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INTERNATIONAL COLLEGE PENANG (507232-U)
LAUREATE INTERNATIONAL UNIVERSITIES

FINAL
Examination Paper

(COVER PAGE)

Session : JANUARY 2016

Programme : CERTIFICATE IN BUSINESS STUDIES (CBSI)

Course : CSC1011: BASIC SKILLS IN OFFICE SOFTWARE

Date of Examination : 8 March 2016 (Tuesday)

Time : 2:00pm – 4:00pm Reading Time : Nil

Duration : 2 Hours

Special Instructions :

This paper consists of **THREE (3)** sections. **Section A** : Answer all questions in the OMR sheet provided. **Section B**: Answer all questions in answer booklet.

Section C: Answer any **THREE(3)** out of the Four questions in the answer booklet provided

Materials permitted :

Non-Programmable Calculator

Materials provided :

OMR & Answer booklet

Examiner(s) :

Mr. Light Lau Teng Lye

Moderator :

Dr. Vincent Khoo

This paper consists of 6 printed pages, including the cover page.

INTI INTERNATIONAL COLLEGE

CERTIFICATE IN BUSINESS STUDIES PROGRAMME (CBSI)
CSC1011 : BASIC SKILLS IN OFFICE SOFTWARE APPLICATION
FINAL EXAMINATION : JANUARY 2016 SESSION

Section A: Multiple-choice (40 marks)

Instructions: This section consists of **TWENTY (20)** questions. Answer **ALL** questions in the OMR sheet provided. All questions carry equal marks.

1. The _____ display information about the current document and process.
(A) Ribbon
(B) Status Bar
(C) Insertion point
(D) Address bar
(E) View Button
2. The _____ contains commands for working with the document organized by tabs.
(A) Address bar
(B) Zoom slider
(C) Status Bar
(D) Insertion point
(E) Ribbon
3. The _____ shows text on the screen in a format that is easy to read and hides the Ribbon.
(A) Draft
(B) Full screen reading
(C) Web layout
(D) Print layout
(E) Outline layout
4. Which of the following software can you use to create and organize data sets easily and performing calculation formulas?
(A) Windows 7
(B) MS Access
(C) MS Excel
(D) MS Word
(E) MS PowerPoint
5. Which of the following device(s) allow user to reposition the insertion point in document?
(A) Mouse
(B) Printer
(C) Scanner
(D) Printer
(E) None of the above

6. _____ allow user to move the insertion point to the beginning of the next word.
- (A) Right arrow
 - (B) Ctrl+ right arrow
 - (C) Alt+ right arrow
 - (D) Ctrl+ Home
 - (E) Ctrl + Next
7. The Office Clipboard allow user to collect up to _____ selections.
- (A) 12
 - (B) 24
 - (C) 36
 - (D) 10
 - (E) 20
8. Which of the following key(s) allow user to delete characters in document?
- (A) Spacebar key
 - (B) Backspace key
 - (C) Delete key
 - (D) Both (A) & (B)
 - (E) Both (B) & (C)
9. Which of the following way(s) to save document?
- (A) Click Save button
 - (B) Click the File tab → Save As
 - (C) Ctrl+ S
 - (D) Click F12
 - (E) All the above
10. The _____ displays the cell reference of the active cell.
- (A) Relative cell
 - (B) Formula bar
 - (C) Name box
 - (D) Absolute cell
 - (E) None of the above
11. In MS Excel, the range was using _____ sign.
- (A) a colon (:)
 - (B) an equal (=)
 - (C) a division(/)
 - (D) a plus(+)
 - (E) all of the above
12. Which of the following are the components of MS Excel chart?
- (A) Vertical axis title
 - (B) Legend
 - (C) Plot area
 - (D) Title
 - (E) All of the above

