

Lesson – 1**STAR OFFICE WRITER**

1. Star office applications are grouped into a/an _____ environment.
 - a. Joint
 - b. combined
 - c. forum
 - d. integrated
2. The _____ of the document can be typed in the big blank area of the screen.
 - a. Text
 - b. value
 - c. data
 - d. draft
3. The _____ key should be pressed at the end of the paragraph.
 - a. Scroll
 - b. Escape
 - c. Pause/Break
 - d. Enter
4. The thick horizontal line in the _____ is called end-of-document marker.
 - a. Paragraph
 - b. Document
 - c. Page area
 - d. Format
5. We can create text document using _____.
 - a. Staroffice writer
 - b. Staroffice Impress
 - c. Staroffice calc
 - d. staroffice Base
6. We can create spreadsheet using _____.
 - a. Staroffice writer
 - b. Staroffice Impress
 - c. Staroffice Calc
 - d. Staroffice Base
7. We can create draw using _____.
 - a. Staroffice writer
 - b. Staroffice Draw
 - c. Staroffice Calc
 - d. Staroffice Base
8. We can create database using _____.
 - a. Staroffice Writer
 - b. Staroffice Draw
 - c. Staroffice Calc
 - d. Staroffice Base
9. To start staroffice click _____.
 - a. Start → Staroffice
 - b. Start → All programs → staroffice8
 - c. Programs → Staroffice 8
 - d. Staroffice 8 → open
10. _____ is a word processor.
 - a. Staroffice writer
 - b. Staroffice Draw
 - c. Staroffice Calc
 - d. Staroffice Base
11. _____ may contain text, tables, graphs, charts, equations and drawings.
 - a. Drawing
 - b. spreadsheet
 - c. Document
 - d. Table
12. Word processing package is _____.
 - a. Lotus ami pro
 - b. Foxpro
 - c. C++
 - d. Excel
13. The term word processing refers to the activity carried out _____.
 - a. To create
 - b. To view
 - c. To manipulate
 - d. All the above
14. _____ command is used to create text document.
 - a. File → New → Text
 - b. File → Text
 - c. File → New → Text Document
 - d. Edit → New → Document
15. _____ window are similar to the windows applications.

- a. MS-Word b. Word star c. Staroffice Writer d. All the above
16. _____ key should be pressed only at the end of a paragraph.
a. Insert b. Backspace c. Delete d. Enter
17. Non-numerical entries in a table are called _____.
a. Word b. Letter c. Label d. None
18. Naming a file is used to _____.
a. Open a file b. Find and open that file again
c. Locate a file d. Close a file
19. The insertion point indicates where the _____ will appear.
a. New text b. Task bar c. Tool bar d. Text area
20. Which icon is clicked in save as dialog box to get the list of drives?
a. Drive icon b. List icon
c. Up one level icon d. None of these
21. How many check boxes available in save as dialog box?
a. 2 b. 3 c. 4 d. 5
22. _____ is an extension for staroffice writer.
a. Doc b. .ext c. .odt d. a and c
23. _____ dialog box very similar to save as dialog box.
a. New b. Open c. Print d. Character
24. In staroffice writer _____ command is used to open an existing document.
a. File → New b. Edit → Open c. File → Open d. Edit → New
25. _____ is possible to have several documents open at the same time.
a. Staroffice b. Staroffice Writer
c. Staroffice Impress d. Staroffice Draw
26. While working with staroffice writer how many document can be opened at the same time?
a. Only one b. Only two c. Only three d. Many documents
27. Which of the following application work on different operating systems?
a. Lotus 1-2-3 b. Database c. Staroffice d. HTML
28. If the document is long, the text can be _____ through without moving the insertion point.
a. Scrolled b. Viewed c. Edited d. Formatting
29. _____ is not a word processing package.
a. Lotus Amipro b. C++ c. EXCEL d. Both b and c
30. The thick horizontal line in the page area is called _____.
a. End of the page marker b. end of document marker
c. Both a and b d. None of the above
31. The short cut key for select the entire document is _____.
a. Ctrl+A b. Ctrl +Z c. Ctrl+V d. Ctrl+S

