

INDEX NUMBER..... CLASS.....

AKENTEN APPIAH - MENKAH
UNIVERSITY OF SKILLS TRAINNING AND
ENTERPRENEURIAL DEVELOPMENT
DEPARTMENT OF MANAGEMENT STUDIES EDUCATION
END OF SECOND SEMESTER EXAMS – AUGUST 2021

PROGRAMME	BSC MANAGEMENT EDUCATION (LEVEL 100)
COURSE TITLE	BASIC SOFTWARE APPLICATION
COURSE CODE	MGT124
DURATION	TWO (2) HOURS
EXAMINER	ATO MACKIN/ PORTIA ADDAI BOADU
INSTRUCTIONS	ATTEMPT ALL QUESTIONS IN SECTION A AND B. ALL QUESTIONS SHOULD BE INDICATED OR WRITTEN ON THE QUESTION PAPER

1. We can insert a page number on the.....
 - A. Header
 - B. Footer
 - C. Indent
 - D. Both A and B
 - E. None

2. To apply centre alignment to a paragraph we can press.....
 - A. Ctrl + S
 - B. Ctrl + C
 - C. Ctrl + C + A
 - D. Ctrl + E
 - E. Ctrl + F

3. Which one can be used as a watermark in a word document?
 - A. Text
 - B. Image
 - C. Window
 - D. Both A and B
 - E. None

4. The space left between the margin and the start of a paragraph is called
A. Spacing
B. Gutter
C. Indentation
D. Alignment
E. Header
5. Which items are placed at the end of a document
A. Footer
B. Foot Note
C. End Note
D. Header
E. Subscriptions
6. We can remove / hide borders of a shape by selecting
A. No Line
B. No Outline
C. White Line
D. No Border
E. Border line
7. We can change the thickness of a line from
A. Line width
B. Line Height
C. Line Thick
D. Line Style
E. Line frame
8. The file type indicates the file is a word document
A. .msw
B. .wor
C. .wrd
D. .doc
E. .txt

9. What is the smallest and largest font size available in the font size tool on the formatting toolbar?
- A. 8 and 72
 - B. 8 and 64
 - C. 12 and 72
 - D. 11 and 64
 - E. None of the above
10. When a repeated word is identified by MS word, how does it respond?
- A. A red wavy line under the repeated word
 - B. A green wavy line under the repeated word'
 - C. Word highlights the text by making it red
 - D. Word automatically deletes the repeated word
 - E. None of the above
11. In MS Word, the ribbon has a number of tabs. They include the following except.....
- A. The File Tab
 - B. The Home Tab
 - C. The reference Tab
 - D. The View Tab
 - E. The Mailer Tab
12. gives you information about the current state of a document
- A. The text area
 - B. The Status bar
 - C. Vertical and horizontal scroll bars
 - D. The rulers
 - E. The information area
13. How many different MS Word documents can be opened at one time?
- A. No more than three at a time
 - B. One at a time
 - C. As many as your computer memory can hold
 - D. As many as your task bar can display
 - E. Not more than 10 at a time

14. By holding Ctrl X on your keyboard, you are instructing MS Word to.....
- A. Cancel an already given instruction
 - B. Cut a particular part of a document
 - C. Colour a particular part of a document
 - D. Paste copied texts
 - E. To release a particular selection
15. A word gets selected by clicking it
- A. Once
 - B. Twice
 - C. Three times
 - D. Four times
 - E. None of the above
16. is the change the way text warps around the selected object
- A. Text wrapping
 - B. Indent
 - C. Clipart
 - D. Line spacing
 - E. Text warping
17. Word includes a series of predefined graphics called that can be inserted into a Word document.
- A. Clip art
 - B. Hyperlinks
 - C. Captions
 - D. Bookmarks
 - E. Figures
18. The keyboard shortcut to open the Font Dialogue Box is
- A. Ctrl + Shift + F
 - B. Ctrl + Enter
 - C. Ctrl + Enter + Shift
 - D. Ctrl + Shift + E
 - E. Ctrl + Space + X

