

**XII – COMPUTER SCIENCE****Volume-I Model question -I****2 MARKS & 5 MARKS****Marks: 75****TWO MARK QUESTION**

20 x 2 =40

1. What is meant by text editing?
2. What are the scrolling procedures?
3. What is meant by Hanging indent?
4. How will we Increase an indent, Decrease an Indent using tool bar?
5. What is meant by auto correct option?
6. How will you add a requited number of rows and columns in a table?
7. How to make the selected rows and columns of the same size?
8. What are the advantages of header and footer?
9. What is use of page preview?
10. Differentiate the terms “Spreadsheet” and “Worksheet” ?
11. Define Cell Pointer & Active Cell
12. Define 3-D formula?
13. What spreadsheet feature allows you to represent data visually as a data analysis tool?
14. What is a Database?
15. What does it means to ‘filter; database records?
16. What is meant by SQL?
17. what is report?
18. What is meant by Relational Database?
19. What is multimedia?
20. Compare lossless and lossy video compressions?
21. Differentiate GIF and JPEG.
22. What is the use of master page in presentation?
23. What is ‘Rehearse Timings’? Explain in detail
24. What is meant by slide show?
25. How will we insert a slide? How will we rename a slide?

**FIVE MARK QUESTION**

7 x 5 =35

1. Explain about moving around the document in star office writer?
2. How would you create the bullets and numbered list?
3. What are the Various function of the icons in the table formatting tool bar?
4. How will you make use of page style dialog box to change margin?
5. What are Functions? How can you use them in your work sheet? Explain with an example.
6. What are the various icons in the Insert Object floating tool bar? Mention their functions.
7. How will you Insert Rows, Columns and cells in a worksheet? Give and example
8. Explain different Database types.
9. What are the steps involved in generating a report?
10. Explain filter and its types with example.

## Volume-I Model question -II

### 2 MARKS & 5 MARKS

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#### TWO MARK QUESTION

20 x 2 =40

1. What are the functions of star office?
2. List a few commercially available word processing packages.
3. Give keyboard shortcut to move, copy the text
4. How will we highlight the select text?
5. What are the various types of paragraph alignments that can be made?
6. How can we correct mistakes after the document is created?
7. How will you create a table in the document?
8. How to change the width of a column in a table?
9. What is meant by header and footer?
10. What is meant by Margin?
11. What is meant by electronic spreadsheet ?
12. Differentiate Relative and Absolute cell addressing.
13. List out the icons that appear in a insert object toolbar.
14. What is Date arithmetic?
15. What are the various Data types?
16. What is a Database Management system?
17. What is meant by multiple sorting?
18. List and describe the elements that make up an object in the object oriented database model?
19. Mention some fields which use multimedia application.
20. Define compression
21. Differentiate GIF and JPEG.
22. How to change the slide background?
23. What is the use of slide sorter view?
24. Explain about 'custom slide show' in detail.
25. What is the use of master page in presentation?

#### FIVE MARK QUESTION

7 x 5 =35

1. How will you find and replace a given word in star office writer?
2. What are the formatting changes that can be made with respect to the fonts?
3. How would you carry out the spell check after the entire document is typed?
4. Write the advantages of using Electronic Spreadsheet?
5. Explain Fill Series command with example?
6. What are Functions? How can you use them in your work sheet? Explain with an example.
7. Explain working with multiple sheets and printing worksheets.
8. What are the advantages of Electronic computerized Data processing?
9. Discuss the ways in which a data base is manipulated?
10. What are the steps involved in designing a form in star base?

## Volume-I Model question -III

### 2 MARKS & 5 MARKS

#### TWO MARK QUESTION

20 x 2 =40

1. How would you switch over from Insert mode to Type – over mode?
2. What is meant by word processing?
3. How will you change the font color while formatting the text?
4. What is a style? Mention the advantages of working with styles.
5. What is meant by Auto spell check?
6. How will you delete a required number of rows and columns in a table?
7. How will you entering Data in the table?
8. Write down the steps involved in including text in header and footer?
9. What does page formatting mean?
10. What is the use of spreadsheet ?
11. What is Range? Give examples.
12. How are Picture and Special characters inserted in the worksheet?
13. How will you save a worksheet?
14. What are the steps involved in data processing?
15. How will you create a new database?
16. What primary characteristics distinguish a Flat-files database from a relational database?
17. what are form?
18. What is a filter? What are the types of filters available in star base?
19. What is MMS?
20. Expand 1. MIDI 2. AIFF
21. What is morphing and warping?
22. How will you insert pictures in presentation?
23. How will we include a movie / sound in a presentation?
24. How will we start a slide show?
25. What is meant by slide show?

#### FIVE MARK QUESTION

7 x 5 =35

1. Explain how we can select the text in star office writer?
2. How can we Indent text with the paragraph dialog box?
3. Explain the process of changing the margins using page style dialog box?
4. Explain the procedure for Inserting a Picture or a Special character in a worksheet.
5. Explain the different Formatting options available in star office calc.
6. Explain the procedure to be followed to draw a chart.
7. List and describe the other features available with spreadsheet software in addition to its ability to calculate numbers .
8. What are the disadvantages of manual Data processing?
9. What are the types of filters available in star base? Give its function.
10. What are the various manipulations of a database in star office base?

## Volume-I Model question -IV

### 2 MARKS & 5 MARKS

#### TWO MARK QUESTION

20 x 2 =40

1. List a few commercially available word processing packages.
2. How can we work with Multiple Document?
3. What are the commonly used formatting changes?
4. Give the steps involved for change the line spacing?
5. How can we correct mistakes after the document is created?
6. How will you create a table in the document?
7. What are the two types of page orientations
8. What are the advantages of header and footer?
9. Define "Visicalc"
10. How will you change the column width and row height of a worksheet?
11. What is the use of Auto format sheet?
12. What is the process that involves creating a worksheet?
13. Name some popular spreadsheet software.
14. Define Data, Information.
15. On the basis of the conceptual structure how can the database be classified?
16. What is a primary key?
17. What is Query and what it is used for?
18. Write a note on inline sound and video?
19. Compare AVI and MIDI.
20. What is the use of OLE object in star office impress?
21. How will we include a picture, movie and OLE object in a presentation?
22. What is shockwave format?
23. How will we create 3-D animation?
24. What are the two categories of 2-D animations?
25. What is meant by Editing a Data?

#### FIVE MARK QUESTION:

1. Explain about moving around the document in star office writer?
2. What are the Various function of the icons in the table formatting tool bar?
3. Explain the type of operators of star office calc with an example.
4. How will you Insert Rows, Columns and cells in a worksheet? Give an example
5. Explain different Database types.
6. What are the steps involved in generating a report?
7. List out the Applications of Spreadsheet.
8. How would you add a word in the Auto Correct list of the star office writer?
9. How can we create a new document, saving, open and closing a document in star office Writer?
10. List the various field types that can exist in a database?

ALL THE BEST

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