

Model Question Paper

Text Formating - Part II

12th Standard

Computer Science

Reg.No. :

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I. Answer all the questions.

II. Use Blue pen only.

Time : 00:50:00 Hrs

Total Marks : 45

10 x 1 = 10

Section-A

- 1) The options to make the text bold, italic or underline, text is available in
(a) Properties dialog box (b) Character dialog box (c) Taskbar (d) style list box
- 2) A..... precedes each item in the list and the text is indented.
(a) Bullet (b) Number (c) Bullet and Number (d) Text
- 3) In Star Office Writer, the key pressed to enter a hard return is
(a) Space bar (b) enter (c) backspace (d) esc
- 4) Which keyboard shortcut is used to display help in Star Office Writer?
(a) F1 (b) F7 (c) Shift+F1 (d) Ctrl+F1
- 5) If the value of first line spin box in the paragraph dialog box is negative, it will create
(a) Indent (b) Hanging Indent (c) First line Indent (d) Left Indent
- 6) In Star Office Writer, the menu used to apply different styles for the bullets and numbers is
(a) Edit (b) View (c) Insert (d) Format
- 7) An inch is equal to
(a) 75 points (b) 74 points (c) 80 points (d) 72 points
- 8) One way to set off a list of points or topic in a documents is
(a) Line space (b) paragraph alignment (c) bulleted list (d) using styles
- 9) How many points to an inch for font size in Star Writer?
(a) 72 (b) 64 (c) 73 (d) 48
- 10) In Star Writer, what will happen when negative value is used in indenting text?
(a) Left indent (b) Indent (c) Hanging indent (d) Right indent

Section-B

5 x 2 = 10

- 11) What is meant by text formatting?
- 12) What are the formatting option available in StarOffice Writer?
- 13) What is a font? List out few font names.
- 14) What is the purpose using the character dialog box for formatting?
- 15) What is Paragraph Marker?

Section-C

4 x 5 = 20

- 16) What are the formatting option available in StarOffice writer? How will you change the Fonts, Font size and colour?
- 17) What are the various types of paragraph alignments that can be made? Explain
- 18) How will you Indent the text using Paragraph dialog box?
- 19) a) Write short note on choose help file box?
b) What is help agent? or Write a short note on help agent.
