

LESSON -1. Introduction to Staroffice Writer

Choose the correct answer:

- 1.What is the default name given while saving a document in Staroffice Writer?
a)Untitled 1 b)Untitled c)Document d)Text 1
- 2.Which key combination is used to select the entire document in Staroffice Writer?
a)Ctrl+A b)Ctrl+S c)Alt+A d)Alt+E
- 3.Which of the following is not a word processor?
a)Star Writer b)Note pad c)MS Word d)WordStar
- 4.The key used to delete the character to the left of the insertion point is _____
a)Backspace b>Delete c)Space Bar d)Enter
- 5.The shortcut key used to move to the beginning of a document is ____
a)Shift+Home b)Home+Enter c)Ctrl+B d)Ctrl+Home
- 6.In StarOffice Text document can be created using _____
a)StarOfficeCalc b)StarOfficeWriter
c)StarOfficeImpress d)StarOfficeBase
- 7.Which keys are pressed to move the insertion point to the end of a document?
a)Ctrl+Home b)Shift+Home c)Ctrl+End d)Shift+End
- 8.In StarOffice, which one of the following is used to create a text document?
a)StarOfficeWriter b)StarOfficeCalc
c)StarOfficeImpress d)StarOfficeDraw
- 9.The Selection shortcut used to select the entire document in StarOfficeWriter is _____.
a)Ctrl+R b)Ctrl+C c)Ctrl+V d)Ctrl+A
- 10.Which of the following StarOffice functions is used for creating text document?
a)StarOfficeBase b)StarOfficeCalc
c)StarOfficeImpress d)StarOfficeWriter
- 11.The keyboard shortcut to cut a selected text is _____.
a)Ctrl+x b)Ctrl+V c)Ctrl+B d)Ctrl+C
- 12.Press _____ to take your cursor to the beginning of a document.
a)End b)Home c)Ctrl+End d)Ctrl+Home
- 13._____ is a full featured office productivity suite with powerful stand-alone application.
a)Windows b)StarOfficeCalc c)Unix d)StarOffice
- 14._____ is an application that is designed to work on different operating systems.
a)Linux b)Windows c)Application Software d)StarOffice
- 15.To create presentations, we use the staroffice application on _____.
a)powerpoint b)Impress c)starofficeimpress d)starofficebase
- 16._____ is a word processor.
a)Starofficedraw b)Starofficeword c)Starofficebase d)starofficewriter
- 17.Find the odd one out,
a)MS Word b)MS Office c)Lotus Amipro d)Wordpro
- 18._____ refers to create, view, edit, store and print documents.
a)Processing b)Text manipulation c)word processing d)Creating text
- 19.a document may contain _____.
a)equations b)graphs c)charts d)all the above
- 20.The flashing vertical bar appearing in the staroffice window is called _____.
a)cursor b)pointer c)insertion point d)integrator
- 21.The _____ key must be pressed at the end of a paragraph.
a)Shift b)Esc c)space bar d)enter

22. When a _____ is filled up, staroffice writer automatically creates a new page.
 a) paragraph b) page c) text d) either (a) or (b)
23. _____ is keyboard shortcut to save a document.
 a) Ctrl+S b) Alt+S c) Shift+S d) Esc
24. Which menu help us to close a document?
 a) Edit b) File c) Format d) Window
25. While working with staroffice writer, it is possible to have _____ documents to open at the same time.
 a) two b) many c) three d) four
26. While working with multiple documents, click on the _____ menu to select the file from the list of documents displayed.
 a) file b) options c) window d) tools
27. To move the insertion point to anywhere in the document _____ can be used.
 a) keyboard b) scanner c) printer d) floppy
28. The file → new → _____ command can be used to open a new document.
 a) Untitled 1 b) Document 1 c) Text d) Text document
29. The thick horizontal line in the page area is called _____.
 a) insertion point b) end of document marker
 c) end of page marker d) mouse pointer
30. _____ key combination is to be pressed to move the cursor one word to the left of the document.
 a) Left arrow b) Shift+Left arrow c) Ctrl+Left arrow d) Tab+Shift
31. To go to the beginning of a line, we press _____.
 a) Home b) Ctrl+Home c) Page up d) Left arrow
32. To move the cursor one cell to the left in a table, we press _____.
 a) Left arrow b) Tab c) Shift tab d) Ctrl+Tab
33. The _____ indicates where the new text will appear.
 a) mouse pointer b) insertion point
 c) flashing bar d) end of document marker
34. Name the dialog box which appears, while you save a document for a first time.
 A) Save b) Save as c) File d) File save
35. To work on a particular document, click on the document visible on the taskbar.
 a) button b) icon c) name d) symbol
36. If there are many pages in the document, the user can know the current page number by looking at the pop-up page number that appears _____ the scroll bar.
 a) above b) below c) next to d) on
37. Mistakes in a document can be corrected using _____ key.
 a) arrow b) erase c) backspace d) Esc
38. Delete key deletes the character to the _____ of the insertion point.
 a) left b) right c) left or right d) left and right
39. The user is in the _____ mode, if the text existing to the right of the insertion point disappears, while typing a new text.
 a) toggle b) delete c) insert d) type-over
40. The _____ bar gives the information about the current mode.
 a) title b) scroll c) tool d) status
41. Once the text is _____, changes, like moving, copying can be made to that text.
 a) selected b) highlighted c) shaded d) blocked
42. The _____ mouse button should be clicked, held down and dragged across the text to be selected.
 a) right b) left c) scroller d) any
43. To unselect the wrongly selected text a click should be made _____

the selected text.

- a)inside b)above c)behind d)outside
- 44.To select text using keyboard, _____ key is pressed down along with the movement keys.
a)control b)shift c)Alt d)Esc
- 45._____ on a word, to select a word in a document.
a)Right click b)Left click c)Click and drag d)Double click
- 46.The keyboard shortcuts for selecting the entire document is _____
a)Ctrl+A b)Ctrl+W c)Ctrl+D d)Ctrl+S
- 47.To perform the operation like cut,copy and paste,we use _____ menu.
a)file b)format c)edit d)tools
- 48._____ is the keyboard shortcut for moving the selected text.
a)Ctrl+C b)Ctrl+X c)Ctrl+V d)Both (b)and(c)
- 49._____ is used for finding and replacing text.
a)Edit→Find b)Edit→Replace
c)Tools→Find and Replace d)Edit→Find and Replace
- 50.While replacing the text, we click on _____ to skip the found text and to continue the search.
a)find b)skip c)continue d)change
- 51.In the _____ box, type the text that you want to find in your document, while finding and replacing text.
a)find and replace b)find for c)search for d)replace with
- 52.As the characters are typed, the insertion point, moves to the _____
a)right b)left c)above d)below
- 53.When the text being typed reaches the end of the _____ starwriter wrap the text automatically to the next line.
a)Paragraph b)page c)document d)line
- 54.To move the _____ with the keyboard, the arrow keys and other key combination can be used.
a)mouse pointer b)insertion point c)end of document writer d)cursor
- 55._____ key deletes the characters to the left of the insertion point.
a)Backspace b>Delete c)Space d)Esc

