Computer Science

Reg.No. :

I.Answer all the questions.
II.Use Blue pen only.
III.Question No 11 is compulsory.

Time : 00:45:00 Hrs

Total Marks : 30

Section-A

5 x 1 = 5

1) Which of the following key is used to move backward through cells?

(a) tab   (b) shift + tab   (c) ctrl + tab   (d) ctrl + home

2) Only the entries of a table are deleted, by pressing

(a) Delete   (b) Backspace   (c) Insert   (d) Enter

3) Which of the following command is used to select the entire table?

(a) File →Select→ All   (b) Table→Select→ Table   (c) Edit→ SelectAll   (d) Tools →Select →All

4) Which command is used to delete the selected rows?

(a) Table → Rows→ Delete   (b) Table→ Delete →Rows   (c) Format→ Rows → Delete   (d) Format→ Delete→ Rows

5) How will you make all columns even?

(a) Column →space equally   (b) Space equally→ column   (c) Column →width equally   (d) Width equally→ column

Section-B

5 x 2 = 10

6) How to make the selected rows and columns of the same size?

7) How will you delete the entire Text (entries) in a Table ?

8) How will you insert columns in a table in Star Office Writer?

9) How will you insert rows in a table in Star Office Writer?

10) How will you delete the Row/Rows in a Star Office table?

Section-C

1 x 5 = 5

11) a)   How will you add required number of rows/columns in a table?

(OR)

b)   What are the various functions of icons in table formatting toolbar?

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