

## Lesson – 9

# STAR OFFICE PRESENTATION

- Which key is used to create a new presentation using a template?  
a. Shift+ Alt+ N                      b. Shift+ Ctrl+ N                      c. Ctrl+ Alt+ N                      d. shift+ Tab
- Which of the following view allows to create & edit slides?  
a. Normal                      b. Outline                      c. Notes                      d. Handouts
- Which command is used to insert a picture in a slide?  
a. Insert → picture                      b. Insert → picture → from file  
c. Format → picture                      d. Insert → from file → picture
- How will you change the background color of all the slides?  
a. Format → background                      b. Format → page → background  
c. Format → page                      d. Insert → page → background
- Which key combination is used to print slides in star office?  
a. Alt + P                      b. Ctrl + P                      c. Shift + P                      d. shift + Ctrl + P
- Which icon is used to start a presentation?  
a. Show slide                      b. Present slide                      c. Slide show                      d. File show
- \_\_\_\_\_ application that allows you create attractive and professional looking presentations.  
a. Star office impress                      b. Star office                      c. MS powerpoint                      d. None
- Which one of the following are one of the most powerful and effective ones?  
a. Documents                      b. Worksheets                      c. Presentations                      d. Database
- Which command is used to create new impress presentations?  
a. File → presentations                      b. File → new → presentations  
c. Edit → new presentations                      d. File → presentations → new
- \_\_\_\_\_ also allows you to import and modify Microsoft Powerpoint presentations.  
a. Star office                      b. star office impress                      c. Star office base                      d. None
- \_\_\_\_\_ will guide you though the steps of creating presentations.  
a. Templates & documents                      b. scratch                      c. Presentation wizard                      d. a and c
- The first page of the presentation wizard displays \_\_\_\_\_ option buttons.  
a. Four                      b. Three                      c. Five                      d. Six
- \_\_\_\_\_ page allows you to select a background for all the slides.  
a. First                      b. Second                      c. fourth                      d. Fifth
- \_\_\_\_\_ page of the wizard allows you to specify the transition effects to be used in the presentation.  
a. Third                      b. second                      c. first                      d. fourth
- How many types of presentation types?  
a. 2                      b. 4                      c. 6                      d. 3

16. How many options are displayed in presentations wizard to create an empty presentation?  
a. 4                      b. 3                      c. 2                      d. More than 6
17. Which page is used to create empty presentation?  
a. First                      b. second                      c. third                      d. fourth
18. Which option allows to manually control the transition of slides.  
a. Default                      b. Automatic                      c. Manual                      d. Optional
19. \_\_\_\_\_ spin box allows you to specify the duration for the slides.  
a. Effect                      b. Speed                      c. Duration of page                      d. Duration of pause
20. \_\_\_\_\_ spin box allows you to specify the duration for which the presentation will pause before it states again.  
a. Duration of page                      b. Duration of pause                      c. Speed                      d. None
21. \_\_\_\_\_ provides several default presentations formats.  
a. Templates & documents                      b. Powerpoint                      c. Star office impress                      d. a & c
22. Which command is used to create a new presentation using a template?  
a. File → new → templates                      b. Shift + ctrl + N                      c. File → new → Templates & documents                      d. b or c
23. \_\_\_\_\_ window is very similar to the other application windows of star office.  
a. Presentation wizard                      b. Presentation window                      c. Open window                      d. a, b & c
24. Star office impress has a \_\_\_\_\_ at the top of the window.  
a. Title bar                      b. Menu bar                      c. Tool bar                      d. Status bar
25. \_\_\_\_\_ at the bottom of the screen displays status information such the number of slides.  
a. Title bar                      b. Menu bar                      c. Tool bar                      d. Status bar
26. \_\_\_\_\_ pane displays the slides in the presentation.  
a. Left                      b. Right                      c. Middle                      d. Top
27. \_\_\_\_\_ number of pane of presentation and templates pane.  
a. 2                      b. 3                      c. 4                      d. 5
28. \_\_\_\_\_ slide pane displays the thumbnail image of the slide.  
a. Left                      b. Right                      c. Middle                      d. Bottom
29. \_\_\_\_\_ slide pane allows you to rename, delete or rearrange them.  
a. Left                      b. Right                      c. Middle                      d. Bottom
30. \_\_\_\_\_ tabs are there in the center left pane to view the presentation in different formats.  
a. 2                      b. 3                      c. 4                      d. 5
31. \_\_\_\_\_ views allows to create and edit slides.  
a. Normal                      b. Outline                      c. Notes                      d. Handouts
32. \_\_\_\_\_ views allows you to reorder slides.

