

Objective Type Answers

Star Office

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HOLYCROSS

- 1) Which of the following is not a word processor?
a) **Notepad** b) Star Writer c) MS Word d) Word Star
- 2) The key used to delete the character to the left of the insertion point is _____.
a) Delete b) Space Bar c) **Backspace** d) Enter
- 3) The shortcut key used to move to the beginning of a document is _____.
a) shift + Home b) Home + Enter c) ctrl + B d) **ctrl + Home**
- 4) In Star Office, text document can be created using _____.
a) StarOffice Calc b) **StarOffice Writer** c) StarOffice Impress d) StarOffice Base
- 5) The selection shortcut used to select the entire document in StarOffice Writer is _____.
a) ctrl + R b) ctrl + C c) ctrl + V d) **ctrl + A**
- 6) The keyboard shortcut to cut a selected text is _____.
a) **ctrl + X** b) ctrl + V c) ctrl + B d) ctrl + C
- 7) In StarOffice Writer, the key pressed to enter a hard return is _____.
a) Space bar b) Backspace c) **Enter** d) Esc
- 8) In StarOffice Writer, the flashing vertical bar is called as _____.
a) end of document marker b) cursor c) **insertion point** d) insertion bar
- 9) In StarOffice Writer, entering a new text or modifying the existing a text in a document is known as _____.
a) formatting b) hanging c) **text editing** d) inserting
- 10) Which command is selected to cut the selected text in StarOffice Writer?
a) File→Cut b) **Edit→Cut** c) Format→Cut d) Tools→Cut
- 11) A word processing document may contain _____.
a) text and tables b) graphs and charts c) picture d) **all of these**
- 12) The thick horizontal line in the page area is called _____.
a) end of paragraph marker b) end of page marker c) **end of document marker** d) end of line marker
- 13) In StarOffice Writer, the menu used to switch between multiple documents is _____.
a) File b) **Window** c) Edit d) View
- 14) The keyboard shortcut for the centre alignment of selected paragraph is _____.
a) ctrl + L b) ctrl + R c) **ctrl + E** d) ctrl + A
- 15) ____ a document does not move the insertion point
a) Paging b) **scrolling** c) deleting d) wrapping
- 16) Which of the following keys is pressed to move the insertion point one word left in StarOffice Writer?
a) **ctrl + left arrow** b) alt + left arrow c) shift + left arrow d) tab + left arrow
- 17) To move the insertion point to the beginning of the line press _____.
a) End key b) **Home key** c) Up arrow key d) Down arrow key
- 18) Which consists of several applications?
a) StarOffice Base b) StarOffice Writer c) StarOffice Calc d) **StarOffice**

- 19) Which key is used to delete the characters to the right of the insertion point?
a) Backspace b) Spacebar **c) Delete** d) Enter
- 20) Which key should be pressed to insert a blank line in a StarWriter document?
a) Home b) End c) Delete **d) Enter**
- 21) Which command is used to open an already existing document?
a) File→Open b) File→Save c) File→Close d) File→ New
- 22) Which key is used to move down on screen in the document?
a) Page Up **b) Page Down** c) Home d) End
- 23) Which command is used to quit from StarOffice?
a) File→Quit b) File→Close **c) File→Exit** d) File→Abort
- 24) Which shortcut key is used to copy the selected text?
a) ctrl + X b) ctrl + V c) ctrl + E **d) ctrl + C**
- 25) Which key is pressed to toggle between type over mode and the Insert mode?
a) Insert b) Alt c) Ctrl d) Shift
- 26) Which application is used to draw in Star Office?
a) StarOffice Writer b) StarOffice Base **c) StarOffice Draw** d) StarOffice Impress
- 27) The button used to skip the found text in StarOffice Writer is _____
a) Find All b) Replace All c) Replace **d) Find**

Chapter : 2

- 1) The key board short cut for Bold is
 a) Ctrl + U b) Alt + B c) Alt + C **d) Ctrl + B**
- 2) Which font looks professional?
 a) Fajita b) Arial c) Windings **d) Times New Roman**
- 3) Bullets and Numbering option is available under _____
 a) File **b) Format** c) Edit d) View
- 4) Which is a set of characters in a certain style?
a) Font b) Symbol c) Text d) Document
- 5) What can be used to call attention to key ideas in the document?
 a) Editing b) Formatting **c) Highlighting** d) Indenting
- 6) In StarOffice Writer, under which menu all the formatting options are available?
 a) File b) Edit c) View **d) Format**
- 7) Which keyboard shortcut is used to display Help in StarOffice Writer?
a) F1 b) F7 c) shift + F1 d) ctrl + F1
- 8) The named set of defaults for formatting text is _____
 a) Help agent **b) Style** c) Highlighting d) Indentation
- 9) Which of the following is the decorative font?
 a) Times New Roman b) Arial Black c) Arial **d) Fajita**
- 10) In the absence of a colour printer, the document will be printed as ____ on a black and white printer
 a) pattern b) gray **c) shades of ray** d) bright black
- 11) The size of the font is measured in _____
 a) Circles b) Rectangles **c) Points** d) Numbers
- 12) Bold, Italic, Underlined options are available under ____ list box
 a) Style b) Size c) Format **d) Typeface**
- 13) If the value of first line spin box in the paragraph dialog box is negative, it will create _____
 a) Indent **b) Hanging Indent** c) Left Indent d) First line indent
- 14) ____ is not a line space in StarOffice Writer
 a) 1.5 Lines b) Proportional c) Atleast **d) Ratio**
- 15) An inch is equal to _____
a) 72 points b) 75 points c) 80 points d) 74 points
- 16) Which of the following is true, to change the fonts in StarOffice Writer?
 a) Insert → Font b) Format → Font c) View → Font **d) Format → Character**
- 17) Which option is to be selected from the color palette to remove the highlighting for the selected text?
 a) Character b) Font **c) No Fill** d) Format
- 18) A hard return is inserted every time when ____ is pressed
a) enter key b) space bar c) alt key d) ctrl key
- 19) Which is used to list the important points and message in StarOffice Writer?
 a) Auto Correct **b) Bullets and Numbering**
 c) Paragraph Alignment d) Editing