2. TEXT FORMATTING

Choose the best answer:

- A negative indenting value will result in a
(a) Hanging indent (b) Left indent (c) Right indent (d) None
- Star Office default line spacing is
(a) Double line (b) 1.5 lines (c) Single line (d) fixed
- A font is In a certain style
(a) Only set of characters (b) Only set of numbers (c) both (a) & (b) (d) None of the above
- Soft returns are inserted as
(a) Line breaks (b) blank space (c) comma (d) none of these
- is named set of defaults for formatting text.
(a) Bullet (b) indent (c) Style (d) Form
- Bold, Italic or underlined are the most common types of formatting.
(a) Word (b) Character (c) Text (d) Program
- Key is used to make the selected text bold.

- (a) CTRL+B (b) CTRL+I (c) CTRL+U (d) CTRL+V
8. Button is used to make selected text underline.
(a) I (b) B (c) U (d) CTRL+U
9. Keys are used to make the selected text italic.
(a) Ctrl + B (b) Ctrl + I (c) Ctrl + U (d) Ctrl + V
10. Fonts are symbols.
(a) Wingdings (b) FAJITA (c) Times new roman (d) Italic
11. To print invitations fonts can be used
(a) Symbol (b) Wingdings (c) FAJITA (d) All the above
12. The size of font is measured in
(a) Lines (b) Points (c) Characters (d) All the above
13. is used to select the required color.
(a) Color Palette (b) Icon (c) Font (d) Background
14. To remove the highlighting, selected the text and select the from the color palette.
(a) No fill (b) White (c) Black (d) Red
15. A hard return is inserted every time when is pressed.
(a) Enter (b) Del (c) Home (d) Insert
16. Types of alignment can be selected in star writer.
(a) Four (b) Three (c) Two (d) One
17. Key board shortcuts are used to left align selected text.
(a) Ctrl + E (b) Ctrl + J (c) Ctrl + R (d) Ctrl + V
18. Alignment changes are most appropriate for In the document.
(a) Heading and special paragraphs (b) Heading and new lines
(b) Paragraph only (d) None of these
19. Set of characters and numbers in a certain style is
(a) Font (b) Row (c) Cell (d) Address
20. The font that looks professional is
(a) Times New Roman (b) Fajita (c) Symbol (d) Wingdings
21. Highlighting can be removed by selecting option from the color palette.
(a) No color (b) File (c) No file (d) Remove color
22. A paragraph in any text followed by a
(a) A hard return (b) Soft return (c) Hard and soft return (d) Full stop
23. Clicking on is displays the character dialog box.
(a) Format character (b) Format paragraph (c) Format default (d) Format page
24. The keyboard short cut to make the text right aligned is
(a) Ctrl + E (b) Ctrl + L (c) Ctrl + R (d) Ctrl + J
25. Star Office has an facility.
(a) On-line help (b) On-help menu (c) On-alternate (d) On read
26. If the incident is too much or if one wants to undo the indent icon is clicked.
(a) Increase (b) Decrease (c) Left (d) Right
27. The fastest way to create a bulleted list is to use the On the formatting tool box.
(a) Bullet buttons (b) Keyboard buttons
(c) Mouse buttons (d) Numbered buttons

28. The process that changes the monotonous appearance of a text is
- (a) Decoration (b) Editing (c) Formatting (d) Underlining
29. In which menu all the formatting options available
- (a) File (b) Format (c) Help (d) None of the above
30. Which type of indent is used for numbered list?
- (a) Right indent (b) Left indent (c) Increasing indent (d) Hanging indent

2 Marks :

1. How will you make the selected text bold, italic and underlined?
2. What is a font?
3. How will you change the font color while formatting the text?
4. What is the use of highlighting the text?
5. What are the various types of paragraph alignments the can be made?
6. When are soft returns and hard returns inserted.
7. What is indent?
8. What is meant by indenting the text?
9. How will you modify line spacing?
10. What is the use of bullets and numbers?
11. How will you remove bullets from a list?
12. What is a style?
13. State the types of line spacing options available in star writer?
14. How will you make use of the On-line help facility available with star office?

5 Marks :

1. How will you create the bullets and numbered lists?
2. Explain the functioning of Star Office help?

3. CORRECTING SPELLING MISTAKES

Choose the best answer:

1. The key that is pressed to select the spelling command is

(a) F2 (b) F3 (c) F5 (d) F7

2. Misspelled word is displayed in

(a) Toolbar (b) Checkbox (c) Replacement textbox (d) Dialog box

3. Star Writer has and to check spelling mistakes.

(a) Auto spell-check, Star calc (b) Star impress, dictionary
(c) Dictionary, spell-check (d) Dictionary

4. The spell-check option can be turned ON or OFF by clicking on the

(a) Auto spell-check (b) Open icon (c) File icon (d) Copy icon

5. To skip the current occurrence but stop on the next one Button is clicked in spelling check dialog box

(a) Ignore all (b) Replace all (c) Ignore (d) None of these

6. If the error is to be corrected automatically, select

- (a) Tools → File color (b) Tools → Auto correct
(c) Help → Content (d) None of these
7. button is clicked to change the current occurrence of the misspelled word in the spelling check dialog box.
(a) Replace (b) Replace all (c) Ignore (d) Ignore all
8. Command will display the correct dialog box.
(a) Tools → Spelling check (b) Tools → File color
(c) Help → Content (d) Tools → Auto correct / Auto format
9. Includes a dictionary and spell-check.
(a) Star Office (b) Star calc (c) Star Writer (d) Star Base
10. The replacement table is available in Tab.
(a) Replace (b) Exception (c) Auto correct (d) Auto format
11. The can be turned ON or OFF.
(a) Auto spell-check (b) Spelling check (c) Auto correct (d) Auto format
12. For spell-check after completing the document click.....
(a) Tools → Spell → Check (b) Tools → Auto spell → Check
(c) Tools → Spelling → Check (d) Edit → Spelling → Check
13. is the short cut for spell-check.
(a) F7 (b) F6 (c) F5 (d) F8
14. Ignore button is clicked to
(a) Skip all occurrence (b) Skip this occurrence, but to stop at the next one
(c) Close dialog box (d) Replace all without confirmation
15. The number of tabs in auto correct dialog box is
(a) 2 (b) 3 (c) 4 (d) 5
16. The only option button in the auto correct dialog box is
(a) Whole words only (b) Match case (c) Backwards (d) Text only
17. Star Writer recognizes some common and changes automatically.
(a) Symbol (b) Character (c) Misspelling (d) Fonts
18. can be used to automatically replace the misspelled word with the correct spelling
(a) Star Writer (b) Backspace (c) Auto Writer (d) F7
19. Star Writer underlines misspelled words with squiggly
(a) Blue (b) Green (c) Red (d) Yellow
20. To add the error and its correction to the auto correct list the Command is used
(a) Tools → File (b) Tools → Correct