33. \_\_\_\_\_ used by the presenter to add additional information to a slide.  
a. Outline                      b. Handouts                      c. Normal                      d. Notes
34. \_\_\_\_\_ view allows you to add notes to the slides or view any existing notes for the slide.  
a. Outline                      b. Handouts                      c. Normal                      d. Notes
35. \_\_\_\_\_ is to scale and fit the slide into page.  
a. Outline                      b. Handouts                      c. Normal                      d. Notes
36. \_\_\_\_\_ is to view miniature images of the slide.  
a. Outline                      b. Handouts                      c. Normal                      d. Notes
37. \_\_\_\_\_ is used to rearrange the slides.  
a. Normal, outline              b. Handouts, slide sorter              c. Outline, slide sorter              d. Normal, notes
38. \_\_\_\_\_ on the right displays four pages.  
a. Slide pane              b. Task pane              c. Slide layout pane              d. a and c
39. \_\_\_\_\_ is to specify background information to slide.  
a. Master page              b. Layouts              c. Custom animation              d. Slide Transition
40. \_\_\_\_\_ page display various layouts.  
a. Master              b. Layouts              c. Custom animation              d. Slides
41. \_\_\_\_\_ is used modify animation effects to elements of a slide.  
a. Master              b. Layouts              c. Custom animation              d. Slides
42. \_\_\_\_\_ page display various transition effects to elements of a slide.  
a. Animation              b. custom animation              c. Slide transition              d. b, c
43. In the \_\_\_\_\_ text box, enter the name of the presentation.  
a. Name              b. File type              c. File name              d. a & c
44. How many ways are available to start a presentation?  
a. Name              b. File type              c. File name              d. a & c
45. \_\_\_\_\_ toolbar has the slide show icon.  
a. Standard              b. Floating              c. Presentation              d. Slide start
46. \_\_\_\_\_ command is used to start a presentation.  
a. File → slide show              b. Slide show → slide show  
c. Slide show → show slide              d. view → slide show
47. Which key is used to end presentation \_\_\_\_\_.  
a. Shift              b. Ctrl              c. shift + esc              d. Esc
48. Presentation settings can be adjusted under \_\_\_\_\_.  
a. Slide show → slide show settings              b. slide → custom show  
c. Insert → slide show              d. Slide show → slide show
49. \_\_\_\_\_ option is used to display all the slides.  
a. From              b. To              c. All slides              d. Custom slide show

