Lesson – 4
STAR OFFICE WRITER

1. The simplest way to add a row is to press _____ in the last row of the table.
   a. Tab   b. Shift + Tab   c. Left Arrow   d. Right Arrow

2. A _____ is the intersection of a column and a row.
   a. Row   b. Cell   c. Table   d. Column

3. Which icon display a pop-up menu with options like space column/row equally?
   a. Optimize   b. Merge cell   c. Line style   d. Border

4. The floating toolbar first icon is the _____.
   a.   b.   c.   d.

5. _____ option is used to insert rows in the table.
   a. Table → insert → rows   b. Tab   c. Ctrl   d. All of these

6. _____ icon is used to delete column.
   a.   b.   c.   d.

7. The _____ is used to specify the number of rows and columns.
   a. Grid   b. Toolbar   c. Insert menu   d. Name

8. To type something in a particular cell first the _____ is moved to the required cell.
   a. Insertion point   b. Mouse pointer   c. I-beam   d. Name

9. In the _____ text box, the name of the table is given.
   a. Columns   b. Rows   c. Name   d. Size

10. After creating the table, star office writer places the insertion point in the __ of the table.
    a. Second cell   b. Third cell   c. First cell   d. Fourth

11. If _____ key is pressed, only the entries are deleted and not the table.
    a. Tab   b. Shift+ tab   c. Del (or) Delete   d. Home

12. Which key combination is used to move backward through the cells in the table?
    a. Tab   b. Shift + tab   c. Del   d. Home

13. The table formatting tool bar has _____.
    a. 13 icons   b. 11 icons   c. 10 icons   d. 14 icons

14. By default each cell includes a _____.
    a. Row   b. Column   c. Date   d. Border

15. _____ command is used on would get a table format dialog box.
    a. Table → Table properties   b. Table → Table format
    c. Format → Table properties   d. Format → Table format

16. Insert table dialog box contains _____ no of check boxes.
    a. 5   b. 3   c. 2   d. 4

17. A table is a grid with a specified no. of _____ and _____.
    a. Rows, cells   b. Cells, columns   c. Rows, columns   d. 3, 3

18. While creating a table _____ is selected from the menu bar.
    a. Table → insert → table   b. Insert → table   c. Table → insert   d. None of these

19. Star office writer displays the table as _____.
    a. Grid   b. Row   c. Column   d. Image

20. The table border can be _____.
    a. Deleted   b. Changed   c. Added   d. a or b

21. The content of the cell can be _____.
    a. Formatted   b. Edited   c. Deleted   d. a and b

22. After creating a table the required number of rows and columns can be _____ very easily.
    a. Added   b. Deleted   c. Modified   d. a or b

23. To insert more than one row _____ command is used.
    a. Table → insert → rows   b. Table → insert → columns
    c. Tab   d. a or b

24. To insert more than one column _____.
    a. Table → insert → columns   b. Table → insert → rows
    c. Table → columns   d. a or b

25. To delete row _____ command is used.
    a. Table → delete → rows   b. Table → delete → columns
    c. Delete key   d. a or b

26. To delete column _____ command is used.
    a. Table → delete → columns   b. Table → delete → rows
    c. Delete key   d. a or b

27. The menu option _____ is used to delete the selected table.
    a. Table → delete → table   b. Table → delete
    c. Insert → table → delete   d. None

28. To resize the column without changing the width of the table hold down _____.
    a. Alt + Ctrl + arrow keys   b. Ctrl + arrow keys
    c. Alt + arrow keys   d. Shift + arrow keys

29. To make all columns even right click inside the table and select _____.
    a. Column → space equally   b. Table → columns → space equally

   c. Space → column equally   d. Table → space → column equally

30. To make all rows even right click inside the table and select _____.
   a. Row → space equally   b. Table → rows → space equally
   c. Space → row equally   d. Table → space → row equally

31. _____ can be easily inserted at any point in the document.
   a. Table   b. Rows   c. Columns   d. Cells

32. _____ icon is used to combine two or more cell into a single cell.
   a. Merge cell   b. Split cell   c. Join cell   d. Split cell

33. _____ icon used to choose the style of line to be used for the border.
   a.   b.   c.   d.

34. _____ icon is used to display border color for the table.
   a.   b.   c.   d.

