

Lesson – 5

STAR OFFICE WRITER

- How many types of page orientation are there in staroffice writer?
a. 4 b. 6 c. 2 d.7
- Which of the following is true, to insert a page number in a document?
a. Insert → Fields → Page numbers b. Format → Fields → Page numbers
c. View → Fields → Page numbers d. Tools → Fields → Page numbers
- The default top and bottom margin _____.
a. 1 inch b. 1.25 inch c. 2 inches d. 2.25 inches
- The dialog box used to change the margins of the page is _____.
a. Paragraph b. Character c. Formatting d. Page style
- Footer is an area at the _____ of the page screen.
a. Bottom b. Foot c. Middle d. Work area
- Ruler option is used to change _____.
a. Lines b. Rulers c. Margins d. Columns
- _____ number of spin boxes are display in the footer dialog box.
a. 5 b. 4 c. 2 d.3
- To create a header, the _____ on the page style dialog box can be used.
a. Page tab b. Header tab c. Footer tab d. Page head
- The default orientation is _____.
a. Portrait b. Landscape c. Top margin d. a or b
- _____ is an at the top of page.
a. Header b. Footer c. Top margin d. a or b
- _____ work fine for most of the documents.
a. Width b. Height c. Margins d. Paper size
- _____ is the default paper size.
a. 8.5 inch x 11 inch b. 11 inch x 8.5 inch
c. 7.6 inch x 10.6 inch d. A4
- The length of a document will be more then the width is called _____.
a. Landscape b. Portrait c. Width d. Orientation
- Header on checkbox contains _____ no of spin box.
a. 3 b. 4 c.5 d.2
- The default margins are _____ left and right margins.

- a. 1.25 inch b. 1 inch c. 1.75 inch d. 2 inches

16. The width of a document will be more than length is called _____.

- a. Landscape b. Portrait c. Width d. Orientation

17. Which tab is used to make the setting for the page to be displayed?

- a. Page b. Tab c. Format d. Print

18. Which buttons are used to change the page orientation?

- a. Check b. command c. Radio d. None of these

19. If the ruler is invisible to the user, it can be obtained by selecting _____.

- a. File → Ruler b. View → Ruler c. Edit → Ruler d. Format → Ruler

20. In how many different ways the margin of the page can be changed?

- a. 1 b. 2 c. 3 d. 4

21. _____ are some references and remarks added at every page of the document of the top and bottom margins respectively.

- a. Header and Footer b. Landscape and Portrait
c. Title and Reference d. Heading and Page number

22. _____ of the paper can be changed with help of width and height spin boxes in the page.

- a. Orientation b. Margin c. Size d. None of these

23. To select the page style dialog box _____ option is used.

- a. File → Page b. View → Page c. Edit → Page d. Format → Page

24. The _____ area of the ruler indicates the margin's top area.

- a. Black b. Gray c. Blue d. White

25. If there is big top margin much _____ is left at the top of the document.

- a. Space b. White space c. Blank space d. Line space

26. _____ can be used to see the page format change on the screen.

- a. Page preview b. Print preview c. File preview d. None of these

27. _____ dialog box is used to set the width of the paper.

- a. Page style b. Format style c. Character d. None of these

28. The required style can be selected from the list of styles for numbering is displayed in the _____.

- a. Page source drop down list box b. Page layout drop down list box
c. Paper format drop down list box d. Numbering combo box

29. Which tab is selected for margin settings in Page style dialog box?

- a. Page margin b. Page c. Organizer d. Header

30. Which option on the file menu can be used to see the changes in the document?
a. View page b. Print view c. Page preview d. Preview
31. When the pointer is in the right spot, it is converted into an _____.
a. Ruler b. Line c. Arrow d. Double headed arrow
32. If the exact value for the margins is not known, then which command is used to change margins?
a. Format → page b. Insert → margins c. View → ruler d. File ruler
33. Which indicates star office writer, how close to print to the edge of the page?
a. Margin b. Rulers c. Control d. Margin guide
34. Which of the following tab is used to select page orientation?
a. Page b. Header c. Organizer d. Orientation
35. Where can we find the ruler option?
a. Edit b. Format c. File d. View
36. Which command is used to get page style dialog box?
a. View ruler b. Insert → field c. Format → page d. None of these
37. Which is moved between the gray and white area of the ruler?
a. Downward b. Mouse pointer c. Backward d. Forward
38. Which dialog box can be used to change the margins if the user knows the exact value?
a. Margin style b. Page format c. Page style d. Page margin
39. In star office writer, to display the ruler on the screen select ruler under _____.
a. File b. Edit c. Format d. View
40. The option that gives an overall picture of the document is _____.
a. Page preview b. Print preview c. View page d. Both (a) and (b)
41. Margins can be changed using _____.
a. Page style dialog box b. Ruler
c. both (a) and (b) d. Table format dialog box