- 20) The command sequence to create bulleted list
a) **Format – Bullets and Numbering** b) Tools – Bullets and Numbering
c) Edit – Bullets and Numbering d) File – Bullets and Numbering
- 21) Each time when increase indent icon is clicked, the paragraph is indented by ____
a) 1 inch b) 2 inches c) **½ inch** d) ¼ inch
- 22) ____ list will work well for points to present in sequence
a) Numbered b) Data c) **Numbered** d) Proportional
- 23) ____ are inserted as line breaks by Star Office Writer and adjusted when text is added or deleted
a) **Soft return** b) Hard return c) line space d) comma
- 24) ____ will give Extended Help
a) **Shift + F1** b) Ctrl + F1 c) Alt + F1 d) Tab + F1
- 25) This will appear when you perform complex task
a) Style List b) Extended Help c) Highlighting d) **Help Agent**

Chapter : 3

- 1) The key pressed to select the spelling command is _____
a) F1 **b) F7** c) F9 d) F5
- 2) Which button is clicked to include the word to the dictionary?
a) Include b) Replace c) Move **d) Add**
- 3) The only check box in the auto correct dialog box is _____
a) text only b) numbers c) match case d) whole words only
- 4) _____ and _____ are the icons are related to Spelling Check
a) Auto Spellcheck , Spellcheck b) Default Check, Spellcheck
c) Quick Spellcheck, Dialog Check d) Default Check, Quick Spellcheck
- 5) The button used to skip the spelling change only for the current word is _____
a) Change b) Ignore All **c) Ignore Once** d) Change All
- 6) The command to open a spell check dialog box is _____
a) Edit→Spelling→Check **b) Tools→Spelling→Check**
c) Edit→Check→Spelling d) Tools→Check→Spelling
- 7) Which of the following keys is pressed to delete a misspelled word and the word is retyped?
a) End b) Home c) shift+Delete **d) Backspace**
- 8) In StarOffice Writer, to create AutoCorrect entry, the command used is _____
a) Edit→Auto Correct b) Format→Auto Correct
c) Tools→Auto Correct d) Tools→Spell Correct
- 9) To skip all occurrences of the misspelt word in spell check which button is clicked?
a) Change all **b) Ignore All** c) Not in dictionary d) Skip All
- 10) Which is very useful for correcting the spelling of the commonly misspelled words?
a) Auto spell check icon b) Replace All
c) Change All d) Table Insert
- 11) _____ click on a misspelled word to get a pop up menu with more spelling option
a) Single b) Double **c) Right** d) Alt + Right
- 12) Which displays any alternate spelling in the spell check dialog box in Star Writer?
a) Choices b) Not in dictionary c) Dictionary **d) Suggestions**
- 13) Spelling mistakes are underlined in _____
a) Green b) Yellow **c) Red** d) Grey

Chapter : 4

- 1) Which of the following keys is pressed to move backward through the cells of a Star Writer Table?
 a) ctrl + Tab b) Enter + Tab c) Esc + Tab **d) Shift + Tab**
- 2) To add a row after the last row of the table in Star Writer, the key pressed is ____
 a) Shift **b) Tab** c) Alt d) Ctrl
- 3) The command to create a simple table is ____
 a) Insert→Table→Table b) Table→Insert
c) Table→Insert→Table d) Format→Insert→Table
- 4) Which of the following is a grid with a specified number of columns and rows in StarOffice Writer?
 a) Cell b) File c) Border **d) Table**
- 5) In StarOffice Writer, the command used to insert more than one row in a table is ____
 a) Insert→Table→Rows **b) Table→Insert→Rows**
 c) Insert→Rows d) Table →Rows
- 6) The command used to delete the selected table in StarOffice Writer is ____
a) Table→Delete→Table b) Delete→Table
 c) Format→Table→Delete d) None of these
- 7) In StarOffice Writer, which of the following commands is used to get a table format dialog box?
 a) Table→Table Format b) Insert→Table properties
 c) Insert→Table **d) Table→Table properties**
- 8) By default, each cell in a table includes a ____
a) border b) row c) column d) row and border
- 9) To resize a column, place the cursor in the table cell , hold down __ and press left or right arrow
 a)Ctrl **b) Alt** c) Space d) Tab
- 10) To resize a column, without changing the width of the table , place the cursor in the table cell , hold down __ and press left or right arrow
 a)Ctrl + Shift **b) Alt + Ctrl** c) Alt+ Space d) Ctrl + Tab
- 11) To resize a row, place the cursor in the table cell , hold down __ and press up or down arrow
 a)Ctrl **b) Alt** c) Space d) Tab
- 12) Which command is used to delete the selected columns in Star Writer?
 a) Tools→Delete→Columns **b) Table→Delete→Columns**
 c) Format→Column→Delete d) Format→Delete→Columns
- 13) In a table, when the text is wrapped in a cell, it grows ____
 a) wider b) wrap **c) taller** d) border
- 14) In a table in StarOffice Writer the intersection of a row and a column is called a ____
 a) row **b) cell** c) width d) column
- 15) Which one of the following is to be selected to make all columns even?
 a) space equally→column b) width equally→columns
 c) column→width equally **d) column→space equally**
- 16) In Star Writer the first Icon in the floating toolbar for table formatting function is ____
 a) Merge Cell b) Borders **c) Insert Table** d) Split Cell