(c) Help → Autocorrect
format

(d) Tools → Auto correct / Auto
format

2 Marks:

1. What is meant by automatic spelling correction?
2. How will you add a word in the audio correct list?
3. How will you replace the word with one of selected spelling?
4. What is the use of the auto correct options?
5. State the command used for adding any correction?
6. How are spelling mistakes in a word corrected by using star writer?

5 Marks:

1. How does Star Writer check spelling while typing?
2. How will you carry out the spell check after the entire document is typed?

4. WORKING WITH TABLES

Choose the Correct answer:

1. Which of the following command is used to insert a table in star office writer document?
(a) Insert → Table → Table (b) Tool → Insert → Table
(c) Table → Insert → Table (d) Insert → Table → Rows and Columns
2. Which command is used to insert more than one row in the table?
(a) Table → Insert → Rows (b) Format → Rows → Insert
(c) Format → Insert → Rows (d) Table → Rows → Insert
3. Which command is used to insert more than one column in the table?
(a) Format → Column → Insert (b) Format → Insert → Column
(c) Table → Insert → Column (d) Tools → Table → Columns
4. Which key is pressed to delete only entries in the table?
(a) Tab (b) Backspace (c) Delete (d) Ctrl + End
5. Which key is hold down to resize the column without changing the width of the table?
(a) Alt + Ctrl (b) Ctrl + Shift (c) Shift + Tab (d) Alt
6. Which key is hold down to resize the row?
(a) Ctrl (b) Shift (c) Tab (d) Alt
7. Which command is used to select the column width of the table?
(a) Table → Format (b) Format → Table
(c) Table → Properties (d) Table → Table properties
8. How to make he selected rows in same size?
(a) Row → Space equally (b) Space equals → Rows
(c) Format → Row → Space (d) Space → Row → Equally
9. By default, each cell include a
10. Which icon is clicked to insert a table in a Star Office Writer document?

- (a) Table (b) Insert table (c) Table Insert (d) Floating Table
11. Which tool bar appears if the mouse button is not released immediately on Insert Table icon?
(a) Main (b) Formatting (c) Floating (d) Standard
12. In floating toolbar, pointing to the Insert Table icon displays a
(a) Grid (b) Rows (c) Columns (d) Toolbar
13. Which of the following key is used to move backward through the cells?
(a) Tab (b) Shift + Tab (c) Ctrl + Tab (d) Ctrl + Home
14. Which of the following icon is insertion of a column and a row?
(a) Grid (b) Cell (c) Table (d) Data
15. Which icon is used to combine two or more cells into a single cell?
(a) Table fixed (b) Table cell (c) Merge cells (d) Combine cells
16. Which of the following icon have the option space rows equally?
(a) Borders (b) Split cells (c) Inserting row (d) Optimize
17. Which dialog box can be used to set the width of the column to an exact size of the Star Office Writer Table?
(a) Insert Table (b) Table Format (c) Format Table (d) table Insert

2 Marks:

1. How will you delete rows and columns?
2. How will you change column width?
3. Give the command to make selected rows of the same size?
4. Discuss the function of merge cells icon and split cells icon?
5. Define cell?
6. How will you move the insertion point to different cells in a table?
7. What is the use of the icon "Optimise"?
8. How to make cells in a table even?

5 Marks:

1. How will you create a table a default style table in the document?
2. How will you add a required number of rows and columns in a table?
3. How to change the width of a column in a table?
4. How will you select rows and columns of the same size?
5. What are the various functions of the icons in the table formatting toolbar?

5. PAGE FORMATTING

Choose the correct answer:

- The default top and bottom margins are
(a) 1 inch (b) 1.25 inch (c) 1.5 inch (d) 0.5 inch
- Which command is used to make changes for the margins?
(a) File → Page (b) Format → Page (c) Edit → Page (d) Format → Page style
- Which option on the file menu can be used to see the changes in the document?
(a) Page preview (b) View page (c) Print view (d) Preview
- Which command is used to display ruler line?
(a) File → ruler (b) View → Ruler (c) Format → Ruler (d) Edit → Ruler
- The length of a document will be more than the width is called
(a) Landscape (b) Paper format (c) Paper source (d) Portrait
- The width of a document will be more than the width is called
(a) Landscape (b) Portrait (c) Paper format (d) Paper source
- By default the documents are printed in size.
(a) 8.5 x 11.5 inch (b) 8 x 11.5 inch (c) 8 x 11 inch (d) 8.5 x 11 inch
- The Are some references remarks added at ever page of the document?
(a) Header (b) Footer (c) Header and Footer (d) Foot none
- How many types of the page orientation are there?
(a) 3 (b) 4 (c) 2 (d) 5
- Which of the following is used to change the page orientation?
(a) Check Box (b) Radio button (c) Text Box (d) Drop-down list box
- The defaults left and right margins are
(a) 1 inch (b) 1.25 inch (c) 1.5 inch (d) 0.5 inch
- Which of the following will work fine for most of the documents?
(a) Margins (b) Page breaks (c) Printing (d) Text Formatting
- How many methods are used to change the page margins?
(a) Three (b) Four (c) Two (d) Six

2 Marks:

- What does page formatting mean?
- What are the two types of page orientation?
- How the ruler can be used to change the margin?
- What is meant by header and footer?
- Which is the default page orientation?
- How will you create a header?

5 Marks:

- How will you create a header and footer?
- How will you make use of page style dialog box to change margin?