35. _____ icon displays a floating toolbar with different border option for the table.
   a.   b.   c.   d.

36. _____ dialog box can be used to set the width of the column to an exact size.
   a. Page style   b. Table format   c. Insert table   d. None of these

37. To move backward through the cells of the table _____ key combination is used.
   a. Tab   b. Shift + Tab   c. Ctrl + Tab   d. Page + Tab

38. _____ toolbar is used to change the borders of the table.
   a. Floating   b. Formatting   c. Table floating   d. Table formatting

39. The number of columns and rows are entered in the columns and rows text box using
   a. Radio Button   b. Text box   c. Grid   d. Spin arrows

40. The menu used to select the entire table is _____.
   a. Edit   b. Format   c. File   d. Table

41. Which command is used to insert a floating toolbar in a star office writer document?
   a. Table → Insert   b. View → Insert table
   c. Tools → Insert → Table   d. View → Tool bars → Insert

42. The key that helps to move one cell to the right is _____.
   a. Tab   b. Home   c. Page up   d. End

43. The border is dragged to the right to widen the _____ size.
   a. Row   b. Column   c. Both (a) and (b)   d. None of these

44. How will we create simple default → style table?
   a. Table → Insert → Table   b. Insert → Table → Rows
   c. Insert → Table → Columns   d. Insert → Table → Table

45. In a table, when the text is wrapped in a cell, it grows
   a. Wider   b. Expanded   c. Taller   d. Smaller

46. Which icon is the insert table icon in the floating toolbar for insertion function?
   a. Third   b. First   c. Second   d. Fourth

47. Which dialog box helps in formatting table properties?
   a. Format table   b. Table format   c. Format   d. File format

48. Which key is held down to resize the row?
   a. Shift   b. Tab   c. Esc   d. Alt

49. Which command is used to select the column width of the table?
   a. Table → Table properties   b. Table → Format
   c. Format → table   d. Table → Properties

50. The icon that is used to split a cell into two or more cell into a single cell is
   a. Split cell   b. Break cell   c. Merge cell   d. Optimize

51. To move one cell to the left in a table we press _____.
   a. Tab   b. Ctrl + tab   c. Ctrl + left   d. Shift + tab

52. Which icon displays a pop-up menu with options like space column equally, row equally?
   a. Line style   b. Column   c. Borders   d. Optimize

53. Which icon is clicked to insert a table in star office writer document?
   a. Insert table   b. Floating table   c. Table   d. Table insert

54. The table is identified by its _____.
   a. Column   b. Name   c. Row   d. Cell

55. The icon that is used to choose the line style for the border is _____.
   a. Cell wall   b. Line style   c. Borders   d. None of these

56. Which of the following key is used to move forward through the cells?
   a. Ctrl + tab   b. Tab   c. Shift + tab   d. Home

57. Which command is used to add more number of columns?
   a. Table → insert   b. Format → column → insert
   c. Format → delete   d. Table → insert → columns

58. Which of the following command is used to select the entire table?
   a. File → select → all   b. Table → Select → all
   c. Tools → Select →all   d. Edit → Select → all

59. Using the _____ in the columns and rows textbox, the number of columns and rows are entered.

    a. Spin arrow   b. Right arrow   c. Left arrow   d. Up arrow

60._____ the mouse over the grid to specify the number of rows and columns.
    a. Drag   b. Cut   c. Place   d. Move

61. Clicking on this icons display a palette of color their can be used as a _____.
    a. Background color   b. Border color   c. Line style   d. Column

62. The border is dragged to the left to narrow the _____ size.
    a. Width   b. Row   c. Column   d. None of these

63. The border is dragged to resize the height of _____.
    a. Space   b. Width   c. Row   d. Text

64. The pointer should like two ___ lines with arrows on either side when we select the row.
    a. Parallel   b. Vertical   c. Horizontal   d. None of the above

65. The third icon in the floating toolbar for insertion function is _____.
    a. Insert table   b. Insert column   c. Insert Borders   d. None of these

66. When the text is more than the cell size, the text is _____.
    a. Fitted   b. Placed   c. Fixed   d. Wrapped

67. Once a click is made inside a table, floating toolbar for table appears at the _____ of the screen.
    a. Top   b. Middle   c. Left bottom   d. Right bottom