Answer Key

+2 COMPUTER SCIENCE – UNIT TEST 1

Part I

Each Question carries ONE mark

1	2	3	4	5	6	7	8	9	10
b	a	a	d	b	c	b	a	c	d
11	12	13	14	15	16	17	18	19	20
c	c	a	d	b	b	b	c	c	a
21	22	23	24	25	26	27	28	29	30
a	c	a	d	b	a	b	c	d	a
31	32	33	34	35					
a	b	b	a	b					

Part II

Answer any TEN of the following

10x 2 =20

Q. No.	Content	Mark	Total
36.	Entering a new text or modifying the existing text is a document is known as text editing	2	2
37.	**Two methods to select the required portion of the text.** 1. Selecting the text with key board 2. Selecting the text with mouse	1 1	2
38.	The user can use the Insert Key to toggle between type over mode and Insert mode Insert mode inserts while typing new text	1 1	2
39.	**copy** Edit → copy Copy icon or ctrl + c **move** Edit → cut cut icon or ctrl + x	1 1	2
40.	**Working with multiple documents:-** 1. Click on the window menu option and select the file from the list of documents displayed 2. Click on the document button visible on the task bar.	1 1	2
41.	**Hard formatting**		2

	A paragraph is any text followed by a hard return. A hard return is inserted every time when Enter is pressed. **Soft formatting** Soft returns are inserted as line breaks by Star office writer and are adjusted when text is added or deleted	1 1	
42.	**Formattingchanges available in Star office writer:-** Star office writer offers a number of choices for formatting text such as bold, Italics and underlined, defining the font type and font size (or) **To make text bold** Ctrl + B or bold icon **To make text Italic** Ctrl + I or Italic icon **To make text underlined** Ctrl + U or underline icon		2
43.	**Paragraph alignments** Left alignment icon or Ctrl + L Right alignment icon or Ctrl + R Justify icon or Ctrl + J Center icon or Ctrl + E	½ ½ ½ ½	2
44.	**Indenting Text with the Toolbar:-** 1. Click the Increase Indent icon 2. The paragraph is indented ½ inch from the left margin 3. Click the decrease Indent icon 4. The paragraph is indented ½ inch from the right margin	½ ½ ½ ½	2
45.	**The steps in creating Numbered List:-** Select the text to be numbered Click on Numbering icon from the toolbar (or) Select format → Bullets and Numbering Click 'Numbering' Tab Select a Numbering type Click ok	1 1	2
46.	Automatic spelling correction is the facility provided by Star office writer to check for		2

Q. No.	Content	Mark	Total
	possible spelling mistake even as the document is being typed.		
47.	**The uses of Autocorrect option:-** Auto correct option is very useful for correcting the spelling of the commonly misspelled words. Ex. Replace 'the' with 'the' automatically.	1	2

Part III 4 x 5 = 20

Q. No.	Content	Mark	Total
48.	**Find and Replace:-** Choose Edit → Find & Replace. The Find and Replace dialog box appears. In the Search for box type the text that you want to find in your document. In the Replace with box, enter the replacement word or phrase. Click Find to start the search. **When writer finds the first instance of the word or phrase, do one of the following** To replace the found instance of the text with what you entered in the Replace with box click Replace. To replace all instances of the text with aht you entered in the Replace with box Click Replace All. To skip the found text and to continue the search, Click Find again. Click close when you have finished the search.	1 / 2 / 2	5
49..	**Selecting text with mouse:-** Insertion point is moved to the start of the text to be selected. The left mouse button should be clicked held down and dragged across the text to be selected. When the intended text is selected the mouse button should be released.	1 / 2	
	Selecting text with keyboard:- The shift key is pressed down and the movement keys are used to highlight the required text. When the shift key is released the text is selected.	2	5
50.	**Create and remove bullets and numbered list:-** Select the text to which bullets are to be added. Click bullet icon (or) Formats → bullets and numbering **To Create a Numbered List:-** Select the text tp be numbered Click numbering icon (or) Formats → bullets and numbering **To Removing the bullets or numbers:-** Click the bullets icon or numbering icon again for the selected text give any valid example	1½ / 1½ / 1 / 1	5
51.	**Indent the given text using the paragraph dialog box:-** Move the insertion point to the beginning of the paragraph to be indented. Click Format → Paragraph command Click indents and spacing tab. (i)To indent from the left, type the amount to be indented in the Before text spin box or use the spin arrows to select a value.	1 / 1 / 1	5

	(ii)To indent from the right, type the amount to be indented in the After text spin box or use the spin arrows to select a value. (iii) Click the OK button.	2	
52.	**Spell check after the entire document is typed:-** Click Tools → Spelling → Check or spell check icon or F7 key	1	
	Not in dictionary text area displays the misspelled word and the suggestions list displays any alternative spellings.	1	
	(i) To skip this occurrence but stop on the next one Ignore once button is clicked. To skip all occurrences of the word Ignore All button is clicked.		5
	(ii) Change button is clicked to change this occurrence and change All button and is clicked to replace all occurrences of the word.	3	
	(iii)If none of the replacements is correct correction can be made manually in the Not in dictionary text area. Add button is clicked to add the word to the dictionary.		
53.	**Autocorrect:-** Star office writer recognizes some common misspellings and typographical mistakes and makes the replacement automatically.	1	
	Tools → Auto correct	1	
	Select ' Replace' Tab	1	5
	Type the word to be replaced in 'Replace' Text box.	1	
	Type Replacementword in 'with' Text box	1	
	Click New and click ok		