Lesson – 2
STAR OFFICE WRITER

1. A _____ is a named set of defaults for formatting text.
   a. Font   b. Tab   c. Page   d. Style
2. _____ is the keyboard shortcut for justified alignment.
   a. Ctrl + J   b. Ctrl + C   c. Ctrl + V   d. Ctrl + K
3. Each time the button is clicked, the paragraph is intended another_____.
   a. Inch   b. 1.5 inch   c. 2. 75 inch   d. ½ inch
4. How many types of alignment are there in staroffice writer _____.
   a. 2   b. 3   c. 4   d. 5
5. Highlighting can be removed by selecting _____ option from the colour palatte.
   a. No color   b. Fill   c. No fill   d. Remove color
6. The default line spacing for a staroffice writer document is _____.
   a. Single line   b. Double spacing   c. 1.5 lines   d. Proportional
7. Staroffice has an _____ facility.
   a. Online help   b. Offline help   c. Information   d. Auto list members
8. The default line alignment for the staroffice writer is _____.
   a. Right align   b. Left align   c. Center align   d. Justified
9. _____ font is suitable for business document.
   a. Arial   b. Fajitha   c. Times New Roman   d. Wingdings
10. The _____ option can be used to indent the line of the paragraph.
    a. Before text   b. After text   c. First line   d. Spacing
11. The fastest way to create a bulleted list is to be use the Bullets button on the ___ toolbar.
    a. Standard   b. Formatting   c. Control   d. Customize
12. The bold option under the _____ list box.
    a. Font   b. Size   c. Style   d. Type face
13. _____ as the storehouse for all formatting options for that paragraph.
    a. Paragraph marker   b. Thin line   c. I- Beam   d. Mouse pointer
14. The _____ keyboard shortcut is used to align the text centre.
    a. Ctrl + J   b. Ctrl + C   c. Ctrl + E   d. Ctrl + L
15. Indenting & spacing tab available _____ dialog box.
    a. Paragraph   b. Page style   c. Save as   d. Table format
16. _____ are inserted as line breaks by staroffice writer.
    a. Paragraph   b. Soft returns   c. Hard returns   d. b and c

17. How many points represent size of the font?
   a. 71 points   b. 74 points   c. 72 points   d. 78 points

18. The character dialog box is found under the menu _____.
   a. Insert   b. Format   c. View   d. Tools

19. _____ require more advanced planning.
   a. Font   b. Staroffice help   c. Styles   d. Highlighting

20. _____ is the shortcut key for help window.
   a. F2   b. F4   c. F1   d. F5

21. Which option enables to quit from staroffice?
   a. Quit   b. Close   c. Exit   d. End

22. Which one of the following is not a line spacing in a document _____.
   a. Single line   b. Leading   c. Symbol   d. Proportional

23. The help facilities available in staroffice are on line help and _____.
   a. Help content   b. Help   c. Help menu   d. Help agent

24. Hanging indents are encountered when we type in _____.
   a. Positive values   b. Negative values c. Value = 0   d. None

25. Almost all formatting options are available under _____ menu.
   a. Insert   b. Tools   c. Format   d. Function

26. _____ is a set of characters and numbers in a certain style.
   a. Style   b. Font   c. Highlighting   d. None of these

27. The size of a font is measured in _____.
   a. Points   b. Inches   c. CM   d. a and b

28. _____ can be used to call attention of key ideas or pointers in a document.
   a. Highlighting   b. Indenting   c. Bullet list   d. Font color

29. A hanging indent, for _____.
   a. Paragraph   b. Line spacing   c. Bullet lists   d. Numbered list

30. To indent text from the right, use the _____ spin arrows.
   a. Decrease   b. Increase   c. Before text   d. After text

31. _____ appears automatically when you perform a complex task.
   a. Online help   b. Help tips   c. Help agent   d. Extended help tips

32. _____ indent icons are useful if it is needed to indent text from the left.
   a. Increase   b. Decrease   c. Hanging   d. a and b

33. How many types of line spacing?
   a. 5   b. 6   c. 7   d. 12

34. _____ is the shortcut key for underline.
   a. Ctrl + B   b. Ctrl + V   c. Ctrl + U   d. Ctrl + C