Chapter : 5

- 1) If the length of the document is more than the width, the orientation is called as ____
 a) **Portrait** b) Landscape c) Layout d) Margin
- 2) In StarOffice Writer, the page preview option is available under the menu ____
 a) Format b) Edit c) **File** d) View
- 3) How many types of page orientations are there?
 a) 1 b) **2** c) 3 d) 4
- 4) In StarOffice Writer, to display the ruler on the screen select ruler under ____
 a) File b) Edit c) Format d) **View**
- 5) ____ dialog box is used to set the width of the paper
 a) **Page Style** b) Paragraph c) Page Format d) Page View
- 6) The default width of a page in default orientation is ____
 a) **8.5 inch x 11 inch** b) 11 inch x 8.25 inch c) 11 inch x 8.5 inch d) 8.5 inch x 1 inch
- 7) The default page orientation is ____
 a) Book b) Landscape c) Handout d) **Portrait**
- 8) In a text document, the area at the top of the page is called as ____
 a) Footer b) **Header** c) Page number d) None of these
- 9) Margins can be changed using ____
 a) Page Style dialog box b) ruler c) **both a and b** d) table format dialog box
- 10) Which of the following dialog boxes can be used to set the margins in StarOffice Writer?
 a) Format b) Table c) **Page Style** d) Paragraph
- 11) The width of a document will be more than the length called ____
 a) Portrait b) Paper source c) Paper format d) **Landscape**
- 12) In StarOffice Writer, the default top and bottom margins are ____
 a) **1 inch** b) 1.25 inches c) 1.5 inches d) 0.5 inch
- 13) The default margins for top, bottom and left, right margins are ____
 a) 1.25", 1" b) **1", 1.25"** c) 1", 1" d) 1.25", 1.25"
- 14) In StarOffice Writer, the command to open the Page Style dialog box is ____
 a) File→Page b) Edit→page c) **Format→Page** d) View→page
- 15) How many methods are used to change the page margins?
 a) three b) six c) four d) **two**
- 16) ____ is the area at the top of page
 a) footer b) topper c) **header** d) titler
- 17) In StarOffice Writer, the command to insert numbers in the footer area of the document is ____
 a) Insert→Page number b) **Insert→Fields→Page Numbers**
 c) Insert→Field→Number d) Format→Page Number
- 18) Which are some references and remarks added at every page of the document of the top and bottom margins respectively?
 a) **header and footer** b) top and bottom
 c) title and reference d) heading and page number
- 19) In page style dialog box, which tab is used to select the page orientation?
 a) Header b) Orientation c) **Page** d) Footer

Chapter : 6
No. of Questions : 7

- 1) The first electronic spreadsheet is _____
 a) Star Calc **b) Visi Calc** c) Excel d) Lotus
- 2) 'Improve' spreadsheet was developed by _____
 a) Lotus corporation b) Microsoft c) apple **d) Borland**
- 3) How many rows and columns are there in VisiCalc?
 a) 524, 36 b) 254, 36 **c) 254, 63** d) 63, 254
- 4) '**VisiCalc**' was invented by _____
 a) Dan Bricklin b) Bob Frankston c) Bill Gates **d) Both a and b**
- 5) ____ is the last column in VisiCalc
 a) IV **b) BK** c) KB d) VI
- 6) The key combination used to open print dialog box in Star Office Calc is _____
 a) ctrl + shift + P **b) ctrl + P** c) alt + P d) shift + P
- 7) Which key is pressed while editing the contents in a cell?
 a) F1 **b) F2** c) F5 d) F7
- 8) A formula in spread sheet always begins with _____
 a) + b) - c) ^ **d) =**
- 9) Which of the following operators combines two texts?
 a) + b) || **c) &** d) \$
- 10) Which of the following is the reference operator?
 a) % b) <> **c) !** d) &
- 11) The operator <> is used to check _____
 a) equal b) greater than c) less than **d) inequality**
- 12) Which of the following operators combine cell areas in StarOffice Calc ?
a) Reference b) Comparative c) Text d) Arithmetic
- 13) Which of the following icons is used to generate a scrolling screen within worksheet?
 a) Insert Plug-in **b) Insert Floating Frame** c) Insert OLE Object d) Insert Chart
- 14) The active cell in a spread sheet is identified by _____
 a) Insertion point b) Keyboard pointer c) Mouse pointer **d) cell pointer**
- 15) The cells A4, A5, A6, B4, B5 & B6 are referred in a worksheet as _____
a) A4 : B6 b) A1 : B6 c) A1:A6; B1:B6 d) A4:A6; B4:B6
- 16) Which bars have shortcut icon for frequently done tasks in the spreadsheet?
 a) menu bar b) formula bar **c) Object & Function bar** d) Main tool bar
- 17) Which of the following formula calculates the sum of the numbers in the cell A1 of sheet1 and A2 of Sheet2?
 a) =sum(sheet1.A1 + sheet2.A2) **b) = sum(sheet1.A1; sheet2.A2)**
 c) =sum(sheet1:A1; sheet2:A2) d) =sum(sheet1.A1:sheet2.A2)
- 18) To do the calculations for different worksheet in a particular sheet, we use ____
 a) 2D formula b) function **c) 3D formula** d) selection
- 19) Which of the following data can be typed into a spread sheet cell?
 a) numbers b) text c) formulae **d) all of these**