50. \_\_\_\_\_ option is used to run a custom slide show.  
a. From                      b. To                      c. All slides                      d. Custom slide show
51. To insert a slide, click the \_\_\_\_\_.  
a. Slide button in the presentation toolbar                      b. Insert → slide  
c. View → slide                      d. a, b
52. Which command is used to delete a slide?  
a. Delete key                      b. Slide → delete slide  
c. Right click on the slide, choose delete slide                      d. a & c
53. Which command is used to rename a slide?  
a. Enter key                      b. Slide → rename slide  
c. Right click on the slide, choose rename slide                      d. b, c
54. In \_\_\_\_\_ mode, all slide in the presentation document are display in reduced size.  
a. Normal                      b. Slide                      c. slide sorter                      d. b, c
55. How many ways are available to insert picture?  
a. 3                      b. 4                      c. 5                      d. 2
56. \_\_\_\_\_ command is used to insert picture into a slide?  
a. Insert → picture                      b. format → picture                      c. Insert → picture → from file                      d. Insert → from file → picture
57. \_\_\_\_\_ command is used to insert sound and video into a slide.  
a. Insert → object                      b. Insert → movie & sound                      c. Insert → media playback  
d. a, b & c
58. How many icons available on media playback toolbar?  
a. 15                      b. 10                      c. 12                      d. 20
59. \_\_\_\_\_ enables \_\_\_\_\_ where you can preview movie and sound files.  
a. Star office, media playback                      b. Media playback, media player  
c. Star office impress, media player                      d. all the above
60. \_\_\_\_\_ supports many different media formats.  
a. Star office                      b. Star office impress                      c. Media player                      d. b & c
61. Which command is used to media player window?  
a. Tools → media open                      b. tools → media player                      c. format → media player                      d. Edit → media player
62. Which is displayed at the lower left corner of the media player window.  
a. Volume icon                      b. slider icon                      c. Open icon                      d. b, c
63. \_\_\_\_\_ is used to insert an object in a slide.  
a. Edit → object                      b. View → object                      c. Insert → object                      d. View → insert object
64. \_\_\_\_\_ is used for inserting a formula into the presentation.

- a. Insert OLE      b. Insert formula      c. Chart      d. Word picture
65. \_\_\_\_\_ is used to import objects from other applications.  
a. Insert object      b. Insert OLE object      c. Insert plug in      d. Insert application
66. \_\_\_\_\_ is used to import applets into the presentation.  
a. Insert object      b. Insert plug in      c. Insert applet      d. Insert application
67. \_\_\_\_\_ is used to assign slide transition effects to slides.  
a. View → toolbars → slide view      b. Insert → slide show  
c. Insert → toolbars → slide view      d. View → slide view → toolbars
68. Select the number of slide to be listed in the \_\_\_\_\_ spin box.  
a. Slide view      b. Slide sorter      c. Slide row      d. Slide sorter
69. \_\_\_\_\_ is used to assign slide show effects to the slide.  
a. Handout      b. Outline      c. Notes      d. Normal
70. Which option is used to open custom animation window?  
a. Slide show → custom animation      b. slide → custom  
c. Edit → custom show      d. slide show → show animation
71. How many tabs available on custom animation window?  
a. 5      b. 6      c. 15      d. 4
72. Background color can be changed by using \_\_\_\_\_ command.  
a. Format → background      b. Format → page → background  
c. Format → page      d. Insert → page → background
73. A \_\_\_\_\_ determines the text formatting style for title, etc.  
a. Font      b. Layout      c. Page      d. Master slide
74. Master slide appearance can be changed using \_\_\_\_\_ command.  
a. Tools → slide design      b. File → new → slide design      c. Format → design  
d. b,c
75. Which command is used to open styles and formatting window?  
a. F11      b. Format → styles & formatting      c. F5      d. a or b
76. \_\_\_\_\_ key is pressed to move the line down one level.  
a. Shift + Tab      b. Enter      c. Tab      d. Delete
77. \_\_\_\_\_ key is pressed to move the line up one level.  
a. Ctrl      b. Enter      c. Tab      d. Shift + tab
78. Custom slide shows can be opened using \_\_\_\_\_.  
a. Slide show → custom slide show      b. Tools → custom slide shows  
c. Insert → slide shows → custom      d. Slide show → custom → slide show
79. Range of slides can be selected using \_\_\_\_\_ key.  
a. Alt      b. Ctrl      c. Shift      d. Tab
80. Multiple slides can be selected using \_\_\_\_\_ key.  
a. Ctrl      b. Alt      c. Shift      d. Shift + Tab

