Choose the correct answer:  

1) Which command is used to create a New text document in Star office?  
   a) File → Text → New  
   b) File → Staroffice writer → New  
   c) File → New → Text document  
   d) File → New

2) Which command is used to close the Star Office Application?  
   a) File → Close  
   b) Edit → Close  
   c) File → Exit  
   d) Edit → Exit

3) Which key is used to Delete text from the right side of cursor position?  
   a) Home  
   b) Delete  
   c) Backspace  
   d) Insert

4) Which menu is used to past the selected (copied) text in a particular position?  
   a) Home  
   b) Edit  
   c) Tools  
   d) File

5) How many points to an inch for font size in Star writer?  
   a) 48  
   b) 72  
   c) 73  
   d) 71

6) How many types of formatting in Star office writer?  
   a) 3  
   b) 5  
   c) 4  
   d) 2

7) Which command is used to Edit the Error Automatically in Star office writer?  
   a) Auto format  
   b) Auto check  
   c) Auto spell check  
   d) Auto correct

8) Which function key is used to open the spelling check dialog box in Star writer?  
   a) F2  
   b) F1  
   c) F5  
   d) F7

9) Which key combination is used to move Backword to Table in Star office writer?  
   a) Shift + Tab  
   b) Tab  
   c) Ctrl + Tab  
   d) Ctrl + Home
10) "Insert Table" key is placed where the floating Tool bar
   a) First  b) Second  c) Fourth  d) Third

11) Which command is used to margin of a page?
   a) Format → Page style  b) Format → Page preview
   c) File → Pages  d) Format → Page

12) How many types of page orientation is star office writer?
   a) 3  b) 4  c) 2  d) 5

13) Which one of the following is the first spreadsheet?
   a) Visicalc  b) Lotes 1 2 3  c) Quattropro  d) M.S. Excell

14) Which is the default Date format?
   a) DD/MM/YY  b) MM/DD/YY
   c) YY/DD/MM  d) YY/MM/DD

15) Which is the text operator in star office calc?
   a) $  b) &  c) <  d) !

16) The fill → series command is placed in which menu?
   a) File  b) Edit  c) Tools  d) View

17) The predefined formula in star calc is called _____.
   a) Default formula  b) Function
   c) Cell referencing  d) Structures

18) Which formula is used consecutively in star calc?
   a) SQRT  b) SUM  c) SIN  d) POWER

19) Which key is used to Number series?
   a) Numbering  b) Fill
   c) Automatic fill  d) Auto fill

20) Which command is used to insert page number in star office writer?
   a) Insert → Field → Page number
   b) Auto format
   c) Address  d) Auto fill

21) The term data comes from the word _____.
   a) Dat  b) Datu  c) Datum  d) Datumus

22) How many types of data base in star base?
   a) 4  b) 2  c) 5  d) 8
23) Which command is used to create the database file?
   a) File → New → Database
   b) New → File → Starbase
   c) View → Database → New
   d) File → Database → New

24) What is the Expansion of SQL?
   a) System Query Language  b) Structured Query Level
   c) Structured Query Language  d) Specific Query Language

25) Which is the Default Filter in Star Base?
   a) Standard Filter  b) SQL Filter
   c) Query Filter  d) Auto Filter

26) Which one of the following is not data type in Star Base?
   a) Text  b) Number  c) Boolean  d) Information

27) Each column in a tables are called as ______.
   a) Register  b) Field  c) Record  d) Data base

28) Which symbol is used to create multiple sort in data base?
   a) Sort ascending  b) Sort  c) Sort descending  d) Multiple sort

29) How many data types in Star-Base?
   a) 13  b) 11  c) 10  d) 20

30) Spreadsheet is an example of which one of the following Data base?
   a) Flat-file  b) Network
   c) Relational  d) Hierarchical

31) GIF is limited to
   a) 4-bit palette  b) 6-bit palette
   c) 8-bit palette  d) 16-bit palette

32) How many properties are beside the capacity of sound?
   a) 4  b) 2  c) 3  d) 5

33) The image looking murky that is reducing the color depth to less then ______.
   a) 255  b) 16  c) 256  d) 8

34) What is the extension of AU format?
   a) .AUD  b) .AU  c) .ADU  d) .Ado

35) AVI format was developed by Microsoft in ______.
   a) 1995  b) 1992  c) 1985  d) 1991
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Part - II

Answer any 10 of following questions: 10×2=20

36) What is the meaning of word processing?
37) What is meant by Highlighting text?
38) What does Automatic spelling correction mean?
39) How many types of page orientation and Explain?
40) Define function with example.
41) What is date arithmetic? Explain.
42) What is meant by Electronic spread sheet?
43) Define cell pointer in star calc.
44) What is meant by Data base management?
45) How many types of Data base - Data types?
46) SQL Define that.
47) What is the different between Filter and Querys?
48) Define MMS.
49) What is meant by Morphing?
50) Explain the method of creating 2-D animations.

Part - III

Answer any 4 of the following questions: 4×5=20

51) Give the steps involved for replacing a given text.
52) How would you create the bullets and numbered list?
53) What are the various functions of the icons in the table formatting tool bar?
54) List and describe the other features available with spreadsheet software in addition to its ability to calculate numbers.
55) What are the formatting options available in star office calc?
56) Explain the manipulation of database in star base.
57) Explain the different types of database in star base.