12th - COMPUTER SCIENCE

Model Question Paper

CHAPTER – 01 TO 06 (FIRST 25%)

Total Marks: 100

1. The thick horizontal in the page area is called ..............
   (A) Insertion point (B) scroll bar (C) mouse pointer (D) end of document marker

2. Which option is used for working with multiple documents?
   (A) Format (B) View (C) Tools (D) Window

3. The key to be pressed to move backward through the cell is
   (A) Tab (B) Right arrow (C) Shift + Tab (D) Left arrow

4. A text without any ____ can have a monotonous appearance.
   (A) Formatting (B) Highlighting (C) Editing (D) Indenting

5. A hard return is inserted wherever ............ key is pressed.
   (A) Space bar (B) Backspace (C) Enter (D) Ctrl + Enter

6. Which of the following is set of characters and numbers in certain style?
   (A) Style (B) Format (C) Font (D) Size

7. ............ menu is used to format the text in documents.
   (A) Formatting (B) Highlighting (C) Editing (D) All the above

8. ______ keyboard shortcut is used to display Help in Star office Writer?
   (A) F7 (B) F2 (C) F1 (D) Ctrl + F1

9. _____ indent is used for numbering list.
   (A) Left indent (B) Right indent (C) Increase indent (D) Hanging indent

10. By default star writer ___ line spacing the text in the document.
    (A) Double (B) single (C) 1.5 (D) Fixed

11. The only check box in the auto correct dialog box is ___.
    (A) Whole words only (B) Back words (C) Text only (D) Match case

12. Star writer can ___ the spelling mistakes as the document is being typed.
    (A) F2 (B) F5 (C) F1 (D) F7

13. _____ command used to insert page numbers in header or footer.
    (A) Format  Fields  Page Number (B) Insert  Fields  Page Number
    (C) Tools  Fields  Page Number (D) Edit  Fields  Page Number

14. _____ option is very useful for correction the spelling of the commonly misspelled words.
    (A) Auto spell check (B) Auto correct (C) Auto format (D) Auto character

15. The command to create a simple table is______
    (A) Insert-table-table (B) Table-insert-table (C) Table-insert (D) Format-insert-table

16. The menu that is used to add more than one row in a table is
    (A) Table  Insert  Rows (B) Format  Rows  Insert
    (C) Format  Insert  Rows (D) Table  Rows  Insert

17. _____ command used to insert page numbers in header or footer.
    (A) Format  Fields  Page Number (B) Insert  Fields  Page Number
    (C) Tools  Fields  Page Number (D) Edit  Fields  Page Number

18. In Star Office Writer, the command to open the page style dialog box is ______.
    (A) File -> Page (B) Edit -> Page (C) View -> Page (D) Format -> Page

19. The default width of page in default orientation is________
    (A) 8.5 inch X 11 inch (B) 11 inch X 8.25 inch (C) 11 inch X 8.5 inch (D) 8.5 inch X 1 inch

20. Usually the length of a document will be more than the width. This orientation is called ...........
    (A) Page (B) landscape (C) Portrait (D) Formatting

21. The default margins are -----inch top and bottom margins and ----- inches left and right margins.
    (A) 1, 1.25 (B) 1.25,1 (C) 1, 1 (D) 1.5,1

22. The first electronic spread sheet is ____.
    (A) Visi calc (B) Star calc (C) Lotus (D) Excel.

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23. ______ comparative operator is meant for inequality?
   (A) != (B) <>  (C) > =  (D) < =

24. Which bars have shortcut icons for frequently done tasks in the spreadsheet?
   (A) Menu bar  (B) Formula bar  (C) Object bar  (D) Main tool bar

25. The cells A4, A5, A6, B4, B5 & B6 are referred in a worksheet as ______.
   (A) A4 : B6  (B) A1 : B6  (C) A1 : B6, B1 : B6  (D) A4 : A6, B4 : B6

26. The syntax of formula begin with ______ sign
   (A) a caret (B) a plus  (C) an equal  (D) a slash

27. The bar used to displays the current cell and its content is ____ bar.
   (A) menu  (B) Object  (C) formula  (D) function

28. The operator that combines two text as a single text is___.
   (A) =  (B) &  (C) +  (D) | |

29. In order to edit, data in a worksheet ____ keys is used.
   (A) F1  (B) F2  (C) F4  (D) F7

30. Which cell address, do not change when copied?
   (A) Relative  (B) Absolute  (C) Range  (D) a or b

31. Which operator is used to refer range in star calc?
   (A) ! (B) :  (C) ^  (D) &

32. Graphic representations of numbers are known as ____.
   (A) Charts  (B) Graphs  (C) Bar diagrams  (D) Cells.

33. The option under the file menu used to quit the star office is ____.
   (A) Close  (B) Quit  (C) Exit  (D) End

34. For drawing line, circles, ellipses, squares & rectangle click on
   (A) draw function  (B) ellipse icon  (C) show draw function icon  (D) insert function icon

35. Auto format option is available on the ___ menu.
   (A) File  (B) Edit  (C) Format  (D) Style.

II. Answer the questions in two sentences each:

36. What is text editing?
37. What is word processing?
38. What is meant by Hanging indent?
39. How to make the selected rows and columns of the same size?
40. What is meant by header and footer?
41. Write the spreadsheet applications.
42. Write a note on text operators in Star office Calc.

III. Answer the questions:

43. What is Date Arithmetic?
44. How will you correct mistakes in Star Office Writer?
45. How will you select text with keyboard?
46. What is meant by Auto Spell Check?
47. What is meant by electronic spreadsheet?
48. How can we work with multiple documents?
49. We can change the data present in a cell? If so, how?

III. Answer any six questions in details:

50. Explain the steps involved in searching and replacing a given word in a text document?
51. How would you create the bullets and numbered list?
52. How to carry out spell check after the entire document is typed?
53. What are the various functions of the icons in the table formatting toolbar?
54. Write in detail about how to change margins using page style dialog box?
55. List the advantages of using electronic spreadsheet.
56. Define Functions. How do you use the function in spreadsheet explain with example.
57. What are the various icons in the insert object floating toolbar? Mention their functions.