

Model Question Paper

Text Formating - 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 : 45

5 x 1 = 5

Section-A

- 1) A text without anycan have a monotonous appearance.
(a) Formatting (b) Highlighting (c) Editing (d) Indenting
- 2) Which of the following are the most common types of text formatting?
(a) Underline (b) Bold (c) Italic (d) All of these
- 3) Default line spacing in Star writer is
(a) Double (b) Fixed (c) Single line (d) 1.5 Lines
- 4) A negative indenting value will result in a
(a) hanging indent (b) right indent (c) left indent (d) none
- 5) Which icon has to be clicked to utilize different colours in a text?
(a) Open file icon (b) Colour icon (c) Font colour icon (d) File icon

Section-B

- 6) How can you change the font size? How it's measured?
- 7) What is highlighting?
- 8) What is a Paragraph marker?
- 9) What are the different types of paragraph alignments?
- 10) What is Hanging Indent?
- 11) How will you create a Numbered List?

6 x 2 = 12

Section-C

- 12) What is meant by indenting text with the Paragraph dialog box?
- 13) How would you create the bullets list and numbered list?
- 14) What is the difference between hard formatting and soft formatting?
- 15) What are the formatting changes that can be made with to the fonts?
- 16) a) What are the various types of paragraph alignments that can be made?

5 x 5 = 25

(OR)

- b) What does indenting the text mean?