- 20) Which facility of StarOffice Calc helps to format the worksheet with different predefined styles and colours?
a) Auto Format b) Applet c) Chart d) Multiple Sheets
- 21) In Star Office Calc, when column width is not enough for the content, it will be indicated with a small ____
 a) Yellow Triangle b) Blue Triangle c) Green Triangle **d) Red Triangle**
- 22) The bar used to display the current cell and its content is ____
 a) menu bar b) object bar **c) formula bar** d) function bar
- 23) A continuous group of cells in a worksheet is called as ____
 a) column b) row c) data sheet **d) range**
- 24) Graphic representations of numbers are known as ____
 a) Graphs **b) Charts** c) Bar diagrams d) cells
- 25) The format for entering date in StarOffice Calc is ____
 a) YY/MM/DD b) YY/DD/MM c) DD/MM/YY **d) MM/DD/YY**
- 26) The time format will be entered in ____ format
a) HH:MM:SS b) HH-MM-SS c) HH:MM d) HH/MM/SS
- 27) The cell referencing that does not get changed when copied is ____
a) Absolute Cell Addressing b) Relative Cell Referencing
 c) Reference d) Comparative
- 28) ____ dialog box can be used to delete entire row
 a) Delete Content b) Delete Any c) Erase Content **d) Delete Cells**
- 29) Which one of the following notations is used to create absolute cell addressing?
 a) ! **b) \$** c) & d) :
- 30) Which icon is used to insert object from other application into a worksheet?
 a) Insert Applet Icon b) Insert Floating Frame
 c) Insert Formula **d) Insert OLE object**
- 31) Which icon is used to import Applets written in Java Programming into a worksheet?
a) Insert Applet Icon b) Insert Floating Frame
 c) Insert Formula d) Insert OLE object
- 32) Which of the following commands is used to generate a series in Star Office Calc?
 a) Page style b) Print range **c) Fill** d) Page format
- 33) How many cells are available in the worksheet range C1 : E2 ?
a) 6 b) 8 c) 10 d) 4
- 34) Predefined formulae that are available in StarOffice Calc are ____
 a) Relative Cell Referencing b) Cell Address
 c) Absolute Cell Referencing **d) Functions**
- 35) Which option on the file menu can be used to preview a worksheet before printing?
 a) Page setup b) Print **c) Page View** d) Page setup default
- 36) In StarOffice Calc, which command is used to change the width of the column in a word sheet?
 a) Insert→Column→Width b) Insert→Width→Column
 c) Format→Column→Insert **d) Format→Column→Width**
- 37) Which of the following reference operators is named as 'Intersection'?
a) ! b) : c) & d) =

- 38) The function used to find the square root of a given number is _____
 a) `sqr()` **b) `sqrt()`** c) `sqt()` d) square root()
- 39) The cell B4 becomes absolute when you enter _____
 a) B\$4\$ b) \$B4\$ **c) \$B\$4** d) B\$4\$
- 40) The spreadsheet package 'StarOffice Calc' was developed by _____
 a) Microsoft Corporation b) Borland International
 c) Lotus Corporation **d) Sun Microsystems**
- 41) Which of the following is an exponentiation operator in StarOffice Calc?
 a) % **b) ^** c) * d) /
- 42) Which of the following refers to the files that you create with spreadsheet software?
a) worksheet b) text document c) data base d) data sheet
- 43) Which command is used to print the worksheet with grid lines ?
 a) Format→sheet **b) Format→Page** c) Format→Grid d) File→print→Grid
- 44) ____ is available at the bottom right corner of the cell pointer
 a) copy **b) fill handle** c) duplicator d) eraser
- 45) Which operator is used to refer range in StarOffice Calc?
 a) ! b) & **c) :** d) ^
- 46) Which is the default type of cell address used by StarOffice Calc?
a) Relative cell addressing b) Absolute cell addressing
 c) Primary cell addressing d) Relational cell addressing
- 47) If the data entered is a word, spread sheet recognizes it as a
 a) Number b) Date c) time **d) Label**
- 48) Which is the most commonly used function in StarOffice Calc?
 a) `SQRT()` **b) `SUM()`** c) `AVERAGE()` d) `POW()`
- 49) Which command is used to generate a series?
 a) File→Fill→Series b) View→Fill→Series
 c) Tools→Fill→Series **d) Edit→Fill→Series**
- 50) Which is a spread sheet program?
 a) StarOffice Impress b) Flash **c) Improve** d) Lotus Amipro
- 51) Which is used to calculate and analyze sets of numbers?
a) Charts b) Presentation c) Function d) Impress
- 52) ____ describes the format of specifying a formula
 a) Formula **b) Syntax** c) Layout d) None of these
- 53) In Star Calc, amongst arithmetic operators which one of the following is executed first in the rules of precedence?
 a) Negative **b) Exponentiation**
 c) Multiplication & Division d) Addition & Subtraction
- 54) ____ symbol is used for exponentiation
 a) # b) @ **c) ^** d) %
- 55) Find the correct order of precedence of arithmetic operators
 a) + - / * ^ b) * / ^ + - c) * / + - ^ **d) ^ * / + -**
- 56) In Star Calc, to begin with a worksheet, the cell pointer is always in _____
 a) BA **b) A1** c) AB d) 1A

