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## +2 - COMPUTER SCIENCE

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### UNIT TEST - 1

Time : 1 hr 30 min

Mark : 75

Answer all questions **Part I** 35 x 1 = 35

Choose and write the correct answer

- In star office which of the following option is used to create a text document.  
(a) Star office calc (b) Star office writer  
(c) Star office Impress (d) Star office base
- Which key is used to delete the character to the left of the insertion point  
(a) Back space (b) delete  
(c) Space bar (d) Enter
- Which keyboard shortcut is used to cut a selected text  
(a) Ctrl + X (b) Ctrl + V  
(c) Ctrl + B (d) Ctrl + C
- A word processing document may contain -----  
(a) Text and tables (b) Graphs and charts  
(c) Pictures (d) All of these
- Which of the following consists of several application?  
(a) Star office base (b) Star office  
(c) Star office writer (d) Star calc
- The thick horizontal line in the page area is called  
(a) End of paragraph marker  
(b) End of page maker  
(c) End of document marker  
(d) End of line maker
- Which key is used to move the insertion point to the beginning of the line  
(a) End key (b) Home key  
(c) uparrow key (d) down arrow key
- Which command is used to reopen a document  
(a) File → open (b) File → Save  
(c) File → Close (d) File → new
- Which application is used to draw in Staroffice  
(a) Star office writer (b) Star office base  
(c) Star office draw (d) Star office Impress
- In Star office writer which of the following bar gives the information about the current mode  
(a) Title bar (b) Menu bar  
(c) Tool bar (d) Status bar
- Which button is used to Replace the found text in Star office writer  
(a) Find all (b) ignore  
(c) Replace (d) Find
- Which short cut key is used to select the entire document  
(a) Ctrl + S (b) Ctrl + E  
(c) Ctrl + A (d) Ctrl + R
- The flashing vertical bar in staroffice writer is called  
(a) Insertion point  
(b) End of document marker  
(c) Cursor (d) Insertion bar
- Which one of the following is not a word processor?  
(a) MS - word (b) Lotus Amipro  
(c) Staroffice writer (d) Lotus 1 - 2 - 3
- Which key is pressed to toggle between type over mode and the Insert mode?  
(a) Alt (b) Insert (c) Ctrl (d) Shift
- Which command is used to open a new document  
(a) format → New → Text document  
(b) File → New → Text document  
(c) Edit → New → Text document  
(d) Insert → New → Text document
- Each time when increase indent icon is clicked the paragraph is indented by  
(a) 1 inch (b)  $\frac{1}{2}$  inch  
(c)  $\frac{1}{4}$  inch (d) 2 inch
- Which menu is used for Bullets and Numbering  
(a) File (b) Edit (c) Format (d) View
- Which of the following indent is used for numbered list  
(a) Right indent (b) left indent  
(c) hanging indent (d) Numbered indent
- Which keyboard shortcut key is used to display Help window in staroffice writer  
(a) F<sub>1</sub> (b) F<sub>7</sub> (c) Shift + F<sub>1</sub> (d) Ctrl + F<sub>1</sub>
- Which of the following font is used for decorative purpose  
(a) Fajitha (b) Times New Roman  
(c) Arial (d) Arial Black
- Which key combination is used to center a paragraph

- (a) Ctrl + C      (b) Ctrl + R  
(c) Ctrl + E      (d) Ctrl + J
23. The size of the font is measured in  
(a) Points      (b) Circles  
(c) Rectangles      (d) numbers
24. An inch is equal to  
(a) 75 points      (b) 74 points  
(c) 80 points      (d) 72 points
25. Which command is used to open character dialog box  
(a) Edit → Character  
(b) Format → Character  
(c) View → Character  
(d) Tools → Character
26. Which of the following is used to list the important points and messages in Staroffice writer  
(a) Bullets and numbers  
(b) Auto correct  
(c) Editing  
(d) Paragraph alignment
27. Which is a nanoed set of defaults for formatting text?  
(a) font (b) style (c) format (d) bullets
28. Which of the following font is used for professional and business document?  
(a) Fajitha      (b) Symbol  
(c) Times New Roman (d) wing dings
29. Which key combination is used to Justify a paragraph?  
(a) Ctrl + C      (b) Ctrl + R  
(c) Ctrl + E      (d) Ctrl + J
30. Which of the following is used to call attention to key ideas in the document?  
(a) Highlighting      (b) formatting  
(c) Indenting      (d) Editing
31. Which of the following shortcut key is used for spell check in Star office writer?  
(a) F7      (b) F6      (c) F5      (d) F8
32. Which of the following command is used to open a spell check dialog box  
(a) Edit → Spelling → Check  
(b) Tools → Spelling → Check  
(c) Edit → Check → Spelling  
(d) Tools → Check → Spelling
33. Which of the following colour is used for underlining the the misspelled word

- (a) Green color      (b) Red color  
(c) Yellow color      (d) Grey color
34. Which of the following shortcut key is used to display an extended tip  
(a) Shift + F1      (b) Ctrl + F1  
(c) Alt + F1      (d) Tab + F1
35. Which of the following button is used to add a word to the dictionary  
(a) insert (b) add (c) Change (d) Ignore

## **Part II**

**Answer any Ten questions**

**10 x 2 = 20**

36. What is meant by text editing?
37. Write down the steps available to select the required portion of the text in a document?
38. How would you switch over from Insert mode to Type over mode?
39. What is the difference between copying text and moving the text in Star office writer?
40. How will you work with multiple documents in Star office writer?
41. What is Hard formatting and Soft formatting?
42. What are the four formatting changes available in Star office writer?
43. What are the various types of paragraph alignments that can be made?
44. How will you indent text using the toolbar?
45. What are the steps in creating Numbered list in a Star office writer document?
46. What does Automatic spelling correction mean?
47. What is the use of Auto correct option?

## **PART –III**

**4 x 5 = 20**

**Answer any four of these following questions**

48. Write the steps to be followed to find and replace a given text.
49. How would you select the required portion of the text in a document?
50. How to create and remove bullets and numbered list?
51. Explain the method to indent the text using paragraph dialog box?
52. How would you carry out the spell check after the entire document is Typed?
53. How will you add an entry to the Auto correct list in Star office writer?