

Model Question Paper
An Introduction to Staroffice Writer - Part II
12th Standard
Computer Science

Reg.No. :

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I. Answer all the questions.
II. Use Blue pen only.

Time : 01:00:00 Hrs

Total Marks : 35

Section-A

6 x 1 = 6

- 1) Which of the following is not a word processor?
(a) Star Writer (b) Note pad (c) MS-word (d) Word star
- 2) Star writer is a
(a) Word processor (b) Database (c) Spread sheet (d) Language
- 3) Which menu option is used for working with multiple documents?
(a) Format (b) View (c) File (d) Window
- 4) The insertion point indicates where the
(a) Task bar will appear (b) New text will appear (c) Tool bar will appear (d) Text area will appear
- 5) Which key is used to move one character right?
(a) Shift→Right (b) Tab (c) Right arrow (d) Ctrl+v
- 6) Which of the following will automatically wrap the text to the new line Star office?
(a) Star Calc (b) Star Impress (c) Star Writer (d) Star Base

Section-B

5 x 2 = 10

- 7) How will you select text with keyboard?
- 8) How will you correct mistake in Star Office Writer?
- 9) What are the differences between copying text and moving text in StarOffice Writer?
- 10) What is StarOffice?
- 11) What are the applications or functions of Star Office?

Section-C

3 x 5 = 15

- 12) List out the keyboard movement keys to move around the document
- 13) Explain the steps to save a document for the first time
- 14) a) How will you start Star Office?
b) What does the term 'Word processing' refer to? or What is word processor?