19. To display the Replace Tab of the Find and Replace dialogue box, which short cut is used?
- A. Ctrl H
 - B. Ctrl E
 - C. Ctrl + Shift + H
 - D. Ctrl F
 - E. None of the above
20. The following are all types of application software except
- A. Presentation Software
 - B. Spreadsheet software
 - C. Database Software
 - D. Simulation Software
 - E. Power software
21. Statistical calculations and preparation of tables and graphs can be done using.....
- A. Adobe Photoshop
 - B. Excel
 - C. Notepad
 - D. Power Point
 - E. Word Charts
22. Which of the following methods cannot be used to enter data in a cell?
- A. Pressing an arrow key
 - B. Pressing the Tab key
 - C. Pressing the Esc key
 - D. Clicking on the formula bar
 - E. Clicking inside a cell with your mouse
23. What is the intersection of a column and a row on a worksheet called?
- A. Column
 - B. Value
 - C. Address
 - D. Cell
 - E. Centre

24. When a label is too long to fit within a worksheet cell, you typically must
- A. Shorten the label
 - B. Increase the column width
 - C. Decrease the column width
 - D. Adjust the row height
 - E. None of the above
25. Which function in Excel tells how many numeric entries there are?
- A. NUM
 - B. COUNT
 - C. SUM
 - D. CHKNUM
 - E. REF
26. In a worksheet you can select
- A. The entire worksheet
 - B. Rows
 - C. Columns
 - D. A Cell
 - E. All of the above
27. Which function in Excel checks whether a condition is true or not?
- A. SUM
 - B. COUNT
 - C. IF
 - D. AVERAGE
 - E. CHCK
28. In Excel, Columns are labelled as
- A. A, B, C, etc.
 - B. 1,2,3 etc.
 - C. A1, A2, etc.
 - D. \$A\$1, \$A\$2, etc.
 - E. 1A, 2A, 3A etc.

29. The basic unit of a worksheet into which you enter data in Excel is called a

- A. Cell
- B. Table
- C. Box
- D. Column
- E. Row

30. In Excel, which one denotes a range from B1 through E5?

- A. B1 – E5
- B. B1:E5
- C. B1 to E5
- D. B1\$E5
- E. “B1 – E5”

31. Excel files have a default extension of

- A. .xls
- B. .xlw
- C. .wk1
- D. .123
- E. .xlr

32. An Excel file is generally called a / an

- A. E-Spreadsheet
- B. Worksheet
- C. Workbook
- D. Sheet
- E. Work centre

33. In cell address F25, "25" is identified as

- A. Cell
- B. Column
- C. Range
- D. Row
- E. Width

34. The process of removing the unwanted parts of an image is called.....
- A. Hiding
 - B. Bordering
 - C. Cropping
 - D. Cutting
 - E. Removing
35. Which of the following procedures is not a way to delete one or more worksheets from a workbook?
- A. Right-click a worksheet tab and click Delete.
 - B. Press Ctrl + A to select all cells in the worksheet and then press Delete.
 - C. Click the down arrow next to Delete on the Home tab and click Delete Sheet.
 - D. Select a group of worksheets, right-click the group, and click Delete.
 - E. Select a group of worksheets, right-click the group, and click Delete sheet
36. is a presentation program.
- A. U-torrent
 - B. Mozilla Firefox
 - C. MS PowerPoint
 - D. Slide Panel
 - E. MS Word
37. The slide that is used to introduce a topic and set the tone for the presentation is called the
- A. Title slide
 - B. Bullet slide
 - C. Table slide
 - D. Graph slide
 - E. Cover slide
38. Which key helps to move to the beginning of a line?
- A. Page Up
 - B. Page Down
 - C. Home
 - D. Insert
 - E. Space

39. Which of the following statements about MS PowerPoint is ***not true?***
- A. You can type text directly into a PowerPoint slide but typing in text box is more convenient.
 - B. From Insert menu choose Picture and then File to insert your images into slides
 - C. You can view a PowerPoint presentation in Normal, Slide Sorter or Slide Show view
 - D. You can show or hide task pane from View >> Toolbars.
 - E. Calculations and analysis of numerical data is not a strong part of MS PowerPoint
40. Which PowerPoint feature should you use to apply motion effects to different objects of a slide?
- A. Slide transition
 - B. Slide design
 - C. Animation objects
 - D. Animation scheme
 - E. Slide creation

SECTION B (FILL IN AND SHORT ANSWERS)
ANSWER ALL QUESTIONS ON THE QUESTION PAPER

1. is that part of the app window that accommodates all the command buttons needed to create professionally looking documents and has a number of tabs. **(1 mark)**

2. Differentiate between systems software and operating software with examples.

(2 marks)

.....
.....
.....
.....
.....
.....
.....

