I. StarOffice Writer
(Chapter: 1 to 5)

Blue Print	Part - I MCQ 1 Mark		Part – II VSA 2 Marks		Part – III SA 5 Marks		Total Marks
	No. of Qns.	Marks	No. of Qns.	Marks	No. of Qns.	Marks	
	9	9	2	4	2	10	23

1. An Introduction to Star Office Writer

I. Book Questions

Choose the correct answer (Multiple choice questions)

1. The thick horizontal line in the page area is called

    a) End of page   b) End of document   c) End of document marker   d) Page-marker

2. _____ key deletes the characters to the right of the insertion point.

    a) Delete key   b) Backspace key   c) Enter key   d) Shift key

3. _____ _____ option is selected to cut the selected text.

    a) Edit, cut   b) Edit, Paste   c) Edit, copy   d) Ctrl + x, Ctrl + v

4. _____ and _____ are the two combo boxes available in the Find and Replace dialog box.

    a) Search for, Replace with   b) Search with, Replace for
    c) Find with, Search for   d) Replace with, Search for

5. _____ key combination is used to move to the end of the document.   *(June 2007)*

    a) Ctrl + Home   b) Ctrl + End   c) Shift + Home   d) Shift + End

II. Additional Questions

6. Which of the following is used to create text documents?   *(June'07, Sep'07 & March'08)*

    a) Star Office Writer   b) Star Office impress   c) Star Office Calc   d) Star Office Base

7. Which is used to create a database?

    a) Star Office Writer   b) Star Office Draw   c) Star Office Calc   d) Star Office Base

8. Which key is pressed down and the movement keys are used to highlight the required text

    a) Shift   b) Alt   c) Ctrl   d) Ctrl + shift

9. Which key is used to move to the beginning of a line?

    a) End   b) Home   c) Page up   d) Page down

10. The word to be used as replacement for the word search is given in the _____ text box.

    a) Replacement   b) Replace with   c) Suggestion   d) Search for

11. Which of the following contain text, tables, graphs, etc.?

    a) Document   b) Spreadsheet   c) Text   d) Presentation

12. In Star Office Writer, the page preview option is available under the _____ menu.

    a) Format   b) Edit   c) File   d) View   *(March 2007)*

13. Spreadsheet is created using

    a) Star Office Writer   b) Star Office Calc   c) Star Office Base   d) Star Office Impress

14. Which of the following is a word processing package?   *(June 2008)*

    a) Star Office Writer   b) Star Office Calc   c) Star Office Impress   d) Star Office Base

15. Which of the following is not a word processor?   *(March 2007)*

    a) Star Writer   b) Note pad   c) MS-word   d) WordStar

16. Star writer is a

    a) Word processor   b) Database   c) Spreadsheet   d) Language

17. Which menu option is used for working with multiple documents?

    a) Format   b) View   c) File   d) Window

18. The insertion point indicates where the

    a) Task bar will appear   b) New text will appear

    c) Tool bar will appear   d) Text area will appear

19. Which key is used to move one character right?

    a) Shift → Right   b) Tab   c) Right arrow   d) Ctrl + v

20. Which of the following will automatically wrap the text to the new line Star Office?

    a) Star Calc   b) Star Impress   c) Star Writer   d) Star Base

21. A word processing document may contain   *(June 2009)*

    a) Text and Tables   b) Graphs and Charts

    c) Pictures and Drawings   d) All of these

22. Which of the following is not a word processing package?

    a) Star Office Calc   b) WordPro   c) Lotus AmiPro   d) Word Perfect

23. The term word processing refers to the activity carried out

    a) To view   b) To create   c) To manipulate   d) All the above

24. Which option enables to quit from Star Office?

    a) End   b) Quit   c) Stop   d) Exit

25. Which keyboard short cut is for saving the document?

    a) Ctrl + V   b) Ctrl + C   c) Ctrl + A   d) Ctrl + S

26. While saving a file, we can select the drive by clicking on the following icon.

    a) Up one level   b) Back   c) New folder   d) Save

27. Which of the following command can be used to open a new document?

   a) File → New → Text Document

   b) File → Text → New

   c) File → Star Writer → New

   d) File → New

28. In Star Writer, the flashing vertical **bar is called** *(Sep 2008 & Mar 2009)*

   a) Marker
   b) Pointer
   c) Key
   d) Insertion point

29. The default name for a new document of **Star** Office is

   a) Untitled 1
   b) New document
   c) No name
   d) Default

30. Document in a word processing application in Star Office is called a

   a) Star Writer
   b) Star Calc
   c) Star Impress
   d) Star Base

31. When a text is selected, the following **changes can** be made

   a) text can be moved

   b) text can be copied

   c) text can be send

   d) both (a) and (b)

