

Model Question Paper
Correcting Spelling Mistakes - 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 16 is compulsory.

Time : 01:00:00 Hrs

Total Marks : 40
10 x 1 = 10

Section-A

- 1) Which key is pressed to select the spelling command?
(a) F2 (b) F5 (c) F1 (d) F7
- 2) The button clicked to add the word to the dictionary in StarWriter is
(a) Insert (b) Ignore (c) Add (d) Delete
- 3) Which button is used to skip the spelling change for the current word in spell check dialog box?
(a) Ignore (b) Replace (c) Ignore all (d) Ignore once
- 4) To skip the current occurrence but stop on the next one button is clicked in spelling check dialog box
(a) Ignore all (b) Replace all (c) Ignore (d) Replace all
- 5) The only check box in the auto correct dialog box is... ..
(a) Whole words only (b) Text only (c) Backwards
- 6) Which text box is used to enter replacement word in Autocorrect dialog box?
(a) replace (b) change (c) with (d) replace with
- 7) How many features are used in Star Office Writer for identifying the spelling mistakes?
(a) Four (b) Six (c) Two (d) Three
- 8) Which text area displays the misspelled word?
(a) Toolbar (b) Dialog box (c) Check box (d) Not in dictionary
- 9) Which of the following recognizes some common mistakes, typographical mistakes and makes the replacements automatically.
(a) Spell-check option (b) Auto format option (c) Star Office (d) Auto correct option
- 10) When Auto-spell check is on, Star Office Writer..... each word typed with the words in the dictionary.
(a) Compares (b) Verify (c) Combines (d) Checks

Section-B

- 11) How does StarOffice Writer check spelling while typing?
- 12) How will you correct the misspelled word in StarOffice Writer?
- 13) Write short note on Auto spell check feature or icon?
- 14) How will you add a word to StarOffice Writer dictionary?

4 x 2 = 8

Section-C

- 15) How would you carry out the spell check after the entire document is typed?
- 16) a) How to add a word in the Auto correct list of the StarOffice Writer?

2 x 5 = 10

(OR)

- b) How does StarOffice writer check the spelling while typing?