- 57) A grid of cells with a programmable calculator attached to each cell is _____
 a) computer b) Visicalc c) datasheet **d) spreadsheet**
- 58) Which operator is not an arithmetic operator in Star Calc?
 a) % b) ^ **c) <>** d) *
- 59) Which is used to make data easier to understand?
a) chart b) formula c) function d) object
- 60) Which electronic spreadsheet was invented for Apple II computers?
 a) Lotus 1-2-3 **b) Visicalc** c) Excel d) Improve
- 61) The spread sheet developed by Microsoft is _____
 a) Quattro Pro b) VisiCalc c) Improve **d) Excel**
- 62) In spreadsheet rows are represented as _____
 a) Alphabet **b) number** c) symbol d) functions
- 63) ____ can be used to bring Delete Contents Dialog box
 a) Tools – Delete Contents **b) Edit – Delete Contents**
 c) Format – Delete Contents d) File – Delete Contents
- 64) The spread sheet “Improve” is from ____
 a) Microsoft Corporation b) Sun Microsystems
 c) Borland International **d) Lotus Corporation**
- 65) Which button is held down and then pressed the left or right arrow to resize a column width?
 a) shift b) ctrl **c) alt** d) F1
- 66) Which of the command is used to print the selected range in Star Calc?
 a) Format→Print Range →Remove b) Format→Print Range→Delete
 c) Edit→Print Range **d) Format→Print Range→Edit**
- 67) ____ option allows you to print only the selected area in a work sheet
 a) Range **b) selection** c) cover d) set print
- 68) In StarCalc, which feature automatically generates a data series based on a defined pattern?
a) Auto Fill b) Function c) Auto format d) Series type
- 69) To draw ellipse, ____ is used
a) Show Draw Functions icon b) Draw Ellipse Icon
 c) Draw Ellipse Function d) Show Picture icon
- 70) Quattro Pro spreadsheet was developed by _____
 a) Microsoft Corporation **b) Borland International**
 c) Lotus Corporation d) Sun Micro Systems

Chapter : 7
No. of Questions : 9

- 1) The field type that is not allowed by StarOffice Base is _____
 a) text b) binary c) image **d) project**
- 2) The term data is derived from the word _____
a) Datum b) Datem c) Datas d) Datus
- 3) A column in a Star Office Base table represents a _____
 a) Structure b) File c) Record **d) Field**
- 4) The key that uniquely identifies a record in a data base is _____
 a) Secondary key b) Unique key **c) Primary key** d) Record key
- 5) The process used to select the desired specific data from a database is called _____
 a) merging **b) searching** c) editing d) sorting
- 6) Which is a type of query?
 a) table b) forms **c) filter** d) report
- 7) How many steps are there in the report wizard window?
 a) 7 b) 8 c) 9 **d) 6**
- 8) What is a way of limiting the information that appears on screen?
a) filtering b) merging c) report d) searching
- 9) The set of processed data is called _____
 a) data b) datum **c) information** d) database
- 10) Each row in a database table represents _____
 a) File **b) Record** c) Field d) Table
- 11) A database that consists of a single data table is _____
 a) Relational b) Network c) Hierarchical **d) Flat-file**
- 12) The computers that primarily use the hierarchical data base are _____
 a) super **b) mainframe** c) personal d) mini
- 13) DBMS is an acronym for _____
 a) Database Maintaining System **b) Database Management System**
 c) Database Manipulating System d) Database Merging System
- 14) The accurate length of decimal digits in a double precision number is _____
a) 14 b) 13 c) 8 d) 7
- 15) Which of the following are user constructed statements in StarOffice Base?
 a) Filters b) Forms **c) Queries** d) Reports
- 16) Filter used with a condition is called _____
 a) Auto filter b) Unconditional Filter **c) Default Filter** d) Conditioned Filter
- 17) In StarOffice Base, which is a printed information that is assembled by gathering data based on user supplied criteria?
 a) Filter b) Query c) Form **d) Report**
- 18) SQL stands for _____
 a) Sorted Query Language **b) Structured Query Language**
 c) Structured Question Language d) Sorted Question Language
- 19) To insert spreadsheet Calc range of cells in StarOffice Writer, select _____
 a) Edit→Paste **b) Edit→Paste Special** c) Tools→Paste special d) Format→paste

