

PART-A**I. Choose the best answer :****75 x 1 = 75**

1. A word processor document may contain
 - a) Text and tables
 - b) Graphs and charts
 - c) Pictures and drawings
 - d) All
2. To reopen a document in Star writer _____ command is used.
 - a) File → Reopen
 - b) File → Open
 - c) Edit → Reopen
 - d) Edit → Open
3. Press _____ key to move the insertion point to the beginning of the document.
 - a) Alt + Home
 - b) Home
 - c) Shift + Home
 - d) Ctrl + Home
4. The toggle between Type over mode and the Insert mode using the _____ key
 - a) Backspace
 - b) Delete
 - c) Home
 - d) Insert
5. Which of the following shortcut key is used to select the entire document in Star Writer?
 - a) Ctrl + E
 - b) Ctrl + L
 - c) Ctrl + A
 - d) Ctrl + D
6. The user can move to the various portions of the document using
 - a) Insertion point
 - b) Keyboard shortcuts
 - c) Mouse
 - d) Keyboard shortcuts or mouse
7. Which key in Star Office Writer, to move one character right?
 - a) Left arrow
 - b) Right arrow
 - c) Tab
 - d) Shift + →
8. Which of the following are the most common types of text formatting?
 - a) Bold
 - b) Italic
 - c) Underline
 - d) All of these
9. Which of the following is a set of characters and numbers in certain style?
 - a) Style
 - b) Format
 - c) Font
 - d) Size
10. Which option is to remove Highlighting select from the color palette?
 - a) Fill
 - b) No Fill
 - c) No highlight
 - d) highlight
11. Which of the following short cut key to make text centered in Star Office Writer?
 - a) Ctrl + L
 - b) Ctrl + J
 - c) Ctrl + R
 - d) Ctrl + E
12. Which option can be used to indent the first line of the paragraph?
 - a) Line
 - b) First Line
 - c) Paragraph
 - d) Line spacing
13. Which of the following are used to list the important points and messages?
 - a) Bullets
 - b) Numbers
 - c) Highlighting
 - d) Bullets and Numbers
14. How many types of help system provided by Star Office?
 - a) 2
 - b) 3
 - c) 4
 - d) 6
15. Which color is used to underline the words that do not match with the words in the dictionary?
 - a) Blue
 - b) Red
 - c) Green
 - d) Black
16. If the data processing is carried out by long hand efforts we call it as _____.
 - a) data processing
 - b) manual data processing
 - c) hand data processing
 - d) computerized data processing
17. Human beings are liable to make _____ error.
 - a) parallax
 - b) computational
 - c) Both (a) and (b)
 - d) any
18. In computerized data processing, it is easy to edit the data including _____.
 - a) correction
 - b) changes
 - c) modification
 - d) all of the above
19. Each column in a table represents a _____.
 - a) file
 - b) record
 - c) field
 - d) data
20. _____ is the process of joining data from two or more tables of the same or different databases.
 - a) Searching
 - b) Sorting
 - c) Combing
 - d) Merging
21. _____ is a way of limiting the information that appears on a screen.
 - a) Searching
 - b) Filtering
 - c) Merging
 - d) Sorting
22. Obtaining the total marks of all subjects of a student is an example of _____.
 - a) Merging
 - b) filtering
 - c) Searching
 - d) performing calculation
23. While _____ the visible records satisfy the condition that the user sets.
 - a) merging
 - b) filtering
 - c) searching
 - d) editing

24. A record in a relational database is uniquely identified by a _____.
a) field b) Key c) primary key d) either (a) or (b)
25. The _____ database structures were used on mainframe computers.
a) relational b) hierarchical c) object oriented d) network
26. A _____ is a program that allows any number of access data and Modify it. a) database b) DBMS c) star office writer d) star office calc
27. To open star office base click on _____.
a) File → New → Data base b) File → New → DBMS
c) File → Data base d) File → New → Documents
28. In star office base window, the _____ pane displays tables, queues, Forms and reports. a) right b) left c) top d) bottom
29. To create a new table, click on the table icon in the _____ pane.
a) right b) < create table > c) < table > d) < database >
30. _____ Data type accepts only whole numbers.
a) Integer b) Decimal c) Real d) Image
31. While designing the table, we enter values for the _____.
a) field name b) field type c) description d) all the above
32. Every table in star office base must have a _____.
a) enter key b) record key c) primary key d) secondary key
33. After creating the structure of the table, we have to _____ the table.
a) close b) open c) save d) exit
34. A submenu for editing appears when you _____ on the record pointer of the selected range.
a) left click b) right click c) double click d) click
35. To _____ a record, place the cursor at the last row of the table, and enter data. a) append b) delete c) edit d) skip
36. Multimedia applications that allow users to actively participate are called
a) multimedia conversation b) Multimedia chat
c) Interactive multimedia d) Virtual multimedia
37. A _____ can look at the molecular model of a compound and Manipulate it.
a) engineer b) scientist c) business man d) layman
38. Two most common image files are _____.
a) GIF and MPEG fields b) JPG and shock files
c) GIF and JPG files d) GIF and Nxview files
39. _____ is recorded and played back as an analog signal.
a) Video b) Audio c) Image d) Graphic
40. Two attributes control the characteristics of sound _____.
a) amplitude and volume b) frequency and pitch
c) frequency and wave d) amplitude and frequency
41. The conversion of analog sound waves to a digital format is called _____.
a) Sound forge b) Sampling c) Modeling d) Echoing
42. _____ based animations consist of multiple drawings, each one a little different from the others.
a) Picture b) Graphics c) Cell d) Object
43. After creating the animation, we can enhance it by adding special effects such as _____. a) morphing b) warping
c) both (a) and (b) d) either (a) and (b)
44. _____ is also recorded and played back as an analog signal.
a) Video b) Picture c) Text d) Graphs
45. _____ impression retains the exact image throughout the compression. a) Power b) Lossless c) Lossy d) None
46. MIDI format contains only _____ notes.
a) sound b) digital c) video d) analog
47. _____ formats another sound format.