81. Slide show can be started from the current slide using \_\_\_\_\_ option.
- File → options → star office impress → general
  - Tools → options → star office impress → general
  - Insert → options → star office impress → general
  - View → options → star office impress → general
82. To hide a slide \_\_\_\_\_ command is used.
- Tools → hide slide
  - Tools → show / hide slide
  - Slide show → show/ hide slide
  - Slide show → hide slide
83. To show a hidden slide \_\_\_\_\_ command is used.
- Tools → show slide
  - Slide show → show/ hide slide
  - Slide show → show slide
  - View → slide
84. To set default printing options \_\_\_\_\_.
- Tools → options → star office impress → print
  - View → options → star office impress → print
  - File → options → star office impress → print
  - Insert → options → star office impress → print
85. To over ride the default print options \_\_\_\_\_.
- Tools → print
  - Tools → options → star office impress → print
  - File → print
  - View → options → print
86. \_\_\_\_\_ is used to reduce the size of the slide to be print.
- Insert → page
  - File → print → page
  - Tools → page
  - Format → page
87. Scatter notes for individual slides in the \_\_\_\_\_ view.
- Normal
  - Outline
  - Notes
  - Layout
88. \_\_\_\_\_ command is move from slide to slide quickly.
- Move
  - Navigator
  - Copy
  - Ctrl + P
89. To open Navigator \_\_\_\_\_.
- File → navigator
  - Tools → navigator
  - Edit → navigator
  - Insert → navigator
90. Which command is used to export the presentation.
- View → export
  - File → export
  - Edit → export
  - Insert → export
91. How many types of publication type in HTML Export wizard?
- 4
  - 5
  - 10
  - 3
92. \_\_\_\_\_ to apply the colors supported by browsers to the html page.
- Use browser colors
  - Use custom color scheme
  - Apply color scheme from document
  - RGB color
93. A presentation can be exported in different format like \_\_\_\_\_.
- Web page
  - PDF
  - SWF
  - All the above
94. \_\_\_\_\_ allows you to display important slides during a presentation.
- Slide show
  - F5
  - Custom slide show
  - b, c
95. The \_\_\_\_\_ pane on the slide sorter view allows us to specify the object on our slide.

- a. Design                      b. work                      c. Tasks                      d. Master
96. Star office impress allows us to print the presentation as \_\_\_\_\_.
- a. Hard copy                      b. charts                      c. Slides                      d. Handouts
97. Select a \_\_\_\_\_ transition section on the top of page.
- a. Logo                      b. Page                      c. slide                      d. Presentation
98. Choose the transition effect and \_\_\_\_\_ for the slides.
- a. Duration                      b. Speed                      c. Time                      d. Accuracy
99. After the last slide we will see a \_\_\_\_\_ slide.
- a. Empty                      b. Gray                      c. White                      d. Black
100. Star office impress also allows us to slides clicking in a slides show \_\_\_\_\_.
- a. Hide                      b. Show                      c. Change                      d. Swap
101. Which of the following is the medium resolution setting \_\_\_\_\_.
- a. Default                      b. Standard                      c. Common                      d. Presentation
102. A presentation can be created from the scratch or can be created from \_\_\_\_\_.
- a. Template                      b. slide                      c. Page                      d. Website
103. The drop down list on the left provides \_\_\_\_\_ categories.
- a. 1                      b. 2                      c. 3                      d. 4
104. Select which format to save the pictures in our presentation.
- a. Gif/jpeg                      b. bmp/gif                      c. bmp/ jpeg                      d. gif/ jpeg
105. To use the \_\_\_\_\_ slider to just play back volume.
- a. Right                      b. Left                      c. Centre                      d. Top
106. \_\_\_\_\_ icon turn sound off and on.
- a. Quit                      b. Silent                      c. Mute                      d. Voice less
107. \_\_\_\_\_ adjust the size of movie playback.
- a. Slide                      b. View                      c. Display                      d. Zoom