- 20) Which of the following is not a step in data processing?
 a) Collection b) Verification **c) Computation** d) Validation
- 21) The number of field types used in StarOffice Base is ____
 a) **20** b) 30 c) 12 d) 13
- 22) What is the name of the process for joining data from two or more tables?
 a) joining b) editing **c) merging** d) adding
- 23) Which of the following options is used to remove the filter?
 a) Remove filter b) Delete filter **c) Remove filter / sort** d) Delete filter / sort
- 24) A screen that display the fields of a record in a well spaced out manner is ____
 a) window b) report c) table **d) form**
- 25) In database, which option is used to define the maximum size of a field?
 a) default value **b) length** c) type d) value
- 26) The key combination used to save the database table is ____
 a) ctrl + C b) ctrl + V **c) ctrl + S** d) ctrl + A
- 27) The process of arranging the data in some order in a table is called ____
 a) **sorting** b) filtering c) searching d) merging
- 28) Which of the following is the special view of the data in a table?
 a) sorting b) filtering **c) Queries** d) editing
- 29) To insert a text outline into presentation, choose ____
 a) File→Insert→Presentation b) File→Send→Presentation
 c) File→Insert→Outline to Presentation **d) File→Send→Outline to Presentation**
- 30) Spreadsheet is an example of which of the following databases?
 a) **flat file** b) network c) relational d) hierarchical
- 31) Which of the following are called the common fields in a relational database?
 a) files **b) keys** c) records d) table
- 32) Which is used to assemble information from data?
 a) Datum b) Information **c) DBMS** d) Sorting
- 33) To create a new table in StarOffice Base, the command used is ____
 a) Table→Insert b) Table→Table Design
 c) Format→Table Design **d) Insert→Table Design**
- 34) To sort the records in the ascending order, select the field and click on ____
 a) **Sort Ascending icon** b) Ascending Icon
 c) Sort icon d) Sort/Filter icon
- 35) To copy the selected cell range in text document select which option in the paste special dialog box?
 a) paste **b) DDE Link** c) OLE link d) link
- 36) A set of processed data is called ____
 a) datum b) procedure **c) information** d) database
- 37) A repository of collections of related data or facts is called a / an ____
 a) table b) file c) information **d) database**
- 38) Which database structure is characterized by parent-child relationships among record types?
 a) Flat File database b) Relational database
 c) **Hierarchical database** d) Network database

- 39) A screen that displays data for a single record is called a ____
a) table **b) form** c) query d) report
- 40) How many general categories are there in DBMS?
a) 4 b) 2 c) 6 **d) 3**
- 41) Which is used to arrange records in alphabetical or numerical order?
a) searching **b) sorting** c) merging d) filtering
- 42) How many different databases are there in StarOffice Base?
a) 2 b) 4 **c) 5** d) 3
- 43) Which command is used to open StarOffice Base?
a) File→New→Database b) New→File→Star Base
c) View→Data base d) File→StarOffice Base
- 44) Which language is used to query the database?
a) C++ **b) SQL** c) HTML d) DBMS
- 45) Which amongst the following consists of usable sets of data ?
a) form b) field **c) information** d) record
- 46) In StarBase, which one of the following is not a process in editing the database?
a) Adding new record **b) Changing format of the database**
c) Calculating result d) Deleting existing data
- 47) In StarBase, a small triangle on the left most column of the table is called ____
a) insertion point b) field pointer c) table pointer **d) record pointer**
- 48) The command used to save the database table is ____
a) File→Save b) File→Tools→Save c) Edit→Save d) Edit→Fill→Save
- 49) In computers, the value assigned to a variable is called ____
a) key b) information c) report **d) data**
- 50) A collection of related table is what in Staroffice Base?
a) a form b) a report **c) a database** d) a record
- 51) The two types of filters namely ____
a) auto, static **b) auto, standard** c) default, static d) auto, query
- 52) Standard Filter is also called as
a) Normal Filter b) Quick Filter **c) Default Filter** d) Void Filter
- 53) The entire collection of related data items in one table is ____
a) file b) record c) information d) field
- 54) To insert another form within the form, which checkbox is to be selected?
a) insert form b) sub form c) form insert **d) add sub form**
- 55) How many general categories of the data management tasks are there in DBMS?
a) two **b) three** c) four d) five
- 56) The command used to transfer each heading together with its accompanying paragraphs in the text document into a presentation is ____
a) File→Send→Auto abstract to presentation
b) File→Copy→Auto abstract to presentation
c) File→Edit→Auto abstract to presentation
d) Edit→Send→Auto abstract to presentation

