

Model Question Paper

Page formatting - Part II

12th Standard

Computer Science

Reg.No. :

--	--	--	--	--	--

I. Answer all the questions.

II. Use Blue pen only.

Time : 01:00:00 Hrs

Total Marks : 45

10 x 1 = 10

Section-A

- 1) Which of the following on the page style dialog box can be used to create a header?
(a) Page tab (b) Footer tab (c) Page head (d) Header tab
- 2) The command to insert page numbers in Header or Footer area is
(a) Format->Fields->Page Numbers (b) Insert->Fields->Page Numbers (c) Tools->Fields->Page Numbers (d) View->Fields->Page Numbers
- 3) Some references remarks added at every page of the document are known as
(a) Header and Footer (b) Footer (c) Header (d) Foot none
- 4) Which indicates Star Office Writer, how close to print to the edge of the page
(a) Margin (b) Rulers (c) control (d) Margin guide
- 5) In the page style dialog box, which is clicked to display the various options like margins, page layout, paper format etc.
(a) Page down (b) Page up (c) Page tab (d) option
- 6) An area at the top of a page is
(a) Header (b) Margin (c) Layout (d) Footer
- 7) Which of the following tab is used to select page orientation?
(a) Page (b) Header (c) Organizer (d) Orientation
- 8) Where can we find the Ruler option?
(a) Edit (b) Format (c) File (d) View
- 9) How many number of spin boxes are displayed in the footer dialog box?
(a) 2 (b) 3 (c) 4 (d) 5
- 10) Which command is used to get page style dialog box
(a) View Ruler (b) Insert->Field (c) Format->Page (d) None of these

Section-B

- 11) How will you change the page orientation or paper size?
- 12) What is margin in a Star Office Writer document? Or write short note on margin in a document.
- 13) How do you choose the page number style?
- 14) If $\text{int } X [1] [2] = \{0,1,2,3,4,5\}$; then what is the value of $X [1] [1]$?

4 x 2 = 8

Section-C

- 15) Explain the methods of changing the margins.
- 16) Explain creating header and footer and adding remarks and Page Numbers in a text document

2 x 5 = 10
