

**Lesson – 3****STAR OFFICE WRITER**

1. \_\_\_\_\_ key is pressed to delete a misspelled word and the word is retyped.
  - a. Insert
  - b. Delete
  - c. Back space
  - d. alt
2. \_\_\_\_\_ button is clicked to skip all occurrence of the word.
  - a. Change
  - b. Change all
  - c. Ignore
  - d. Ignore all
3. \_\_\_\_\_ text area displays the misspelled word in the spell check dialog box.
  - a. Replace
  - b. With
  - c. Not in dictionary
  - d. Suggestions
4. The \_\_\_\_\_ key is pressed to select the spell check dialog box.
  - a. F1
  - b. F3
  - c. F7
  - d. F6
5. Staroffice writer includes a \_\_\_\_\_ and \_\_\_\_\_.
  - a. Spell check, autocorrect
  - b. Auto correct, dictionary
  - c. Spell check, dictionary
  - d. Dictionary, language
6. Staroffice writer underline the misspelled with \_\_\_\_\_ color.
  - a. Green
  - b. Red
  - c. Yellow
  - d. Any
7. To add the error and its correction to the autocorrect list the \_\_\_\_\_ command is used.
  - a. Tools → Spell check
  - b. Tools → Character
  - c. Tools → Autocorrect
  - d. Tools → Auto format
8. \_\_\_\_\_ buttons in the autocorrect dialog box.
  - a. 5
  - b. 10
  - c. 6
  - d. 8
9. \_\_\_\_\_ recognizes some common misspelled words and typographical mistakes.
  - a. Staroffice
  - b. Staroffice Writer
  - c. Staroffice Impress
  - d. Staroffice Draw
10. The \_\_\_\_\_ can be turned ON or OFF.
  - a. Auto Spell-check
  - b. Spelling check
  - c. Autocorrect
  - d. Auto format
11. For spell check after completing the document click \_\_\_\_\_.
  - a. Tools → Spell check
  - b. Tools → Auto spell check
  - c. Tools → Spelling → check
  - d. Edit → Spelling → Check
12. The button that is pressed to change all the occurrence of the word is \_\_\_\_\_.
  - a. Replace
  - b. Change
  - c. Change all
  - d. Replace all
13. \_\_\_\_\_ color underline denotes the grammar mistakes.
  - a. Green
  - b. Red
  - c. Yellow
  - d. Dancred
14. The \_\_\_\_\_ button is used to skip the spelling change for the current word.
  - a. Change
  - b. Change all
  - c. Ignore once
  - d. Ignore all

15. \_\_\_\_\_ option can be used to automatically replace the misspelled word with the correct spelling.
- a. Autocorrect      b. Spell check      c. Staroffice Writer      d. None of these
16. The document prepared using \_\_\_\_\_ software should be without any spelling mistake.
- a. Word processing      b. Spreadsheet      c. Database      d. None of these
17. Staroffice writer has an \_\_\_\_\_ feature that can check for possible spelling mistake.
- a. Automatic spell-check      b. Autocorrect  
c. Auto check      d. Spell correct
18. Automatic spell check feature can be turned ON or OFF using \_\_\_\_\_ icon.
- a.      b.      c.      d.
19. \_\_\_\_\_ used to check the spelling after the document is typed.
- a. Tools → Spelling → Check      b. F7      c. Spell check icon      d. All the above
20. In spell check dialog box \_\_\_\_\_ list displays any alternative spelling.
- a. Replace      b. With      c. Not in Dictionary      d. Suggestions
21. To replace the word with one of the selected spelling click on \_\_\_\_\_ button.
- a. Replace      b. Change      c. Change all      d. Replace all
22. \_\_\_\_\_ button is clicked to add the word to the dictionary.
- a. Add      b. Change      c. Change all      d. Replace all
23. \_\_\_\_\_ command is used to give the Autocorrect dialog box.
- a. Tools → Autocorrect      b. Tools → Auto spell  
c. Format → Autocorrect      d. None
24. In Autocorrect dialog box, the word to be replaced is typed in the \_\_\_\_\_ text box.
- a. Replace      b. With      c. Not in dictionary      d. Suggestions
25. In Autocorrect dialog box, the replacement word to be typed in the \_\_\_\_\_ text box.
- a. Replace      b. With      c. Not in Dictionary      d. Suggestions
26. \_\_\_\_\_ tab selected the word to be replaced is typed in the replace text box and the replacement word in the with text box.
- a. Exceptions      b. Options      c. Custom quotes      d. Replace
27. How many features are used in Star office Writer for identifying the spelling mistakes?
- a. Four      b. Six      c. Two      d. Three
28. When Auto- spell check is on, Star office writer \_\_\_\_\_ each word typed with the words in the dictionary.
- a. Compares      b. Verify      c. Combines      d. Checks
29. Star office writer can identify the \_\_\_\_\_ as the document is typed.
- a. Colour      b. Fonts      c. Spelling mistakes      d. Languages

30. Which of the following feature is used to compare each word typed with the words in the dictionary?
- a. Spell check      b. Auto format      c. Auto correct      d. Auto Spell check
31. Auto correct option is available under \_\_\_\_\_.
- a. File menu      b. Tools menu      c. Edit menu      d. Format menu
32. The key that deletes character to the right of insertion point is
- a. Erase      b. Delete      c. Backspace      d. Right arrow
33. Which includes a dictionary and spell-check program
- a. Star office calc      b. Star office base  
c. Star office impress      d. Star office writer
34. Which is appeared on the screen while the misspelled word is right clicked?
- a. Spell check menu      b. Tools menu  
c. Pop up menu      d. Auto correct
35. Star writer checks each word typed with the words in \_\_\_\_\_.
- a. Dictionary      b. Files      c. Other software      d. System
36. The only check box in the auto correct dialog box is
- a. Whole words only      b. Backwards      c. Text only      d. Match case
37. For getting suggestions on misspelled word click \_\_\_\_\_.
- a. Click auto correct icon      b. Right mouse button on the word  
c. Left mouse button on the word      d. Highlight the word and press F7
38. Spelling mistakes can be corrected \_\_\_\_\_.
- a. While typing      b. After the entire document is typed  
c. both (a) and (b)      d. None of these.