Chapter : 8
No. of Questions : 5

- 1) The shock wave format is used to store multimedia components created using ____
 a) media player b) netscape navigator c) internet explorer **d) Flash**
- 2) The application that allows to send and receive messages over cellphone is _
 a) Microwave Media Service b) Multimedia Media Service
c) Multimedia Messaging Service d) Microwave Messaging Service
- 3) JPEG may be expanded as ____
a) Joint Photographic Experts Group b) Joint Physical Exports Group
 c) Joint Physical Experts Group d) Joint Photographic Exports Group
- 4) Which of the following is the commercial multimedia content development software?
 a) Flash b) Dream Weaver c) Maya **d) All of these**
- 5) AIFF format was developed by ____
 a) Real Networks b) Dream Weaver **c) Apple** d) Microsoft
- 6) The technique that provides an environment experienced by users as similar to reality is __
a) Virtual Reality b) Vector Graphics c) Animations d) Modeling
- 7) Name of the technique of distorting a single image to represent something else is ____
 a) Modeling b) Rendering c) Morphing **d) Warping**
- 8) Files in the Windows Media format have the extension ____
a) .wmv b) .mov c) .swf d) .wmf
- 9) Which of the following tags is not used to launch helper applications?
 a) <embed> **b) <name>** c) <applet> d) <object>
- 10) Which of the following is a computer based presentation technique that incorporates text, sound, animations and video elements?
 a) Animation b) Modeling c) Compression **d) Multimedia**
- 11) GIF stands for ____
a) Graphic Interchange Format b) Graphic Information Format
 c) Graphical Interface Format d) Graphic Interconnection File
- 12) The expansion for MIDI is ____
 a) Musical Instrument Data Interface b) Musical Instructions Digital Interface
c) Musical Instrument Digital Interface d) Musical Information Data Interface
- 13) The technique of identifying recurring set of information and replacing them by a single piece of information is called as __
 a) Virtual Reality b) Vector Graphics c) Synthesize **d) Compression**
- 14) The special hardware used to improve the efficiency of the display images is ____
a) Vector Graphics Card b) Vector Card
 c) Vector Image d) Vector Graphics Chord
- 15) Which of the following formats creates a perfect reproduction of images?
 a) MIDI **b) GIF** c) JPEG d) BMP
- 16) Files in the Quick Time format have the extension ____
 a) .wmv **b) .mov** c) .wav d) .swf
- 17) The shockwave format was developed by ____
 a) Microsoft b) Apple c) IBM **d) Macromedia**

- 18) The conversion of analog sound waves to a digital format is called ____
a) Frequency b) Pitch **c) Sampling** d) Amplitude
- 19) Which is not in the step process of creating a 3D animation?
a) Modeling **b) Moving** c) Animating d) Rendering
- 20) GIF is limited to the palette of ____
a) 4 bits b) 6 bits **c) 8 bits** d) 10 bits
- 21) The technique of blending two or more images to form a new image is ____
a) Morphing b) Warping c) Sampling d) Rendering
- 22) The compression that retains the exact image throughout the compression is called ____
a) Lossy **b) Lossless** c) Jerky d) Murky
- 23) Multimedia applications that allow users to actively participate instead of just sitting by as passive recipients of information are called as ____
a) Computer Based Tutorial b) Web Based Tutorial
c) Multimedia System **d) Interactive Multimedia**
- 24) The format that was developed by Macromedia and is used to store Multimedia components creating using Flash is ____
a) AVI format **b) Shock Wave format** c) MIDI Format d) Wave format
- 25) In which year AVI format sound files are developed?
a) 1995 **b) 1992** c) 1985 d) 1991
- 26) MPEG stands for ____
a) Moving Pictures Experts Group b) Model Pictures Expression Group
c) Moving Pictures Expression Group d) Morphing Pictures Experts Group
- 27) In which year was real audio format developed?
a) 1982 **b) 1995** c) 1994 d) 1981
- 28) Which tag is used to add in-line sound to a web page?
a) <inline> b) <sound> **c) <bgsound>** d) <helper>
- 29) The most common version of e-learning packages is ____
a) CBT / WBT b) CBE / WBE c) CB / WB d) CT / WT
- 30) The AVI format was developed by ____
a) Apple b) IBM c) Macromedia **d) Microsoft**
- 31) Files in the Quick Time format have the extension as ____
a) .wmv **b) .mov** c) .wav d) .swf
- 32) Reducing the colour depth to less than how many colours result the image to look murky?
a) 254 b) 263 c) 255 **d) 256**
- 33) The Real Audio format has the extension ____
a) .rm or .rf b) .ram or .rF **c) .rm or .ram** d) .r, or .rads
- 34) 'Snd' format was developed by ____
a) Apple b) IBM c) MPEG d) Microsoft
- 35) Frequency is also called as ____
a) Pitch b) Crest c) Sampling d) Sound
- 36) How many steps are there to create a 3D animation ?
a) two **b) three** c) five d) four

- 37) WBT stands for _____
a) **Web Based Tutorials** b) World Based Training
c) Web Based Training d) Window Based Training
- 38) Helper application is also called as _____
a) multimedia b) video c) **plug-in** d) audio
- 39) Which file format supports full colour and produces relatively small size files?
a) GIF b) NxView c) BMP d) **JPEG**
- 40) Reducing the frame count to less than how many frames per second causes the video to look jerky?
a) 7 b) **15** c) 28 d) 30
- 41) Which graphics help in rendering the image effectively on the screen?
a) Scalar Graphics b) Dynamic Graphics c) **Vector Graphics** d) Linear Graphics
- 42) Which is not well fitted for photographic works?
a) GIF b) **JPG** c) NxView d) BMP
- 43) In multimedia, the pattern of the sound that you hear is _____
a) **digital wave** b) analog wave c) hybrid wave d) frequency
- 44) Files in the AIFF format have the extension _____
a) .avi b) .aud c) .wav d) **.aif**
- 45) Which ending program is used to add echo, fade out, fade in effects?
a) digital format b) sound program c) **sound forge** d) digital sampling
- 46) CBT stands for _____
a) **Computer Based Tutorials** b) Corporate Based Training
c) Computer Based Training d) Command Based Training
- 47) MIDI format was developed in _____
a) 1990 b) 1085 c) 1995 d) **1982**
- 48) Which of the following animation is referred to as slide or path animation?
a) Modeling b) **Object Based** c) Cel Based d) Rendering
- 49) Which of the following is not a multimedia element?
a) Text b) Video c) **Database** d) Sound
- 50) Which option is used to apply the colours to the HTML pages?
a) Use Presentation b) Use Chart Colours
c) **Use Browser Colours** d) Use graph Colours
- 51) How many types of compression are there in Image files?
a) **two** b) three c) four d) six