32. An application that is designed **to work on different** operating systems is

   a) Star Calc
   b) Star Office
   c) Linus Office
   d) MSOffice

33. Which key should not be pressed **at the end of each** line in Star Writer unit?

   a) TAB
   b) SHIFT
   c) ENTER
   d) ALT

34. In Star Office, which of the following **indicates** where the new text will appear on the screen.

   a) Marker
   b) Pointer
   c) Key
   d) Insertion point

35. Which is moved to anywhere in the **document** either the mouse or keyboard is used.

   a) Pointer
   b) Letters
   c) Screen
   d) Insertion point

36. We can create presentation using *(June 2008)*

   a) Star Office Impress
   b) Star Office Calc
   c) Star Office Draw
   d) Star Office Base

37. While working with Star Office **Writer how** many document can be opened at the same time?

   a) Only one
   b) Only two
   c) Only three
   d) Many documents

38. Which menu is used to open a new **word** document?

   a) Start
   b) Settings
   c) Open
   d) File

39. Star Office applications are grouped **together** into a/an _____ environment.

   a) Joint
   b) Integrated
   c) Forum
   c) Combined

40. Which of the following is used to **save a document** in StarOffice Writer?

   a) File → Save
   b) Save icon
   c) Ctrl + S
   d) (a) or (c)

41. How to close the document in Star Writer?

a) File → Close   b) File → Exit   c) Edit → Exit   d) Edit → Close

42. Which key should be pressed only at the end of a paragraph or when a blank line is inserted?

a) DEL   b) INSERT   c) ENTER   d) HOME

43. ENTER key should be pressed at the end of

a) each line   b) each file   c) each page   d) a paragraph

44. To reopen a document in Star Office Writer _____ command is used.

a) File → Open   b) File → Reopen   c) Edit → Open   d) Edit → Reopen

45. Which menu option is used to switch between documents in Star Writer?

a) File   b) Window   c) Tools   d) Format

46. To move one cell to the right in a table press

a) ALT + TAB   b) TAB   c) SHIFT   d) CTRL

47. The key that helps to move to the beginning of a document is   *(March 2007)*

a) Tab   b) Page up   c) Up arrow   d) Ctrl + Home

48. Naming a file is used to

a) Find and open that file again   b) Open a file   c) Close a file   d) Locate a file

49. MS Word, Lotus AmiPro are

a) Word processing packages   b) Databases   c) Operating systems   d) Spreadsheets

50. Which is a full-featured office productivity suite with powerful stand alone application.

a) Office manager   b) Star Office   c) Office suite   d) Office

51. Which of the following key is pressed to move the insertion point one word left?

a) CTRL + LEFT ARROW   b) ALT + LEFT ARROW   c) SHIFT →   d) TAB

52. Which of the following key is pressed to move the insertion point one cell to the left in a table?

a) ALT + TAB   b) CTRL + TAB   c) SHIFT + TAB   d) TAB

53. Which key is pressed to move to the end of a line?

a) END   b) HOME   c) PAGEUP   d) INSERT

54. The short-cut key to select a particular line is

a) Double click on the line   b) Click one next to the line
c) Press Ctrl + l   d) Ctrl + A

55. In Star Office drawing can be drawn using

a) Star Office Draw   b) Draw   c) Star Calc   d) Star Base

56. On typing the character, the vertical bar that appear is called
    a) Insertion point   b) Mouse pointer   c) Both (a) and (b)   d) None of the above

57. Mistakes can be corrected either using the _____ key or the _____ key.
    a) Backspace, Delete   b) Ctrl, Function   c) Up, Down   d) Left, Right

58. How many sets of scroll arrows in Star Writer?
    a) 2   b) 3   c) 8   d) 10

59. Scrolling a document does not move the
    a) Mouse pointer   b) Scroll bar   c) Document marker   d) Insertion point