6. SPREADSHEET

Choose the correct answer:

1. The was the first electronic spreadsheet.
(a) Louts 1-2-3 (b) Foxpro (c) Visible calculator (d) Excel
2. In a spreadsheet, the rows are numbered from 1 up to (in the case of star calc)
(a) 30,000 (b) 32000 (c) 32500 (d) 4000
3. 'What if' analysis is performed by
(a) Electronic spreadsheet (b) Word (c) Visual basic (d) Foxpro
4. Worksheet is a
(a) File (b) Text (c) Letter (d) Summary
5. Visi calc contains Columns and rows.
(a) 63000 (b) 64254 (c) 63254 (d) 72256
6. Improve is a product of
(a) Microsoft corporation (b) Borland
(c) Louts corporation (d) Sun Micro Systems
7. The syntax of formula begins with sign.
(a) A plus (b) A slash (c) A caret (d) An equal
8. When arithmetic operators are used in formula, the operators that combines cell areas are
(a) ;, ! (b) :, + (c) !, = (d) /=
9. The default type of cell address by star calc is
(a) Absolute cell addressing (b) Relative cell addressing
(c) Data cell addressing (d) Function cell addressing
10. The intersection of a row and a column create
(a) Pointer (b) address (c) Cell (d) Location
11. Each cell is identified by a
(a) Pointer (b) address (c) Cell (d) Location
12. The cell is can hold up to Characters.
(a) 256 (b) 257 (c) 255 (d) 258
13. Data and formula are entered into the
(a) Cells (b) Worksheet (c) Spreadsheet (d) Table
14. The popular spreadsheet programs are from Microsoft Corporation.
(a) Louts 1-2-3 (b) Ms-excel (c) Star calc (d) Dbase
15. A formula can be up to character long.
(a) 128 (b) 64 (c) 256 (d) 255
16. Keys on the key board allow you to move around the worksheet.
(a) Tab (b) Home (c) Pgup and pgdown (d) All the above
17. In the entered data is a the program recognizes it as a label.
(a) Number (b) Word (c) Double (d) Single
18. Operators return either true or false.
(a) Arithmetic (b) Reference (c) Text (d) Comparative
19. (caret) is Operator in spreadsheet.
(a) Arithmetic (b) Text (c) Reference (d) Comparative

20. & (and) is operator in star calc.
 (a) Arithmetic (b) Text (c) Reference (d) Comparative
21. and Reference operators in Star Calc.
 (a) :, ! (b) :, ! (c) *, = (d) None of these
22. A continuous group of cell in a worksheet is called
 (a) Range (b) Group (c) Set of cells (d) Set of rows
23. A range address of the first cell in the range followed by a
 Followed by the address of the last cell in the range.
 (a) : (b) : ! (c) | (d) !
24. A cell address can be made absolute by using the sign in front of
 row and column names.
 (a) \$ (b) # (c) * (d) %
25. Function calculates the sum of a given set of numbers.
 (a) Sigma (b) & (c) Avg (d) Sum
26. icon displays list of fonts that can be used.
 (a) Change font (b) Font (c) Font color (d) None of these
27. Icon provides to generate a scrolling screen within a worksheet.
 (a) OLE object (b) Plug – in (c) Floating frame (d) None of these
28. icon is used to import data from different file ULR into a
 worksheet.
 (a) Plug-in (b) Applet (c) OLE object (d) Image
29. Spreadsheets are made up of
 (a) Rows (b) Columns (c) Cells (d) Worksheet
30. Bar is used to display options.
 (a) Function (b) Menu (c) Formula (d) Status
31. Bar is used to display the current cell and its contents.
 (a) Function (b) Menu (c) Formula (d) Scroll
32. At the bottom, there are Number of bars.
 (a) 1 (b) 3 (c) 2 (d) 4
33. If the data entered in a worksheet is a number the program recognizes it as a

 (a) Text (b) Number (c) Label (d) Integer
34. If the data entered in a worksheet is text of word, the program recognizes it as a

 (a) Text (b) Number (c) Label (d) Integer
35. The format for entering data is
 (a) DD / MM / YY (b) MM/DD/YY (c) YY/DD/YY (d) YY/MM/DD
36. In order to edit, data in a worksheet, Key is used.
 (a) F4 (b) F2 (c) F1 (d) F7
37. Operators combine all areas.
 (a) Reference (b) Comparative (c) Text (d) Arithmetic
38. To enter the same formula or data in various cells we can use
 Feature of Star Calc.
 (a) Copy & Paste icon (b) Automatic fill (c) Fill series (d) Fill

39. To copy the contents of a cell after highlighting the cells, the user selects ...
(a) Edit → Fill (b) Edit → Fill → up (c) Edit → Left (d) Edit → Fill → Right
40. Star calc has a wide variety of
(a) Formulae (b) Option (c) Buttons (d) Functions
41. To select function go to
(a) Insert Menu (b) Categories pull-down menu
(c) File menu (d) Format menu
42. Key is pressed to accept the suggested range.
(a) Backspace (b) Shift (c) Enter (d) Ctrl
43. Star calc provides you with formatting options for formatting
(a) Text (b) Document (c) Numbers (d) Application
44. To select a row click
(a) The first cell of the row (b) Row number
(c) Column name (d) Last cell of the row
45. Selecting format → cells opens the dialog box.
(a) Auto format dialog box (b) Format character
(c) Cell attributes (d) Fill series
46. Tab is used to change the format of numbers.
(a) Data (b) Text (c) Document (d) Numbers
47. To delete the contents of cell select
(a) Delete rows (b) Delete cell (c) Delete contents (d) Delete columns
48. To draw in spreadsheet click
(a) Insert picture icon (b) Color icon (c) Draw (d) Show draw function icon
49. Icon is used to insert an image from image editor.
(a) Insert image editor (b) Insert applet (c) Insert OLE (d) Insert chart
50. icon is used to import data from different file / URL plug-in.
(a) Insert plug-in (b) Insert chart (c) Insert applet (d) Insert formula
51. Icon is used to import applets.
(a) Insert plug-in (b) Insert applet (c) Insert chart (d) Insert OLE object
52. In a spreadsheet of multiple sheets a list of sheets appears as tabs.
(a) At the top (b) At the bottom (c) At left (d) At right
53. The formula + SUM (sheet 1. A1: sheet 2: A1) is known as
(a) 3D formula (b) 2D formula (c) 4D formula (d) Spreadsheet formula
54. To separate two different sheets in a formula Is used.
(a) Colon (b) Hyphen (c) Semicolon (d) Comma
55. Which option of file is used to view a worksheet before printing?
(a) Print preview (b) Open (c) Page view (d) Save
56. Printing, using print icon or print dialog box prints the worksheets without
(a) Rows (b) Columns (c) Grids (d) Lines
57. A spreadsheet is used to calculate and analyses sets of
(a) Data (b) Text (c) Numbers (d) Files
58. A data file created using spreadsheet is called

