

V.M.G.RAJASEKARAN – RAMANI SRI SARADA SAKTHI MAT. HR. SEC. SCHOOL**STD: XII****COMPUTER SCIENCE****VOLUME - I****I. Answer the following:**

1. _____ command can be used to open a new document.
2. The _____ command is used to insert page numbers on every page
 - a) insert → field → page numbers
 - b) insert → page number
 - c) insert → field
 - d) insert → page number → field

3. Match:

- | | | |
|------------|----|-----------------|
| 1. Writer | -- | a. Database |
| 2. Calc | -- | b. presentation |
| 3. Impress | -- | c. Draw |
| 4. Draw | -- | d. writer |
| 5. Base | -- | e. spreadsheet |

- | | 1 | 2 | 3 | 4 | 5 |
|------|---|---|---|---|---|
| i. | a | b | c | d | e |
| ii | c | d | b | a | e |
| iii. | d | e | b | c | a |
| iv. | d | e | c | b | a |

4. _____ command can be used to open a new document.

5. There are _____ tabs in the page style dialog box
 - a) 2
 - b) 10
 - c) 12
 - d) 8

6. _____ command is used to change the page orientation of the document

- | | |
|-------------------------|------------------------|
| a) format → orientation | b) format → page setup |
| c) format → page | d) edit → page |

7. If you click File → save command which dialog box will opened?

8. To search for and to replace words in a text document Which feature in star office writer is used?

9. _____ is the storehouse for all formatting options.

10. How many line spacing available in star office writer.

11. To view a brief description of what the command or icon does press _____ key(s).

- a. shift+F1 b. F1 c. F2 d. Home+F1

12. Line spacing should always be an integer value ? T/F

13. How many icons available in Table formatting Toolbar?

14. Which bar is used to display the current cell and its contents?

15. _____ operators return either true or false.

- a. Arithmetic b. comparative c. Text d. Reference

16. Find out the wrong pair.

- a. visicalc,1979 b. PC, 1975 c. Lotus1-2-3,1982 d. Improve,1869

17. Match:

- | | | |
|-----------|----|----------------------|
| 1. Format | -- | a. Toolbar |
| 2. View | -- | b. Special character |
| 3. Insert | -- | Auto format |
| 4. Edit | -- | Fill series |

- | | 1 | 2 | 3 | 4 |
|------|---|---|---|---|
| i. | a | b | c | d |
| ii. | b | c | a | d |
| iii. | c | a | b | d |
| iv. | c | a | b | d |

18. Find out the correctly matched one:

- a. Arithmetic operators -- numerical results
- b. comparative operators -- true or false
- c. Text operators -- select the text
- d. Reference operators -- combine area

19. The _____ option on the file menu can be used to preview a work sheet before printing.

20. The _____ is the sequence of characters used in a formula.

21. Each _____ in a Table represents a Record.

22. The entire collection of related data the table is referred as a _____ .

- a. File or Record b. File or Table c. Table or Record d. Record or Field

23. Which of the following is also a special type of query?

- a. Form b. Report c. Filter d. chart

24. This database structures were primarily used on mainframe computers.

- a. Hierarchical b. Flat-file c. Network d. Relational

25. Pick out odd one from the following:

- a. Form b. Report c. Query d. Chart

26. Match:

- 1. File -- Table Design
- 2. Insert -- Paste special
- 3. Edit -- Report

4. Database -- Save

	1	2	3	4
i.	d	c	a	b
ii.	a	c	d	b
iii.	d	a	b	c
iv.	d	b	a	c

27. _____ is used to insert a form into another form .

28. How many steps to Generate Report?

29. SQI means _____

30. JPEG expansion _____

31. Pick up the Odd man out

- a. Modeling b. Animating c. Rendering d. Sorting

32. Match:

1. Jerky	--	a. blend the image
2. Murky	--	b. distorting
3. Morphing	--	15
4. Warping	--	256

	1	2	3	4
i.	a	c	d	b
ii.	a	b	c	d
iii.	c	d	a	b
iv.	c	d	b	a

33. Find out the mistake

- a. MIDI, 1982 b. Real Audio format, 1995
c. AVI, 1992 c. Wave, 1995

34. Which of the following animated films are popular with adults and children

- a) Ice Age b) Polar Express c) Hanuman d) all of these

35. Despite of this _____ is still used extensively on the internet and multimedia applications

- a) MPEG files b) GIF c) Shockwave d) GIF and JPG

35. Which of the following format is used to store only sound (audio)

- a) SND b) MP3 c) AIFF d) all of these

36. The Shockwave format was developed by _____

- a) macro media b) Microsoft c) Apple d) IBM

37. Special software such as _____ would help in viewing the multimedia presentations

- a) SND b) AIFF c) Windows Media Player d) MIDI

38. Which of the following tags is not used to launch helper applications?

- a) <embed> b) <name> c) <applet> d) <object>

39. A helper application that can be launched by the browser to help play sound or video

- a) AVI b) Plug -in c) SWF d) MMS

40. How many sections in the third page of the presentation wizard window

- a) 3 b) 5 c) 4 d) 2

41. How many sections in the third page of the presentation wizard window

- a) 3 b) 5 c) 4 d) 2

42. Odd man out

- a. Normal view b. outline view c. Notes view d. Slide

Transition

43. Match :

- | | | |
|--------------|----|-------------|
| 1. Tools | -- | slide |
| 2. Slideshow | -- | Normal view |
| 3. Insert | -- | Media pl |
| 4. View | -- | Slide show |

44. A vertical _____ indicates the position where the slide will be inserted

- a) green b) red c) yellow d) black

45. To insert movie in a slide, choose _____ command

- a) Tools → movie and sound b) format → movie and sound
c) insert → movie and sound d) edit → movie and sound

46. Which command is used to open the slide view floating window

- a) view → toolbars → slide view b) insert → toolbars → slide view
c) tools → toolbars → slide view d) insert → slide view

47. How many check box in the slide design dialog box

- a) 3 b) 5 c) 2 d) 4

48. Which function key is used to get the stylist

- a) F1 b) F2 c) F7 d) F11

49. If you want the whole presentation to auto-repeat, open the menu

- _____
- a) slide show → slide show settings b) format → slide show settings
c) insert → slide show settings d) slide show → custom slide show

50. Open the navigator by choosing _____

- a) Edit → Navigator b) File → Navigator
c) format → Navigator d) view → Navigator

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