60. To move up one screen (scrolling) in the document press _____ key
    a) CTRL + END   b) PAGE UP   c) PAGE DOWN   d) CTRL + SHIFT

61. The short cut key for paste is
    a) Ctrl + a   b) Ctrl + c   c) Ctrl + x   d) Ctrl + v

62. Which is key is used to correct the mistake?
    a) DEL   b) Ctrl   c) HOME   d) Shift

63. Which bar gives the information about the current mode?
    a) Title bar   b) Tool bar   c) Status bar   d) Menu bar

64. What is the use of cut option?
    a) Copy   b) Move   c) Shift   d) Change

65. The toggle between Type Over mode and the Insert mode using the _____ key.
    a) BACKSPACE   b) DELETE   c) HOME   d) INSERT

66. Which key deletes the characters to the left of the insertion point   *(March 2007 & 2008)*
    a) Backspace   b) HOME   c) CTRL   d) DEL

67. The most commonly used editing functions are
    a) cut, copy, paste   b) correct the mistakes   c) modify   d) delete

68. To move one word to the right press
    a) CTRL   b) CTRL + SHIFT   c) CTRL + LEFT   d) CTRL + RIGHT ARROW

69. After the new text is inserted, the existing text would move to
    a) left   b) right   c) down   d) centre

70. Which of the following consists of several applications?
    a) Star Office Draw   b) Star Office Writer   c) Star Office   d) Star Office Calc

71. For selecting text in Star Writer _____ can be used.
    a) Mouse   b) Keyboard   c) Insertion point   d) (a) or (b)

72. Using keyboard, which key is used to select the required text in Star Office Writer.

    a) SHIFT   b) CTRL   c) ALT   d) TAB

73. Unselect the wrongly selected text a _____ should be made outside the selected text.

    a) Click   b) Window   c) Double click   d) Move

74. Which command is used to start Star Office?

    a) Start → Star Office   b) Start → All Program → Star Office
    c) Star Office → Open   d) Programs → Star Office

75. Star Office is a product of

    a) Sun micro system   b) Microsoft   c) Oracle   d) IBM

76. Which of the key is used to select the entire document in Star Writer? *(Sep 2007 & Mar 2009)*

    a) Ctrl + A   b) Ctrl + L   c) Ctrl + E   d) Ctrl + D

77. Which command is used to cut the selected text in Star Office Writer?   *(June 2009)*

    a) File → Cut   b) Tools → Cut   c) Edit → Cut   d) Format → Cut

78. Which button in clicked to search for a word?

    a) Find   b) Format   c) Cancel   d) Replace

79. The short cut key to copy a selected text is   *(March 2008)*

    a) Ctrl + A   b) Ctrl + C   c) Ctrl + R   d) Ctrl + X

80. When the work is finished, which command is used to save and close a document?

    a) File → Save command   b) File → Preview
    c) File → Close command   d) File → Open command

81. Which of the following short cut key can be used to move the text in Star Office Writer?

    a) Ctrl + M   b) Ctrl + V   c) Ctrl + C   d) Ctrl + X

82. Which menu is selected to paste the text in new location in Star Office Writer?

    a) Tools   b) Format   c) Edit   d) File

83. To make all the replacement without confirmation _____ button is clicked

    a) Replace   b) Ignore All   c) Replace All   d) Ignore

84. To move one screen up we press the

    a) Page up key   b) End key   c) Home key   d) Up arrow key

85. In Star Office Writer, when the characters being typed reaches the end of the line then

    a) TAB key is pressed to start next line
    b) INSERT key is pressed to start next line
    c) ENTER key is pressed to start next line
    d) It will automatically wrap the text to the next line

86. Which of the following is used to search for a particular text in Star Office?

a) Insert → Find & Replace

b) Format → Find & Replace

c) Edit → Find & Replace

d) Tools → Find & Replace

87. The short cut key for cut and paste is

a) Ctrl + C and Ctrl + V

b) Ctrl + A and Ctrl + X

c) Ctrl + V and Ctrl + C

d) Ctrl + X and Ctrl + V

88. Which button is to be clicked to highlight the first match?

a) Replace   b) Cancel   c) Select   d) Find

89. To select text with mouse

a) Click, hold down shift key and move mouse pointer

b) Click, hold down ctrl key and move mouse pointer

c) Click, hold down and drag right mouse button

d) Click, hold down and drag left mouse button

90. Which of the following application work on different operating systems?

a) HTML   b) Database   c) Lotus 1-2-3   d) Star Office

91. _____ the files enables the user to find and open that file again.