- (a) Worksheet (b) Application file (c) File (d) Project
59. The number format currency icon displays contents with Decimal digits.
(a) 1 (b) 2 (c) 3 (d) 4
60. Column width and row height can be changed using Menu
(a) Format (b) Edit (c) Tools (d) File
61. The term spreadsheet refers specifically to the
(a) Data sheet (b) Worksheet (c) Software packages (d) Files
62. VisiCalc was essentially a
(a) Financial analysis program (b) Scientific analysis program
(c) Real analysis program (d) Result analysis program
63. Lies at the top of the window.
(a) Menu bar (b) Object bar (c) Formula bar (d) Status bar
64. Function bar and object bar lies below the
(a) Formula bar (b) Status bar (c) Menu bar (d) Scroll bar
65. Below function bar and object bar lies
(a) Status bar (b) Scroll bar (c) Tool bar (d) Formula bar
66. Formula bar displays
(a) Column heading of the worksheet (b) Row heading of the worksheet
(c) Current cell and its contents (d) None of the above
67. Below the formula bar lies
(a) Row heading of the worksheet (b) Column headings of the worksheet
(c) Data areas (d) Menu bar
68. Option is used to close the worksheet.
(a) Cancel (b) delete (c) Close (d) Clear
69. Formulas in Star Calc are automatically recalculated on account of Cell addressing.
(a) Pointer (b) Absolute (c) Automatic (d) Relative
70. Is the short cut icon on the formula bar that can be used to insert functions?
(a) Function (b) Autopilot (c) Function autopilot (d) Insert function
71. The function that displays the sum of the given set of numbers is
(a) SUM (b) TOTAL (c) RESULT (d) None of the above
72. Icon displays the contents of the selected cells in currency format.
(a) Number format :dollar (b) Number format :currency
(c) Number format :Pound (d) \$
73. Icon displays the contents of the selected cell in percentage format.
(a) 100% (b) x / 100 (c) % (d) ,
74. Which of the following icons is used to increase or decrease the number of decimal digits that are to be displayed in the selected cells?
(a) - (b) ^ (c) < > (d) ^
75. Auto format option is available on the
(a) File menu (b) Edit menu (c) Format menu (d) Style menu
76. Which icon is to be clicked to insert an empty cell in column and move the existing cells down?

(a) Insert cells left (b) Insert cells right (c) Insert cells down (d) Insert columns

77. is selected from the checkbox to delete the contents.

(a) Delete all (b) Notes (c) Formats (d) Objects

78. Icon is clicked to insert a picture.

(a) Insert photo (b) Insert diagram (c) Insert picture (d) All the above

79. Which icon is clicked to insert special characters?

(a) Characters (b) \$ (c) Insert special characters (d) String

80. Which option under the file menu is used to print the worksheet?

(a) Print worksheet (b) Print (c) Print file (d) All the above

81. Which option is to be selected to specify the pages which are to be printed?

(a) Print range → pages (b) Format → pages

(c) Edit → pages (d) File → pages

82. Which option is to be selected to print only the selected part in a worksheet?

(a) Print range → Select (b) Print range → Particular

(c) Print range → Selection (d) Print range → worksheet.

83. Cell A3 B3 C3 D3 E3 and F3 can be called

(a) A3 : F3 (b) A3 – F3 (c) A3 / F3 (d) A3 = F3

84. Cell C4 C5 C6 D4 D5 D6 can be refer to as

(a) C4 : D6 (b) C4 : D4 (c) D6 : C4 (d) C6 : D6

2 Marks:

1. What is meant by electronic spreadsheet?
2. Differentiate the terms 'Spreadsheet' and 'Worksheet'?
3. Name some popular spreadsheet software.
4. Define Active cell.
5. Write a note on Text operators in Star Office Calc.
6. Write a note on Reference operators in Star Office Calc.
7. Write a note on Comparative operators in Star Office Calc.
8. Define range address.
9. What are the types of cell referencing?
10. Define Relative and Absolute cell addressing.
11. Differentiate Relative and Absolute cell addressing.
12. Write a note on Auto format sheet in Star Office Calc.
13. What are the procedures followed for inserting pictures.
14. How will change the column width of a worksheet in Star Office Calc?
15. How the data in the worksheet can be formatted?

5 Marks:

1. Write the advantages of using Electronic spreadsheets.
2. Explain the type of operators of Star Office Calc with an example.
3. Explain the different formatting options available in Star Office Calc.
4. Explain the procedure for deleting a cell, row or a column.

5. Explain the icons of Insert object floating toolbar.
6. Briefly explain the working of multiple sheets in Star Calc?
7. How will you print the contents of a worksheet?

7. DATABASE

Choose the best answer:

1. The term data comes from the word
(a) Data's (b) Datum (c) deformation (d) Data
2. Information is known as
(a) Collection of data (b) Processed data (c) Raw data (d) Unorganized data
3. Data's are of Types.
(a) 3 (b) 5 (c) 12 (d) 10
4. Hierarchical database structures is primarily used on
(a) Super computers (b) Main Frame computers (c) Micro computers (d) None
5. Network database is similar to Database.
(a) Hierarchical (b) Object oriented (c) Flat-file (d) Relational
6. Number of filters allowed in Star Base is
(a) 5 (b) 2 (c) 4 (d) 10
7. Merging is a process of joining From two or more tables.
(a) Data (b) Fields (c) Record (d) None
8. Flat-file database is useful for
(a) Single user (b) Multi user (c) Inventories (d) None
9. An example of a flat-file database is
(a) Spreadsheet (b) Basic (c) Cobol (d) FoxPro
10. Payroll and examination processing fall under category.
(a) Data processing (b) Database management (c) Packages (d) Application
11. A set of processed data is
(a) Program (b) Application (c) Information (d) Database
12. Is highly effective for searching, sorting and merging files.
(a) Manual data processing (b) Computerized data processing
(c) Data processing (d) Database
13. Each table column represents a
(a) Record (b) Field (c) File (d) Row
14. Is a process to select a specific data?
(a) Sorting (b) Filtering (c) Searching (d) Merging
15. Limits the information on the screen.
(a) Filtering (b) Sorting (c) Arranging (d) Viewing
16. Is a process of performing corrections.
(a) Deleting (b) Calculating (c) Correcting (d) Editing
17. A flat-file database consists of
(a) One table (b) Tow tables (c) No tables (d) Several tables
18. Hierarchical database are based on
(a) Organized fields (b) Parent-child relationship
(c) One record type to several record types (d) Hierarchy
19. DBMS stands for