47. ___ is an fully featured office productivity suite with powerful standalone application.
a. Staroffice writer b. Staroffice c. Staroffice Impress d. MsOffice
48. _____ automatically creates a new page.
a. Staroffice Writer b. Staroffice c. Staroffice Impress d. Ms office
49. To save the document for the first time a _____ dialog box will be appear.
a. Print b. Open c. Save as d. Character
50. While saving a document, to select a drive up one level _____ icon is clicked.
a. b. c. d.
51. _____ option is used to save the files.
a. Ctrl + S b. Save icon c. File→Save as d. a or b
52. _____ command is used to close the document.
a. File → Close b. Ctrl + W c. File → Exit d. a or b
53. _____ command is used to open a document.
a. File → Open b. Ctrl + O c. Open icon d. All the above
54. Mouse pointer is different from the _____.
a. Insertion point b. Cursor c. Characters d. All the above
55. To move one character to the left _____ key to be pressed.
a. ← b. → c. ↑ d. ↓
56. To move one character to the right _____ key to be pressed.
a. ← b. → c. ↑ d. ↓
57. To move one word to the left _____ key to be pressed.
a. Ctrl + ← b. Ctrl + → c. → d. ←
58. To move one word to the right _____ key to be pressed.
a. Ctrl + ← b. Ctrl + → c. → d. ←
59. To move one cell left in the table _____ to be pressed.
a. Ctrl + ← b. Ctrl + → c. Tab d. Shift + Tab
60. To move one cell right in the table _____ to be pressed.
a. Ctrl + ← b. Ctrl + → c. Tab d. Shift + Tab
61. To move one line up, _____ to be pressed.
a. ← b. → c. ↑ d. ↓
62. To move one line down, _____ to be pressed.
a. ← b. → c. ↑ d. ↓
63. To move end of the line _____ key to be pressed.
a. End b. Home c. Ctrl + Home d. Ctrl + End
64. To move the beginning of the line, _____ to be pressed.
a. End b. Home c. Ctrl + Home d. Ctrl + End
65. To move the end of a document, _____ key to be pressed.
a. End b. Home c. Ctrl + Home d. Ctrl + End

- c. Intimating point d. Intersecting point
84. Which is used to select the text?
a. Cursor b. Insertion point c. Flashing line d. Flash Bar
85. Which concept enables the user to find and open that file again.
a. Prompting b. Saving the file c. Naming the file d. Entering
86. Which key is pressed down and the movement keys are used to highlight the required text
a. Shift b. Alt c. Ctrl d. Ctrl + shift
87. Which of the following contain text, tables, graphs, etc.?
a. Document b. Spreadsheet c. Text d. Presentation
88. In staroffice writer, the page preview option is available under the _____ menu.
a. Format b. Edit c. File d. View
89. The insertion point indicates where the
a. Task bar will appear b. New text will appear
c. Tool bar will appear d. Text area will appear
90. Which of the following is not a word processing package?
a. Staroffice calc b. Word pro c. Lotus Amipro d. Word perfect
91. When a text is selected, the following changes can be made
a. Text can be moved b. text can be copied
c. Text can be send d. Both a and b
92. Which key should not be pressed at the end of each line in staroffice writer unit?
a. TAB b. SHIFT c. ENTER d. ALT
93. Which is moved to anywhere in the document either the mouse or keyboard is used.
a. Pointer b. Letters c. Screen d. Insertion point
94. Which key must be pressed only at the end of the paragraph or when the blank line is inserted?
a. DEL b. INSERT c. ENTER d. HOME
95. The short-cut key to select a particular line is
a. Double click on the line b. Click one next to the line
c. Press Ctrl + I d. Ctrl + A
96. Mistakes can be corrected either using the _____ key or the _____ key.
a. Backspace, Delete b. Ctrl, function c. Up, down d. Left, right
97. After the new text is inserted, the existing text would move to the _____
a. Left b. Right c. Down d. Centre
98. Staroffice is the product of _____
a. Sun micro systems b. Microsoft c. Oracle d. IBM
99. Which menu is selected to paste the text in new location in staroffice writer
a. Tools b. Format c. Edit d. File

100. To make all the replacements without conformation _____ button is clicked.
a. Replace b. Ignore all c. Replace all d. Ignore
101. To select a word in the document
a. Press Ctrl + W b. Shift + Del
c. Click the word in the document d. Double click on the word.
102. To save the file a double click is made on the required folder and the file name is given in the _____ list box.
a. Search for b. Type c. List d. File name
103. If the document is long the text can be _____ through without moving the insertion point.
a. Viewed b. Edited c. Formatting d. Scrolled

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