

**Section - I**

**Note : i) All Questions are compulsory**

**ii) Choose the most suitable answer from the given four alternatives and write the option code and the corresponding answer**

- 1) \_\_\_\_\_ keyboard shortcut is used to select the entire document in Star Office Writer.  
(a) Ctrl+E (b) Ctrl+S (c) Ctrl+End (d) Ctrl+A
- 2) Which font is decorative?  
(a) Symbols (b) Wingdings (c) Times New Roman (d) Fajita
- 3) The default date format used in a spreadsheet is  
(a) YY/MM/DD (b) YY/DD/MM (c) DD/MM/YY (d) MM/DD/YY
- 4) The most commonly used function in StarOffice Calc is  
(a) SQRT() (b) SUM() (c) AVERAGE() (d) POWER()
- 5) How many different databases are there in StarOffice Base?  
(a) 2 (b) 4 (c) 5 (d) 3
- 6) The number of field types used in StarOffice Base is  
(a) 20 (b) 30 (c) 12 (d) 13
- 7) The expansion of JPEG is  
(a) Joint Photographic Experts Group (b) Joint Physical Exports Group (c) Joint Physical Experts Group  
(d) Joint Photographic Exports Group
- 8) Reducing the frame count to less than \_\_\_\_\_ frames per second causes the video to look Jerky.  
(a) 4 (b) 8 (c) 15 (d) 32
- 9) C++ Program starts and ends with \_\_\_\_\_.  
(a) {} (b) <> (c) () (d) []
- 10) cout << 5+10; will display the result as  
(a) 5+10 (b) 510 (c) 15 (d) 50
- 11) How many times will the following Loop be executed?  
for (i=2; i <= 30; i++)  
(a) 10 (b) 29 (c) 30 (d) 31
- 12) How many destructors can be given in a class?  
(a) 1 (b) 2 (c) 3 (d) 0
- 13) The special character related to destructor is  
(a) + (b) ? (c) ~ (d) !
- 14) CBT stands for  
(a) Computer Based Tutorials (b) Computer Based Tools (c) Computer Based Techniques (d) Coded Binary Tools
- 15) How many main steps are involved in medical transcription?  
(a) 2 (b) 4 (c) 3 (d) Many

**Section - II**

**II. Answer any six questions: (Question No.22 is compulsory)**

- 16) What is meant by text editing?
- 17) What are the various types of paragraph alignments?
- 18) What is use of Auto Correct Option?

- 19) Name the popular Spreadsheet Software in StarCalc.
- 20) What is the difference between Query and Filter?
- 21) What is Compression?
- 22) Write C++ equivalent expressions using conditional operator.  
f=0.5 if x=30 otherwise f=5
- 23) What are the different types of Inheritance?
- 24) What is the use of Call Centres?

### Section - III

9 x 3 = 27

#### III. Answer any six questions: (Question No.32 is compulsory )

- 25) How will you change the Rows and Column width?
- 26) How will you insert page number in the Footer area?
- 27) What is Range? Give example.
- 28) What is Reference Operators in StarOffice Calc? Give example.
- 29) What is a Report? What are its types?
- 30) What is meant by Rehearse Timings?
- 31) What is Encapsulation?
- 32) Find the error in the following C++ program snippets:

```
Switch (x);
{
Case 1 to 2; cout << "one" << "two";
break;
};
```

- 33) What is meant by theft of Computer Time?

### Section - IV

10 x 5 = 50

#### IV. Answer All Questions:

- 34) a) Give the steps involved in Find and Replacing a given text in a StarOffice Writer document.  

(OR)

b) How would you carry out the spell check after the entire document is typed?
- 35) a) Draw and explain the various icons available in table formatting toolbar in StarOffice document.  

(OR)

b) How will you insert chart in a Worksheet.
- 36) a) Explain different Database types.  

(OR)

b) Explain Scope Rules of Variables.
- 37) a) Explain the nested-if statement with an example.  

(OR)

b) Write the rules for operators overloading in C++?
- 38) a) Find the output of the following C++ Program?  
#include< iostream.h >  
#include< conio.h >  
class simple  
{  
private:  
int a,b;  
public:  
simple( )  
{  
a=0;  
b=0;

```

cout << "\nHELLO";
}
void getdata()
{
cout << "\n values of A and B";
a=10;
b=20;
}
void putdata()
{
cout << "\n The two integers are" << '\t' << a << '\t' << b;
cout << "\n The sum is" << '\t' << a+b;
cout << "\n The multiply is" << '\t' << a*b;
}
};
void main ()
{
clrscr();
simple s;
s.getdata();
s.putdata();
getch();
}

```

**(OR)**

b) Debug the C++ program.

```

#include< iostream.h >
#include< conio.h >
class A
{
private:
int a1;
public:
int a2;
protected:
int a3;
};
class B : public A
{
public:
void func()
{
int b1, b2 , b3;
b1 = a1;
b2 = a2;
b3 = a3;
}
};
void main()
{
B der;
der.a3 = 0;
}

```

```
der.func();  
}
```

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