- (a) Database Management System (b) Database Manipulation
(c) Database Management Series (d) Data Type Base Making Systems
20. Star Base is an integral part of
- (a) Star Office (b) Star Writer (c) MS Office (d) DBMS
21. The column in a form design that can be left blanks is
- (a) Field properties (b) Field name (c) Field type (d) Description
22. Currency, text and decimal are
- (a) Field types (b) Data types (c) Variables (d) Constants
23. Ctrl + S in a database does
- (a) Save (b) Open (c) Delete (d) Cut
24. SQL stands for
- (a) Structured question language (b) Standard query link
(c) Standard query language (d) Structured query language
25. Default filter window is similar to design.
- (a) Form (b) Query condition (c) Report (d) Condition
26. A Is a screen of fields in a well-spaced manner?
- (a) Report (b) Query (c) Table (d) Form
27. Field alignment is a part of design.
- (a) Form (b) Query (c) Report (d) Table
28. A report is a
- (a) Printed information (b) Screen of data
(c) Sorted arrangement of information (d) Query
29. A database is a of collections of related facts.
- (a) Group (b) Repository (c) Storehouse (d) Related set
30. Queries are statements.
- (a) User constructed (b) User-defined (c) Predefined (d) Structural
31. Manipulation of database can be done in
- (a) 10 ways (b) 6 ways (c) 8 ways (d) 7 ways
32. The Can be character, number or Boolean.
- (a) Numeric data (b) Data (c) Data types (d) None of these
33. The can be integer, float, double precision date, time, etc.
- (a) Primitive data types (b) Numeric data types
(c) User-defined data type (d) Enumerated data types
34. The two types of data processing are manual data processing and
- (a) Long hand method (b) Computerized data processing
(c) Manual approach data processing (d) Character processing
35. A is a repository of collection of related data or facts.
- (a) Data type (b) Data processing (c) Database (d) Record
36. Merging is one way of
- (a) Manipulation of database (b) Data processing
(c) Data type (d) Collection of data
37. is a process of arranging the data.
- (a) Sorting (b) Searching (c) Merging (d) Reporting
38. The common field or fields are called the
- (a) Keys (b) Data (c) Datum (d) None of these

39. The relationship between Is said to be a parent-child relationship.
- (a) Data types (b) Record types (c) Filed types (d) None of these
40. Star Base allows you to use different field types.
- (a) One (b) Twenty one (c) Thirteen (d) Ten
41. Every table in Star base must have a
- (a) Primary key (b) Secondary key (c) Both (d) None of these
42. By clicking on the Delete Rows option, the selected record will be
- (a) Edited (b) Changed (c) Deleted (d) Inserted
43. means sorting of more than one field of table at the same time.
- (a) Sorting (b) Single sorting (c) Multiple sorting (d) Indexing
44. Data processing involves
- (a) Data collection (b) Data verification (c) Validation of data (d) All the above
45. Browsing a selected list of records is known as
- (a) Merging (b) Filtering (c) Sorting (d) Searching
46. A screen which displays the fields of a record in a well-spaced out manner is called
- (a) Record (b) Form (c) Filter (d) File
47. Records are organized in a tree-like structure in
- (a) Object oriented database (b) Relational database
(c) Hierarchical database (d) Network database
48. Which option specifies that the user should enter a value for that field?
- (a) Default value (b) Entry required (c) Length (d) Format
49. How will you save the table?
- (a) By pressing Ctrl + S key (b) By clicking the save icon
(c) Both (a) and (b) (d) None of the above
50. Which one of the following is a type of query?
- (a) Form (b) Filter (c) Table (d) File
51. Which of the following icons are to be clicked to arrange the records in a table in ascending order?
- (a) Ascending icon (b) Descending icon (c) Increasing icon (d) Decreasing icon
52. Which of the following buttons when clicked displays the records in the field?
- (a) Display (b) Records (c) View (d) Preview
53. Printed information that is assembled by gathering data based on user supplied criteria is
- (a) Form (b) Query (c) Table (d) Report
54. Which option is used to specify the fields, based on which the records can be grouped together?
- (a) Group (b) Outline (c) Selection (d) Style
55. Which window enables the user to choose the format for the report?
- (a) Style selection window (b) Outline window
(c) Format style window (d) Format report window

56. Multiple reports can be created and stored for
- (a) A table (b) A query (c) Both (a) and (b) (d) File
57. Star office window is divided into how many panes?
- (a) 2 (b) 3 (c) 4 (d) 5
58. Filter used with a condition is called a
- (a) Default Filter (b) Filter (c) Forms (d) Query
59. Which database has limitation over database consisting of multiple tables?
- (a) Relational database (b) Network database
(c) Flat-file database (d) Hierarchical database
60. Which of the following refers to the processing or handling that can be associated to the object?
- (a) Procedure (b) Process (c) Project (d) Program
61. To a record, the new record is entered at the end of the table.
- (a) Create (b) Append (c) Open (d) Sort
62. A Can be used to view, add, delete or edit the records in the table.
- (a) Form (b) File (c) Field (d) Queries
63. Which of the following is clicked to create new database?
- (a) View → Database (b) File → New → Database
(c) Create → New → Database (d) New → Database

2 Marks:

1. What is database?
2. What is database management system?
3. What distinguishes information from data?
4. How is data management task categorized?
5. What primary characteristic distinguishes a flat-file database from a relation database?
6. Which database structure is characterized by parent-child relationships among record types?
7. What does it means to 'filter' database records?
8. What is a Default Filter?
9. What are the various steps involved in data processing?
10. What is variable?
11. What is information?
12. List any two advantages of computerized data processing.
13. What are called keys?
14. What is a primary key?
15. What is meant by SQL?
16. What is report?
17. What are queries?
18. What are forms?
19. What are primitive data types?
20. Define file (or) table?
21. What is difference between sorting and merging?

22. What is meant by manual data processing?

23. What is meant by multiple sorting?

24. Mention the relational operators used in query condition?

25. How will you invoke the explorer pane in the Star Office window?

5 Marks:

1. List and describe the elements that make up an object in the objected oriented database model.
2. List the various field types that can exist in a database?
3. What are the steps involved in designing a form in Star Base?
4. Describe what query is and what it is used for.
5. What are the steps involved in generating a report?
6. Discuss the ways in which a database is manipulated.
7. What are the advantages of computerized data processing?
8. Describe in detail the various types of database.
9. Discuss the process of editing data in star base.
10. How will you create a query in star base?
11. What is a filter? What are the types of filters available in star base? Give its functions.