3. Define software suites and give two examples

(3 marks)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

4. List the steps to follow to insert a picture from your computer

(2 marks)

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

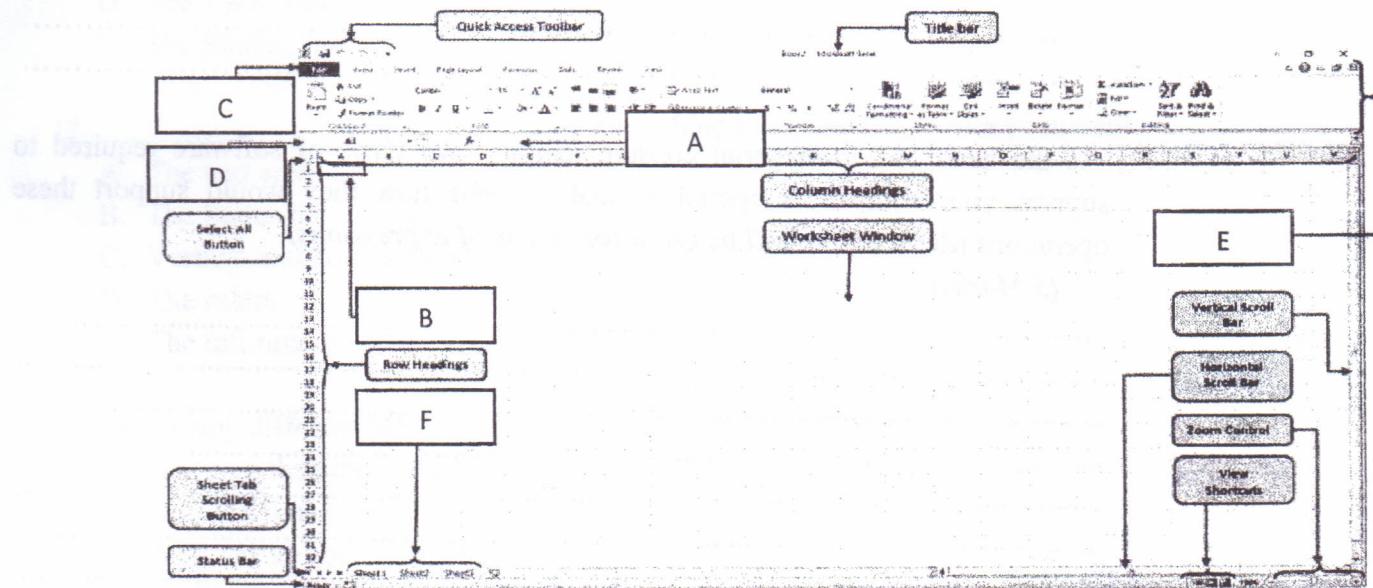
5. List the steps to follow in order to cut text to the clipboard **(2 marks)**

.....

6. List the steps to follow in order to merge and centre cells in Excel **(2 marks)**

.....

7. Indicate the names for the parts of the MS Excel interface labelled with letters in the space provided below **(3 marks)**



8. In analysing some numerical data, you are faced with the task of adding some figures in cells B4 to F4. State the steps to follow in adding the figures in these cells (2 marks)

.....
.....
.....
.....

9. Indicate the steps you would take to add an audio file to your MS PowerPoint slide
(2 marks)

.....
.....
.....
.....

10. Write down the shortcut to select all the content in a document or text container **(1 marks)**

.....

11. As the head of a managerial consult, identify two types of software required to support your company's operations and describe how they would support these operations (*extra marks will be given for clarity of expressions*)

(5 Marks)

12. Has society become too dependent on computer applications for commerce, communications, or social interactions? For example, what would be some consequences of a long term interruption in the use and development of basic software applications.

(5)

Marks)