- a) AIFF b) Shock wave c) QuickTime d) AU
48. _____ files neither cross-platform nor supported by popular webbrowsers
- a) WAVE b) Quick time c) sound d) MP3
49. Files in the _____ format have the extension.
- a) Sound b) WAVE c) MPEG d) AVI
50. Sound files stored in the MP3 format have the extension.
- a) .mpg or .mpeg b) .mp3, or .mpga c) .mp or .mg d) .sn or .mp3
51. _____ files stored in the AVI format have the extension .avi.
- a) Video b) Music c) Sound d) Animation
52. Files in the shockwave format have the extension _____
- a) .smf b) .shwf c) .skwf d) .swf
53. The simulation environment is created by _____ devices.
- a) input b) output c) both (a) and (b) d) Modem
54. In engineering, multimedia tools are used for _____ and _____ new Components and products.
- a) Designing, testing b) designing, tasking
c) Developing, testing d) developing, tasking
55. All _____ have the option to save images in JPEG format.
- a) cameras b) digital cameras c) computers d) laptops
56. The _____ options allows you to specify the duration for each slide and will automatically flip through the slides.
- a) Duration of page b) Duration of pause c) Automatic d) None
57. _____ check box will display the message 'created with star office' during the pause between each presentation.
- a) Creation mode b) Create c) Show Logo d) Effect
58. Star Office Impress allows us to view presentation as _____.
- a) Slide shows b) HTML pages c) slides d) either (a) and (b)
59. The _____ pane on the left displays a thumbnail image of the slide.
- a) Tasks b) Middle c) Slides d) Master page
60. _____ view allows us to scale the slides so that several slides can fit into a page. a) Notes
b) Normal c) Outline d) Handouts
61. _____ can be used to specify basic background information that needs to be included in all the slides.
- a) Layouts b) Animation c) Master page d) Outline
62. We can choose a _____ while creating a new slide.
- a) notes b) layout c) outline d) custom
63. After the last slide, you will see a _____ slide.
- a) black b) blank c) first d) any of the above
64. Right click on the slide and choose _____ to rename a slide.
- a) Rename slide b) Change name c) Modify Name d) Rename
65. A _____ indicates the position where the slide will be interested.
- a) cursor b) horizontal small bar c) vertical bar d) vertical black bar
66. To insert a movie in a slide, click on _____
- a) Insert → Picture Sound b) Insert → Audio and video
c) Insert → Movie and Sound d) Insert → Picture and sound
67. The current playback position is indicated on the _____
- a) right slider b) left slider c) top slider d) center slider
68. In the Media playback toolbar, _____ adjusts the size of the movie playback .a) position slider b) volume slider c) zoom d) repeat icon
69. Use _____ menu to open Media player window.
- a) Insert b) File c) Tools d) Format
70. If you want to insert a MS word document, choose _____
- a) Movie b) Further objects c) More objects d) Include
71. Select the number of slides to be listed in the _____ spin box.
- a) Slides Number b) Slides per row

- c) Slides per line d) Slides per column
72. Opening a new, empty presentation with a slide layout called _____ allows outline levels.
- a) Title, Text b) Title, Top c) Text, Top d) Title, Title
73. By pressing the _____ key, we move the line down level in style and formatting. a) Tab
b) Shift + Tab c) Alt +Tab d) Ctrl +Tab
74. choose _____ to hide a slide in the slide in the slide show.
- a) Tools → show /Hide Slide b) Insert → show /Hide Slide
c) Slide show→ show /Hide slide d) Any of the above
75. Choose _____ menu to set printer options for the current presentation.
- a)file b) tools c) format d) edit

PART-B

II. Answer the following [Any twenty] 20 x 2 =40

1. What are the steps in creating "Bulleted list" in a star office writer document?
2. What are the difference between backspace and delete key?
3. What are the types of page orientation?
4. How to make the selected rows and columns of the same size?
5. How will you change the FONT SIZE and FONT COLOUR in star writer?
6. Explain Date Arithmetic in star office calc.
7. List out the application of spreadsheet
8. How we change the data present in a cell? If so ,how?
9. State the function of the following formula:
D5=Sum(sheet1.B4:C4;sheet2.B4:C4)
10. What are the formatting options are available in star calc?
11. How does the "Information" differ from "Data"?
12. What is a query? How it differs from filter?
13. Write a short notes on Multiple sorting of star base.
14. What are the three general categories of DBMS?
15. Define primary keys.
16. What are the difference between CBT and WBT?
17. Define plug-in.
18. What are the types of video compression?
19. Full form of MIDI,AIFF,MPEG,AVI,MMS,JPEG,GIF,CBT
20. Define Virtual reality.
21. How will you Insert ,Delete, Rename slides?
22. What is the use of master page in presentation?
23. What is Rehearse Timing?
24. What are the use of presentations?
25. What are the options are available in presentation wizard of impress?

PART-C

III. Answer in detail [Any seven] 7 x 5 =35

1. Explain how we can select the text in s.o.w?
2. Explain the method of aligning a paragraph?
3. What would you carry out the spell check after the entire document is typed?
4. How will you create table?
5. Explain the Header and Footer.
6. Define briefly a spreadsheet and describe its basic structure.
7. What are the formatting options are available in star calc? Explain.
8. Explain the disadvantages of the manual data processing?
9. Explain the procedure to be followed to design a form in stat office base.
10. Explain the data base types.

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