8. INTRODUCTION TO MULTIMEDIA

CHOOSE THE CORRECT ANSWER:

1. ----- is a computer based presentation technique.
(a) Multimedia (b) personal computer (c) one-base computer (d) Laptop
2. MMS stands for-----
(a) Multimedia Messaging System (b) Minimum Message System
(c) Mini Message System (d) Multi type Message system
3. CBT stands for-----
(a) Computer based Training (b) Common Base Training
(c) Compact Based Training (d) Corporates Based Training
4. GIF stands for
(a) Graphic Interchange Format (b) General Interface Format
(c) Graphic Interface Format (d) Graphic Interface Format
5. JPEG stands for-----
(a) Joint Photographic Experts Group (b) Joint Photo Exit Group
(c) Joint Photo Each Group (d) Joy Photo Experts Group
6. AVI Format stands for-----
(a) All Video Interchange (b) Audio Video Interleave
(c) All Video Interleave (d) Audio Value Interleave
7. AVI format was developed by-----

- (a) Microsoft (b) IBM (c) Apple (d) Real Network
8. ----- is an application that allows you to send and receive message over cell phones.
- (a) MMS (b) AVI (c) JPEG (d) MP3
9. Joystick is an ----- device.
- (a) Output (b) Input (c) Static (d) Send item
10. Headphone is an -----
- (a) Output (b) Input (c) Static (d) Send item
11. Photographs are typical examples of ----- images.
- (a) Output (b) Input (c) Static (d) Send item
12. help in rendering the image effectively on the screen.
- (a) Vector Graphics (b) High-end graphics (c) Animation (d) None of these
13. The sounds that we hear are Patterns.
- (a) Sound wave (b) Analog Wave (c) Cell phone (d) Music
14. The two categories of image file compression are ----- and -----.
- (a) Lossy and Lossless (b) Graphics and Photo
(c) Sound and Wave (d) Amplitude and Frequency
15. The two attributes that control the characteristics of sound are ----- and -----.
- (a) Lossy and Lossless (b) Graphics and Photo
(c) Sound and Wave (d) Amplitude and Frequency
16. The frequency is also called as -----
- (a) Frequency (b) Pitch (c) Crest (d) Wave
17. Distance between the crests of the wave is called -----.
- (a) Frequency (b) Pitch (c) Crest (d) Wave
18. The conversion of analog sound waves to a digital format is called -----.
- (a) Morphing (b) Sampling (c) Wrapping (d) Path
19. Which technique by which you can blend two or more images to form a new image
- (a) Morphing (b) Sampling (c) Wrapping (d) Path
20. Which technique of distorting a single image to represent something else-----
- (a) Morphing (b) Sampling (c) Wrapping (d) Path
21. Object – based animations are also referred to as slide or ----- animation
- (a) Morphing (b) Sampling (c) Wrapping (d) Path
22. ----- retains the exact image throughout the compression.
- (a) Lossless compression (b) Plug-in (c) Web Based Tutorials (d) Inline
23. A helper application, also called as a ----- to a program that can be launched by the browser to “help” play sound or vide.
- (a) Lossless compression (b) Plug-in (c) Web Based Tutorials (d) Inline
24. WBT stands for -----
- (a) Lossless compression (b) Plug-in (c) Web Based Tutorials (d) Inline
25. Sounds and Video in multimedia application can be played -----.
- (a) Lossless compression (b) Plug-in (c) Web Based Tutorials (d) Inline
26. Files in the AU format have the extension -----.
- (a) .all (b) .aif (c) .snd (d) .swf
27. ALFF Format have the extension -----.
- (a) .all (b) .aif (c) .snd (d) .swf
28. SND Format have the extension -----.
- (a) .all (b) .aif (c) .snd (d) .swf
29. Shock wave Format have the extension -----.
- (a) .all (b) .aif (c) .snd (d) .swf

30. MPEG Format stands for -----.
- (a) Moving Pictures Experts Group (b) Moving Part Experts Group
(c) Moving Pictures Except Gap (d) Moving Part Experts Group
31. AIFF stands for -----.
- (a) All Interchange File For (b) Audio Interchange File Format
(c) All Inter File Format (d) All Inter Face Format
32. MIDI stands for -----.
- (a) Musical Instrument Digital Interface (b) Musical Inter Digital Interface
(c) Musical Interface Dance Inter (d) Musical Inter digital Instrument
33. Which retains the exact image throughout the compression -----.
- (a) Lossless Compression (b) Max Compression
(c) Real compression (d) None of these
34. Musical Instrument Digital Interface (MIDI) Format was developed in -----.
- (a) 1990 (b) 1982 (c) 1995 (d) 1988
35. Real Audio Format was develop in -----.
- (a) 1990 (b) 1982 (c) 1995 (d) 1988
36. Audio Video Interface (AVI) Format was developed in -----.
- (a) 1990 (b) 1991 (c) 1992 (d) 1993
37. How many frames per second causes the video to jerky -----.
- (a) < 6 (b) < 9 (c) < 12 (d) < 15
38. How many color depth results in the image looking murky -----.
- (a) < 255 (b) <256 (c) < 257 (d) < 258
39. How many types of Video Compression -----.
- (a) 2 (b) 3 (c) 4 (d) 5
40. How many steps process for creating 3D animation -----.
- (a) 2 (b) 3 (c) 4 (d) 5.

2 Marks:

1. What is Multimedia?
2. What is MMS?
3. Write the most commonly used clearing packages?
4. Write any four image formats?
5. Write the difference between JPG and GIP files?
6. What are the two categories of image file compression?
7. What do you mean by Sampling?
8. What is animation?
9. Write the classification of 2-D animation?
10. What is cel-based animation?
11. What is object-based animation?
12. Write the three process in 3-D animation?
13. What is Morphing? or What are the uses of morphing?
14. What is Wrapping?
15. What do you mean by Compression?
16. What do you mean by Lossless compression?
17. What do you mean by Lossy compression?
18. What is MIDI format?
19. Write the popularity of the following file formats?
20. Write the support for the following file formats?
21. Write the support for the following file formats?

22. How can sounds and video in Multimedia application be played?
23. What do you mean by 'inline' sound or video?
24. What is the disadvantage of playing inline sound or video?
25. How can inline sound be added to a Web page?
26. What is an 'helper' application?
27. Write the advantage of using an helper application?
28. How can the helper application be launched?
29. What is analog wave pattern?
30. What is wave pitch?