- 1) In presentation the view that allows us to view miniature images of all the slides is ____
 a) **slide sorter** b) master page c) notes view d) layout
- 2) The shortcut key for opening style list is ____
 a) F8 b) F7 c) F5 **d) F11**
- 3) To change the background colour of the current slide, click on ____
 a) **Format→Page→Background** b) Tools→Page→Background
 c) Edit→Page→Background d) View→Page→Background
- 4) The number of options displayed in the first page of the presentation wizard is ____
 a) 2 b) 4 **c) 3** d) 5
- 5) Which of the following options display 'Created with StarOffice' message during the pause between each presentation?
 a) Automatic b) Effect **c) Show Logo** d) Default
- 6) The view used to reorder slides is ____
 a) normal **b) outline** c) notes d) handouts
- 7) To open media player window, choose ____
 a) **Tools→Media Player** b) Edit→Media Player
 c) Insert→Media Player d) View→Media Player
- 8) Which is not a Background fill option?
 a) Color b) Gradient **c) Picture** d) Hatching
- 9) In StarOffice Impress, the window allows to quickly jump from one slide to other slide or move between open files is ____
 a) Desk Top b) Preview **c) Navigator** d) Moving Slide
- 10) The keyboard shortcut used to create a new presentation using template is ____
 a) ctrl + N b) alt + N c) ctrl + F + N **d) shift + ctrl + N**
- 11) Which one of the following displays various transition effects that can be attached to a slide?
 a) Custom animation **b) Slide Transition** c) Animation effects d) Slide sorter
- 12) Which button is pressed to start the slide show in StarOffice Impress?
 a) F1 b) F3 **c) F5** d) F7
- 13) To rename a slide, choose slide → ____
 a) **Rename Slide** b) New Slide c) Rename d) Slide Rename
- 14) Presentations can be created using ____
 a) StarOffice Writer b) StarOffice Calc c) StarOffice Base **d) StarOffice Impress**
- 15) Which view is allowed to create and edit slides?
 a) Outline view **b) Normal View** c) Notes View d) Master Page
- 16) To produce HTML presentation, choose ____
 a) File→HTML **b) File→Export** c) Edit→Export d) Edit→ HTML
- 17) Which key combination is used to print slides in StarOffice?
 a) alt + P b) shift + P **c) ctrl + P** d) shift + ctrl + P

- 18) In StarOffice Impress, the page used to specify basic background information that needs to be included in all the slides is _____
a) Slide Transition b) Custom Animation c) Layout **d) Master Page**
- 19) Which command is used to insert a picture in a slide?
a) Insert→Picture→From File b) Format→Picture
c) View→Picture→Insert d) Insert→Picture
- 20) Which of the following is used to import objects from other application into a presentation?
a) Insert Object **b) Insert OLE Object** c) Insert Plug-in d) Insert Application
- 21) Which command is used to open Navigator?
a) File→Navigator b) Tools→Navigator **c) Edit→Navigator** d) Insert→Navigator
- 22) The command that is used to create a new Impress presentation from within any StarOffice application is _____
a) File→Presentation b) File→New→StarOffice Impress
c) File→New→Presentation d) File→New→StarOffice Presentation
- 23) To insert a slide, choose _____
a) Slide→Insert **b) Insert→Slide** c) Format→Slide Insert d) Presentation→Slides
- 24) Which is used for performing calculations in presentation?
a) Insert OLE Object b) Insert Object c) Insert Applet **d) Insert Formula**
- 25) Which key is used to stop the presentation before the end?
a) Enter b) Backspace **c) Escape** d) F5
- 26) The command used to hide a selected slide is _____
a) Slide Show→ Hide / Show Slide **b) Slide Show→ Show / Hide Slide**
c) Slide→Hide Slide d) Slide→Hide
- 27) Which determines the text formatting style for title, outline and background design for single or all slides?
a) Master Page b) Master Text c) Master Slide d) Master Format
- 28) Which key is used to select multiple slides?
a) alt **b) ctrl** c) shift d) tab
- 29) Which option allows you to manually control the transition of slides using options such as mouse click?
a) Show Logo b) Effect c) Automatic **d) Default**
- 30) The command to create a new presentation using template is _____
a) File→New→Templates and Documents b) Format→New→Templates
c) File→Template d) Format→Templates and Documents
- 31) In Star Impress, which Spin box allows you to specify the duration for the slides in presentation?
a) Duration of pause **b) Duration of page**
c) Duration of date d) Duration of time
- 32) In presentation window how many tabs are there in the centre pane?
a) Four b) Six c) Three **d) Five**

Blue Print

Topics	Marks
Star Writer	9
Star Calc	7
Star Base	9
MultiMedia	5
Star Impress	5