35._____ key combination is used to display an extended help tips.
   a. F1   b. Alt + F1   c. Shift + F1   d. Ctrl + c

36._____ are used to list the important points and messages.
   a. Highlighting   b. Indenting
   c. Bullets and Numbering   d. None of these

37._____ line spacing works well for short documents such as letters and memos
   a. Double   b. Single   c. Leading   d. Fixed

38._____ helps in providing with more readability.
   a. Highlighting   b. Indentation   c. Hanging indent   d. None of these

39._____ indent is used to increase ½ inch from left margin.
   a. Decrease   b. Increase   c. Hanging   d. First line

40._____ is the shortcut key for right alignment.
   a. Ctrl + L   b. Ctrl + R   c. Ctrl + J   d. Ctrl + E

41._____ is inserted every time when Enter is pressed.
   a. Soft return   b. Hard return   c. Paragraph marker   d. None of these

42._____ is deleted the paragraph takes on the formatting of the following paragraph.
   a. Paragraph alignment   b. Paragraph marker
   c. Paragraph spacing   d. Indenting

43.A text without any special formatting can have a _____ appearance.
   a. Monotonous   b. Formatted text c. Without formatted text   d. None

44._____ offers a number of choices for formatting such as bold and italics.
   a. Staroffice   b. Staroffice Writer
   c. Staroffice Impress   d. Staroffice Base

45.Click _____ to make text Bold.
   a.   b.   c.   d.

46.Click _____ to make text Italic.
   a.   b.   c.   d.

47.Click _____ to make text underlined.
   a.   b.   c.   d.

48.Selecting _____ displays the character dialog box.
   a. Format → Character   b. Format → Paragraph
   c. Format → Default   d. Format → Page

49._____ font is used as a decorative.
   a. Fajita   b. Times New Roman   c. Symbol   d. All the above

50.In black and white printer the document will be printed as shades of _____.
   a. Gray   b. White   c. Blue   d. Green

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தமிழ்நாடு பி.எட் கணினி அறிவியல் வேலையில்லா பட்டதாரி ஆசிரியர்கள் சங்கம்.

51. A _____ icon displays a color palette from which required color can be selected.
    a.   b.   c.   d.
52. A paragraph is any text followed by a _____.
    a. Hard return   b. Soft return   c. Paragraph format   d. a or b
53. A _____ is inserted every time when enter is pressed.
    a. Hard return   b. Soft return   c. Paragraph format   d. a or b
54. Each paragraph can give different _____ setting.
    a. Tab   b. Format   c. Border   d. Color
55. In staroffice writer _____ types of alignment used.
    a. 5   b. 6   c. 4   d. 3
56. The keyboard shortcut for left alignment is _____.
    a. Ctrl + J   b. Ctrl + C   c. Ctrl + E   d. Ctrl + L
57. The keyboard shortcut for justify alignment is _____.
    a. Ctrl + J   b. Ctrl + C   c. Ctrl + E   d. Ctrl + L
58. A special kind of indent called a _____ indent.
    a. Increase   b. Decrease   c. Hanging   d. a and b
59. To indent the text either the _____ is used.
    a. Formatting toolbar   b. Paragraph dialog box
    c. Character dialog box   d. a or b
60. _____ command is used to display Paragraph dialog box.
    a. Format →Paragraph   b. Format → Character
    c. Format → Page   d. a or b
61. The _____ option can be used to indent the line of the paragraph.
    a. First line   b. Single line   c. Third line   d. None of the given
62. By default, staroffice writer give _____ for the text in the document.
    a. Single line   b. Double line   c. Leading   d. Proportional
63. _____ automatically numbers all the items in a list.
    a. Staroffice   b. Staroffice Writer   c. Staroffice Impress   d. Staroffice Base
64. The fastest way to create a bulleted list is to be use the bullets button on the ___ toolbar.
    a. Formatting   b. Standard   c. Drawing   d. Formula
65. To apply a various styles for the bullets and numbers _____ command is used.
    a. Format → Bullets and Numbering   b. Format → Bullets
    b. Tools → Bullets and Numbering   d. Format → Bullets or Numbering
66. There are _____ types of help systems available in the staroffice8.
    a. 8   b. 5   c. 4   d. 3