31. When will sound is lower?
32. How will you include sound in an application?
33. How will you enhance the quality of sound?
34. Write a note on inline sound and video?
35. Write a note on multimedia Hardware and Software?
36. Write a short note on MP3 / MPEG Format?

5 Marks:

1. Create a HTML page with text, audio, images and video?
2. Note the formats of the audio, images and video files provided in the accompanying CD?
3. Write the application of Multimedia?
4. Write a detailed note on sound and its patterns?
5. What a detailed note on videos?
6. Write the tips to be kept in mind while including multimedia elements?
7. Write any five popular multimedia format files?

9. PRESENTATION

Choose the Correct answer:

1. Which of the following are one of the most powerful and effective ones?
(a) Documents (b) Worksheets (c) Presentations (d) Databases
2. Which command is used to create a new Impress from within any Star Office application?
(a) File → Presentations (b) File → New → Presentations
(c) File → New Presentations (d) File → Presentations → New
3. How many options are displayed in presentation Wizard to create an empty presentation?
(a) 4 (b) 5 (c) 2 (d) 3
4. Which page of the Wizard allows to select a background for all the slides in the presentation?
(a) First (b) Second (c) Third (d) Fourth

5. Which page of the Wizard allows to specify the transition effect to be used for the presentation?
(a) First (b) Second (c) Third (d) Fourth
6. Which key is used to create a new presentation using a template?
(a) shift+Alt+N (b) Shift+Ctrl+N (c) Ctrl+Alt+N (d) Shift+Tab+N
7. Which command is used to create a new presentation using a template?
(a) File → New → Templates
(b) File → New → Presentation and Templates
(c) File → Templates and Documents
(d) File → New → Templates and Documents
8. Which pane displays the slides in the presentation?
(a) Left (b) Right (c) Middle (d) Top
9. How many panes in the middle pane of Presentation and Templates pane?
(a) 2 (b) 3 (c) 4 (d) 5
10. Which slides pane displays a thumbnail image of the slide?
(a) Left (b) Right (c) Middle (d) Bottom
11. How many tabs are there in the left pane to view the presentation in different formats?
(a) 2 (b) 3 (c) 4 (d) 5
12. Which of the following view allows to create and edit slides?
(a) Normal (b) Outline (c) Notes (d) Handouts
13. Which of the following view used by a presenter to add additional information to a slide?
(a) Normal (b) Outline (c) Handouts (d) Slide sorter
14. Which view allows to scale the slides so that the slides an fit into a page?
(a) Normal (b) Outline (c) Notes (d) Handouts
15. Which view allows to view miniature images of all the slides in the presentation?
(a) Slide sorter (b) Handouts (c) Outline (d) Normal
16. Which page can be used to specify basic background information that to be included in all the slides?
(a) Master (b) Layouts (c) Custom animation (d) Slide transition
17. Which key is used to save presentation?
(a) Ctrl+S (b) Alt+S (c) Shift+S (d) Ctrl+Alt+S
18. Which command is used to start a presentation?
(a) File → Slideshow (b) Slideshow → Slideshow
(c) Slideshow → Show slide (d) View → Slide show
19. Which key is used to start a presentation?

- (a) F2 (b) F5 (c) F7 (d) F11
20. Which key is used to end a presentation?
(a) Esc (b) Alt (c) Shift (d) Tab
21. Which command is used to insert a picture in slide?
(a) Insert → Picture (b) Format → Picture
(c) Insert → Picture → From file (d) Insert → From file → Picture
22. Which command is used to insert a movie in a slide?
(a) Insert → Movie (b) File → Movie and Sound
(c) Insert → Movie and Sound (d) Edit → Movie and Sound
23. Which command is used to open a Media player window?
(a) File → Media player (b) Insert → Media player
(c) Tools → Media player (d) File → Open → Media player
24. Which command is used to assign slide transition effects to slides is in slide view?
(a) View → Tool bars → Slide view (b) Insert → Slide show
(c) Insert → Tool bars → Slide show (d) View → Slide show → Tool bars
25. Which command is used to change the background color of all the slides?
(a) Format → Background (b) Format → Page → Background
(c) Format → Page (d) Insert → Page → Background
26. Which key is used to open styles and formatting window?
(a) F2 (b) F5 (c) F7 (d) F11
27. Which command is used to open custom slide shows?
(a) Slide show → Custom slide shows (b) Tools → Custom slide shows
(c) Insert → Slide show → Custom (d) Slide show → Custom → Slide show
28. Which key is used to select a range of slides?
(a) Ctrl (b) Alt (c) Shift (d) Tab
29. Which command is used to start a slide show from the current slide?
(a) File → Options → Star Office Impress → General
(b) Tools → Options → Star Office Impress → General
(c) Insert → Options → Star Office Impress → General
(d) View → Options → Star Office Impress → General
30. Which command is used to hide a slide?
(a) Tools → Hide slide (b) Tools → Show / Hide slide
(c) Slide show → Show / Hide slide (d) Slide show → Hide slide
31. Which command is used to show a hidden slide?
(a) Tools → Show Slide (b) Slide show → Show / Hide slide
(c) Slide show → Show slide (d) View → Slide
32. Which of the following command settings override the default printer options?
(a) Tools → Print (b) Tools → Options → Print

- (c) *File → Print* (d) *View → Options → Print*
33. Which key is used to print in star office?
(a) *Alt+P* (b) *Ctrl+P* (c) *Shift+P* (d) *Shift+Ctrl+P*
34. Which command is used to reduce the size of a slide to be print?
(a) *Insert → Page* (b) *File → Print → Page*
(c) *Tools → Page* (d) *Format → Page*
35. Which command is used to open Navigator?
(a) *File → Navigator* (b) *Tools → Navigator*
(c) *Edit → Navigator* (d) *Insert → Navigator*
36. Which command is used to open HTML Export window?
(a) *File → Export* (b) *Tools → Export*
(c) *Insert → Export* (d) *File → Open → Export*

2 Marks:

1. What is meant by slide show?
2. What is meant by Presentation?
3. How will you create a presentation?
4. Mention the different types of slide views?
5. What are the different formats are exported to a presentation?
6. Define master slide.
7. Define custom slide.
8. How will create a new presentation in any star office application?
9. Mention the pages that can be included in a slide.
10. How will start a new presentation?
11. How will run custom slide show?
12. Name the different icons in Media playback Toolbar.
13. How will apply a slide design to a master slide?
14. How will you start a custom slide show?
15. How will you hide a slide?
16. How will you create and print handouts in Star Office Impress?

5 Marks:

1. Explain the different types of views in slide presentation?
2. Explain the different types of pages that allow to specify effects for your slide.

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