

Model Question Paper
An Introduction to Staroffice Writer - Part I
12th Standard

Computer Science

Reg.No. :

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- I. Answer all the questions.
- II. Use Blue pen only.
- III. Question No 12 is compulsory.

Time : 01:00:00 Hrs

Total Marks : 45

5 x 1 = 5

Section-A

- 1) which of the following is used to create text documents?
(a) Star Office Writer (b) Star Office impress (c) Star Office Calc (d) Star Office Base
- 2) Which is used to create a database?
(a) Star Office Writer (b) Star Office Draw (c) Star Office Calc (d) Star Office Base
- 3) Which key is pressed down and the movement keys are used to high light the required text
(a) Shift (b) Alt (c) Ctrl (d) Ctrl+shift
- 4) Which key is used to move to the beginning of a line?
(a) End (b) Home (c) Page up (d) Page down
- 5) 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

Section-B

4 x 2 = 8

- 6) What is meant by text editing?
- 7) How will you switch over from insert mode to type-over mode in a document?
- 8) How will you select text with keyboard?
- 9) How will you mistake in Star Office Writer?



Section-C

4 x 5 = 20

- 10) How would you select the required portion of the text in a document?
- 11) How would you switch over form insert mode to Type-over mode?
- 12) a) What are the setps to be followed for searching a given word?

(OR)

- b) Give the steps involved for replacing a given text.