13. To get a closer view of a worksheet, user can do any of the following **EXCEPT** ____.
- (A) Use the Zoom In button
 - (B) Drag the Zoom slider to the right
 - (C) Click the Zoom button and select 75% magnification
 - (D) Click the Zoom button and enter custom magnification of 125%
 - (E) Click the Zoom button and select 200% magnification
14. Worksheet cells **CANNOT** contain ____.
- (A) Text
 - (B) Times
 - (C) Formula
 - (D) Dates
 - (E) None of the above
15. The _____ determines the best width for a column or the best height for a row.
- (A) FixFit
 - (B) AutoFit
 - (C) ManualFit
 - (D) Both (A) & (B)
 - (E) Both (B) & (C)
16. MS PowerPoint Presentations can include _____.
- (A) Animated picture
 - (B) Hyperlink
 - (C) Audio
 - (D) Animated clip art
 - (E) All of the above
17. _____ allow user to add and delete slides and add text and elements to slides
- (A) Normal view
 - (B) Presentation view
 - (C) Reading view
 - (D) Writing view
 - (E) None of the above
18. _____ refers to the appearance for each new slide displays on the screen.
- (A) Animation
 - (B) Transition
 - (C) Motion
 - (D) Transformation
 - (E) All of the above
19. The _____ display thumbnails of slides and allow user to rearrange them.
- (A) Normal view
 - (B) Reading view
 - (C) Slide Sorter view
 - (D) Notes Page view
 - (E) Slide Show view

20. Outlook Express program window consist of the following component(s) **EXCEPT**
- (A) Preview pane
 - (B) Notes page
 - (C) Content pane
 - (D) Toolbar
 - (E) Folder bar

Section B: Fill-in-the-blank (30 marks)

Instructions: This section consists of **FIFTEEN (15)** questions. Answer **ALL** questions in the answer booklet provided. All questions carry equal marks. Match the answers from the table given below:

address bar	splitting	chart layout	slide master	data source
recycle bin	desktop	AutoCorrect	action center	notes page
quick parts	relative cell reference	data series	electronic mail	dialog box

1. The _____ provides important messages about critical security and maintenance components on your computer.
2. The _____ is the main work area in Windows. It contains Windows program elements, other programs, and files.
3. The _____ identifies the path for the currently open folder.
4. _____ provides interactive message window appears when more information is required.
5. When user delete a file from a window, the file is physically moved to the _____.
6. _____ corrects common capitalization, spelling, grammar, and typing errors.
7. _____ are building blocks user create from frequently used text and then save and access quickly.
8. _____ divides the worksheet window into two or four panes that user can scroll independently.
9. A _____ adjusts to its new location when copied or moved to another cell.
10. A _____ is a group of related information in a column or row of a worksheet that is plotted on the chart.
11. In MS Excel, the _____ is stored in a range of cells in the worksheet.
12. A _____ specifies which elements are included in a chart and where they are placed.
13. The _____ controls the formatting for all the slides in the presentation.

14. _____ view displays slides on top of the page and speaker notes below
15. _____ is a software application for users to communicate by exchanging electronic messages through some mail servers.

Section C: Essay (30 marks)

Instructions: This section consists of **FOUR (4)** questions. Answer any **THREE (3)** questions in the answer booklet provided. All questions carry equal marks.

Question 1

- (a) Briefly explain **THREE (3)** types of common pointing device actions. (6 marks)
- (b) List out **FOUR (4)** types of pointing devices that are able interact in Windows 7. (4 marks)

Question 2

- (a) List the **FOUR (4)** ways user can exit the Word program. (4 marks)
- (b) Briefly explain **THREE (3)** types of Tab Stop functions in Word program. (6 marks)

Question 3

- (a) Briefly explain **THREE (3)** types of charts in MS Excel. (6 marks)
- (b) Briefly explain **TWO (2)** types of **Statistical formulas** in MS Excel. (4 marks)

Question 4

- (a) List out **FOUR (4)** panes of Normal View in MS PowerPoint. (4 marks)
- (b) Briefly explain **TWO (2)** types of e-mail clients with appropriate examples. (6 marks)