67._____key is used to display staroffice help.
    a. F1   b. Alt + F1   c. Shift + F1   d. Ctrl + C

68.Rest the mouse pointer over a menu command or over any icon to display a _____.
    a. Help Agent   b. Extended Help tips   c. Help Tip   d. b or c

69.The content of _ window changes depending on what is being done in the main window.
    a. Help agent   b. Extended help tips   c. Help tip   d. b or c

70.Which printer is used to get the hard copy of the document in color?
    a. Dot matrix   b. Line printer   c. Color printer   d. None of these

71.The spacing between the lines in a staroffice writer document is given using ___ option.
    a. Line spacing   b. Line difference   c. Line distance   d. None of these

72.There are _____ styles available for numbering and bullets each.
    a. 2   b. 4   c. 6   d. 8

73._____ key combination is used to display an extended help tips.
    a. F1   b. Alt + F1   c. Shift + F1   d. Ctrl + C

74._____ are used to list the important points and messages.
    a. Highlighting   b. Indenting   c. Bullets and Numbering   d. None of these

75.A special kind of indenting also called as _____ indent.
    a. Hanging   b. Decrease   c. Increase   d. None of these

76.Increase indent and Decrease indent icons useful if it is needed to indent text from the _.
    a. Left   b. Right   c. Centre   d. Top

77.Indentation helps is providing the document more _____.
    a. Line space   b. Readability   c. Message   d. Help

78.Which font is useful for professional and business documents?
    a. Times New Roman   b. Fajita   c. Business   d. Professional

79.Which helps the reader to see how the document is divided into paragraphs?
    a. Visual Aid   b. Visual format   c. Visual Clue   d. Visual Design

80.Which option can be used to indent the line of the paragraph?
    a. First line   b. Last line   c. Middle line   d. Up line

81.In which spin box the value should be specified to indent from right?
    a. Before text   b. After text   c. On the text   d. Inside text

82.In a numbered list, if one adds or deletes an item, if one adds or deletes an item, it automatically ___.
    a. Renumbers   b. Arranges   c. Sorts   d. Aligns

83.One can make a change in the amount of indent requirement using _____.
    a. Paragraph dialog box   b. Character dialog box
    c. Format menu   d. Edit menu

84. When typing in staroffice writer, all the text are _____.
   a. Left aligned   b. Right aligned   c. Center aligned   d. Justified
85. Which is used at the top of the Help window, that can be used for search, for help, on other staroffice elements?
   a. Help file box in the tool bar area   b. List box area
   c. Help file in the Menu bar   d. Help file in the formula bar
86. A text without any _____ can have a monotonous appearance.
   a. Formatting   b. Highlighting   c. Editing   d. Indenting
87. Which of the following is the most common types of text formatting?
   a. Underline   b. Bold   c. Italic   d. All the above
88. Which icon has to be clicked to utilize different colors in a text?
   a. Open file icon   b. Color icon   c. Font color icon   d. File icon
89. Which feature will periodically save when the application is working on
   a. Save   b. Auto save   c. Save as   d. None of these
90. How many types of formatting options are available in staroffice writer?
   a. 3   b. 2   c. 4   d. 5
91. When we double click on a word it is _____.
   a. Copied   b. Erased   c. Selected   d. Highlighting
92. A hard return is inserted every time when _____ key is pressed.
   a. Del   b. Home   c. Insert   d. Enter
93. The _____ size of the text document cannot be used in legal document.
   a. Same   b. Equal   c. Regular   d. Monotonous
94. To remove the bullets from the list, again click the _____.
   a. Keyboard button   b. Mouse button   c. Numbered button   d. Bullet button
95. Which command is used to change line spacing?
   a. Format → Paragraph   b. Format → Line spacing
   c. Format → Spacing   d. Edit → Paragraph
96. Indentation helps in providing the documents more _____.
   a. Line space   b. Help   c. Store   d. Readability
97. For instance _____ can be a paragraph?
   a. Double line   b. Single line   c. Three lines   d. None of these
98. A _____ precedes each item in the lists and the text is indented.
   a. Bullet   b. Number   c. Bullet & Number   d. None of these