the slide
   B. Draws attention to the selected item while the slide is displayed
   C. Changes the way a selected item disappears from the slide
   D. Animates the selected item so that it moves to a specific place on the screen

30. Which of the following computer keyboard keys is used to delete characters from left to right on – screen?
   A. Alternate
   B. Backspace
   C. Delete
   D. Shift

31. Which of the following computer keyboard keys is used to delete characters from right to left on the screen?
   A. Alternate
   B. Backspace
   C. Delete
   D. Shift

32. Which of the following computer keys allows the user to type upper case letters?
   A. Alternate key
   B. Control key
   C. Caps Lock key
   D. Num Lock key

33. Which of the following key combination is used for selecting of all text on a document?
    A. Alt+A
    B. Ctrl+A
    C. Shift+All
    D. Shift+Ctrl+A

34. Cut, Copy and Paste is in _____ Group in the Home tab.
    A. Font
    B. Page Setup
    C. Clipboard
    D. Editing

35. What is the shortcut key you can press to create a copyright symbol?
    A. Alt+Ctrl+C
    B. Alt + C
    C. Ctrl + C
    D. Ctrl + Shift + C

36. Thesaurus tool in MS Word is used for
    A. Spelling suggestions
    B. Grammar options
    C. Synonyms and Antonyms words
    D. All of above

37. Which of the following is a valid version of MS Office?
    A. Office XP
    B. Office Vista
    C. Office 2007
    D. Office 93

38. The group of buttons used for closing, minimizing and maximizing a document is located in the
    A. Control box
    B. Close button
    C. Maximize/Restore Button
    D. Menu Bar

39. Background colour or effects applied on a document is not visible in
    A. Web layout view
    B. Print Layout view
    C. Reading View
    D. Print Preview

40. In MS Excel and Word, Borders can be applied to
    A. Cells
    B. Paragraph
    C. Text
    D. All of above

41. Which of the following is a valid file extension of MS Word document?
    A. doic
    B. docs
    C. docx
    D. docm

42. Portrait and Landscape are
    A. Page Orientation
    B. Paper Size
    C. Page Layout
    D. All of above

43. AutoCorrect was originally designed to replace _____ words as you type.
    A. Short, repetitive
    B. Grammatically incorrect
    C. Misspelled
    D. Different

44. The bold command in MS Word is used to make a selected text
    A. bigger
    B. better
    C. bolder
    D. deeper

45. Which of the following is not a valid data type in Excel?
    A. Number
    B. Character
    C. Label
    D. Date/Time

46. You can activate a cell by
    A. Pressing the Tab key
    B. Clicking the cell
    C. Pressing an arrow key
    D. All of above

47. Which symbol must all formulae begin with?
    A. =
    B. <>
    C. (
    D. @

48. Which of the following formulas will Excel Not be able to calculate?
    A. =SUM(Sales)-A3
    B. =SUM(A1:A5)*.5
    C. =SUM(A1;A5)
    D. Options *c* and *a*

49. The size of text is a _____ format and the alignment of text is a _____ format.
    A. Paragraph; Font
    B. Font; Paragraph
    C. List; Linked
    D. Linked; List

50. Microsoft power point is a _____ application.
    A. Word processing
    B. Database management
    C. Spreadsheet
    D. Presentation

SECTION II [20 MARKS]
FILL IN THE BLANK SPACES FOR QUESTIONS 51 - 70

51. The font best suited for creating official documents like a thesis documentation is
    _____

52. The best font size for creating headers in a document is _____

53. One can use the *grow font* feature in MS Word to _____ the font size of a highlighted text.

54. The *styles* tool can be found in the _____ menu

55. To reference a bibliography of one's work, one needs go to the _____ menu.

56. The cut command always _____ text after duplicating it.

57. This button Σ represents the _____ button

58. You are editing a **Word document** that you had previously saved. If you want to save the edited word document without losing the original one (to keep both files), the command you should use is the

    _____

59. The slides tab can only be found in the _____ application.

60. The key that should be pressed to start a new paragraph in MS-Word is

    _____

61. *Use the diagram below to answer a-c.* A formula has been entered in cell A4 in Excel.

A4		fx	=SUM(A1:A3)		
◇	**A**	**B**	**C**	**D**	
1	2				
2	2				
3	6				
4	10				
5					

   a) If the value in cell A1 is changed to 5, the value in cell A4 becomes
      _____

   b) A formula to be used to calculate the highest value needs to be inserted in cell A5, write down the formula that will be used
      _____

   c) The active cell in the diagram is cell _____

62. Write down the shortcut for Copy
    _____

63. Write down the shortcut for paste
    _____

64. Write down the shortcut for Cut

_____

65. Write down the shortcut for selecting the entire contents of an entire document

_____

66. In the 2007 and other higher version of Microsoft Word, a 7 x 5 table inserted into a word document would have how many rows? _____

67. Which key combination would you use to launch the Find and Replace dialog box?

_____

68. Which key combination would you use to launch a new word document?

_____

69. A _____ is the section of the document that appears in the very top margin.

70. A _____ is the section of the document that appears in the very bottom margin.

71. In MS Excel 2007, If Cells A1 to A5 is named Scores and contains the numbers 10, 7, 9, 27, and 2, then, which of the following will give the correct mean of **11**
  I.   =AVERAGE(A1:A5)
  II.   =AVERAGE(Scores)
  III. =SUM(A1:A5)/COUNT(A1:A5)
  IV.   =MEAN(A1:A5)
  V.   =MEAN(10:7:9:27:2)
    A. All of the above
    B. I, II, III
    C. I, II, III, V
    D. II, IV