a) Entering   b) Naming   c) Prompting   d) Saving

92. The user can move to the various portions of the document using

a) Keyboard short cuts

b) Mouse

c) Insertion point

d) (a) or (b)

93. How is the desktop in Star Office called?

a) Star Base   b) Star Calc   c) Star Desktop   d) Star Draw

94. While creating a document using Star Writer, When the insertion point reaches the end of the page

a) Insert key is pressed to start a new page

b) Enter key is pressed to start a new page

c) Star Writer automatically creates a new page

d) Space bar key is pressed to start a new page

95. When a new text is typed if the existing text to the right of the insertion point disappears then the user is in the _____ mode.

a) Type over   b) Insert on   c) Insert   d) Both (a) and (c)

96. Which of the following cannot go beyond the page area.

a) Insertion point   b) Intersecting point   c) Intimating point   d) Indicating point

97. While saving a file for the first time _____ dialog box appears.

    a) Save as   b) Edit   c) Save   d) Open

98. To select a word in a document

    a) Press Ctrl + W   b) Shift + del

    c) Click the word in a document   d) Double click on a word

99. To scroll left and right the _____, _____ should be clicked.

    a) Page up and Page down   b) Ctrl + Right

    c) Up and Left arrow   d) Left and right scroll arrow

100. To move the insertion point with the keyboard the _____ combination can be used.

    a) Ctrl + Other keys   b) Alt + Other keys

    c) Function + Other key   d) Arrow keys + Other keys

101. The file → new command can be used to open a

    a) Untitled 1   b) Document 1   c) Text document   d) Database

102. Which key is to be pressed to move up by one line?

    a) Tab + Upward arrow key   b) Shift + Upward arrow key

    c) Ctrl + Upward arrow key   d) Upward arrow key

103. To save a file a double click is made on the required folder and the file name is given in the _____ list box.

    a) Search for   b) Type   c) List   d) File name

104. The _____ pointer is different from insertion point.

    a) Mouse   b) Key   c) Insertion   d) Indicating

105. To switch between multiple document, click on the document _____ visible on the task bar.

    a) Icon   b) Graphic   c) Pointer   d) Button

106. If the document is long, the text can be _____ through without moving the insertion point.

    a) Viewed   b) Edited   c) Formatting   d) Scrolled

107. Entering a new text or modifying the existing text in a document is called   *(Sep 2008)*

    a) Text editing   b) Editing   c) Document Editing   d) Text moving

108. To move down one screen (scrolling) in the document press _____ key.

    a) CTRL + END   b) PAGE UP   c) PAGE DOWN   d) CTRL + HOME

109. Which shortcut is used to select the entire document?

a) Ctrl + A   b) Ctrl + S   c) Ctrl + E   d) Ctrl + C

110. In which box, the text that you want to find in your document is typed?

a) Replace with   b) Search for   c) Replace All   d) Find

III. Answers

Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.	Q.No.	Ans.
1	c	17	d	33	c	49	a	65	d	81	d	97	a
2	a	18	b	34	d	50	b	66	a	82	c	98	d
3	a	19	c	35	d	51	a	67	a	83	c	99	d
4	a	20	c	36	a	52	c	68	d	84	a	100	d
5	b	21	d	37	d	53	a	69	b	85	d	101	c
6	a	22	a	38	d	54	b	70	ç	86	c	102	d
7	d	23	d	39	b	55	a	71	d	87	d	103	d
8	a	24	d	40	d	56	a	72	a	88	d	104	a
9	b	25	d	41	a	57	a	73	a	89	d	105	d
10	b	26	d	42	c	58	a	74	b	90	d	106	d
11	a	27	a	43	d	59	d	75	a	91	b	107	a
12	c	28	d	44	a	60	b	76	a	92	d	108	c
13	b	29	a	45	b	61	d	77	c	93	c	109	a
14	a	30	a	46	b	62	a	78	a	94	c	110	b
15	b	31	d	47	d	63	c	79	b	95	c		
16	a	32	b	48	a	64	b	80	c	96	a		