Slip Test – 1

Answer all of the following questions. (Page No.)

1. What is Text Editing? (3)
2. How to work with multiple documents in Star writer? (5)
3. How do you switch over from insert mode to type over mode? (8)

Answer all of the following questions.

1. What are the types of page orientation? Which one is default page orientation? (43)
2. How would you create an autocorrect entry in Star writer? (32)
3. What are the various types of paragraph alignment? Explain. (17)

Answer all of the following questions.

1. How will you check the spelling after the entire document is typed?(30)
2. Explain how to indent text with paragraph dialog box?(20)

Slip Test – 2

Answer all of the following questions.

1. What is meant by indenting the text in Star writer?(19)
2. What is meant by auto spell check icon? (30)
3. What is the use of autocorrect option?(32)

Answer all of the following questions.

1. List out the important applications of Star office (1)
2. What are the difference between moving the text and copying the text? (10)
3. What are the steps to be followed to change line spacing in Star writer?(22)

Answer all of the following questions.

1. What are the steps involved in search and replacing a given text?(11)
2. What are the various icons in the table formatting toolbar? (39)

Slip Test – 3

Answer all of the following questions.

1. How does the star writer check the spelling while typing? (30)
2. How do you delete an entire table in star writer? (38)
3. How to make the selected rows and columns same size?(39)

Answer all of the following questions.

1. How do you delete rows and columns in the table?(38)
2. How do you insert rows and columns in the table? (37)
3. What is meant by header and footer? How will you insert a page no. in footer area? (44,45)

Answer all of the following questions.

1. How to select a text using Mouse, Keyboard and Shortcut? (9)
2. How will you create and remove bullets and numbered list. (23)

Slip Test – 4

Answer all of the following questions.

1. Define word processing. Give examples(2)
2. Define hanging indent.(19)
3. How to change the width of the column? (38)

Answer all of the following questions.

1. How will you create Header and footer? (44)
2. How to change margin using ruler? (43)
3. What are the formatting options available in Star Writer? (14)

Answer all of the following questions.

1. How to change margins using page style dialog box? (42)
2. How to insert, delete rows and columns in a table? (27)

Slip Test – 5

Answer all of the following questions.

1. How will you create a table in the document? (36)
2. What is a range? Give an example.(57)
3. Define cell and cell pointer. (47, 51)

Answer all of the following questions.

1. What are the different types of line spacing? (22)
2. How will you correct mistakes in Star writer? (30)
3. Explain how to generate the series 33,30,27, … ,3 (58)

Answer all of the following questions.

1. How to insert rows, columns and cells in Star Calc? (67)
2. How will you move various places in the document?(6)

Slip Test - 6

Answer all of the following questions.

1. Define electronic spreadsheet. (47)
2. List types of cell referencing in Star Calc.(59)
3. List out the comparative operators in Star Calc.(55)

Answer all of the following questions.

1. Difference between relative and absolute cell addressing.(16)
2. Write any four advantages of electronic spreadsheet. (49)
3. Briefly explain the working of multiple sheets in Star Calc. (76)

Answer all of the following questions.

1. How will you print the content of the worksheet? Explain. (77)
2. How to create chart in Star Calc? (73)

Slip Test – 7

Answer all of the following questions.

1. Write any four popular spreadsheets. (50)
2. What is meant by auto fill command? (57)
3. How will you insert special character in a spreadsheet? (70)

Answer all of the following questions.

1. What is date arithmetic? Give an example(63)
2. Can we change the data present in a cell? If so, how? (55)
3. Explain the procedure for deleting a cell, row or a column in worksheet? (69)

Answer all of the following questions.

1. Explain how to insert objects in Star Calc. (72)
2. What are functions? How can you use them? Explain with example. (60)

Slip Test – 8

Answer all of the following questions.

1. Write a note on text operator in Star Calc. (56)
2. What is the use of auto format sheet facility? (65)
3. What is DBMS? (89)

Answer all of the following questions.

1. Write the applications of spreadsheet. (49)
2. Differentiate spreadsheet and worksheet. (49)
3. Write a note on reference operator with example. (56)

Answer all of the following questions.

1. What are the formatting options available in Star Calc. (64)
2. What are the steps involved in designing a form in star base? (105)

Slip Test - 9

Answer all of the following questions.

1. What is a Database? (85)
2. What are the steps involved in data processing? (82)
3. What is Form? ()

Answer all of the following questions.

1. What is a Filter? What are the types of filters available in star base? (104)
2. What primary characteristics distinguish a Flat-files database from a relational database? (88)
3. What are the disadvantages of manual Data processing? (84)

Answer all of the following questions.

1. What are the various manipulations of a database in star office base? (86)
2. What is Query? Write the steps involved in Query. (100)

Slip Test - 10

Answer all of the following questions.

1. What is SQL? (100)
2. What is Report? (108)
3. What is data processing? ()

Answer all of the following questions.

1. List out the advantage of computerized data processing. (82)
2. What is Query? How it can vary from filter? (101,104)
3. Define File, Record, and Field. (85)

Answer all of the following questions.

1. Explain different Database types (87)
2. What are the steps involved in generating a report? (108)

Slip Test -11

Answer all of the following questions.

1. Write a note on inline sound and video. (130)
2. Write a short note on Quick Time format (129)
3. Write a note on AVI format? (129)

Answer all of the following questions.

1. How will you delete and insert a slide in Presentation? ()
2. List any four popular multimedia formats. (128)
3. Write the steps for creating 3-D animation? (127)

Answer all of the following questions.

1. (a) What is Morphing? (b) What is Warping? (127)
2. Explain the different types of views in slide presentation? (138)

Slip Test – 12

Answer all of the following questions.

1. What is Multimedia? (123)
2. What is digital sampling.(126)
3. Define MMS? (123)

Answer all of the following questions.

1. What are the classifications of 2-D animation? (126)
2. What is plug-in? What is its advantaged? (130)
3. How will you create handouts in Star Office Impress? (161)

Answer all of the following questions.

1. What is compression? Explain different Compression types. (128)
2. Explain some popular multimedia audio and video format files. (127)

Slip Test – 13

Answer all of the following questions.

1. What is meant by multiple sorting? (99)
2. Explain how to use auto filter. (104)
3. How to change the slide background? (139)

Answer all of the following questions.

1. Differentiate: Flat-File Database, Relational Database (88)
2. List out the three general categories of DBMS. (89)
3. What is a primary key? Give an example. (88)

Answer all of the following questions.

1. What is a filter? What are the types of filters available in star base? Give its function? (104)
2. Write the full forms of MIDI, AVI, and MPEG? Explain. (128,129)

Slip Test – 14

Answer all of the following questions.

1. What is vector graphics card? (125)
2. Write a note on shockwave format of sound file? (130)
3. What is Custom Animation? (139)

Answer all of the following questions.

1. What is sorting? What are the steps involved in sorting process? (99)
2. Compare Lossless and Lossy video compression? (128)
3. What is the use of insert OLE objects tool in Star Impress? (145)

Answer all of the following questions.

1. a) How will you customize a presentation? (154) (b) How will you insert pictures in presentation? (142)
2. Explain the Multimedia software and hardware.(130)

Slip Test - 15

Answer all of the following questions.

1. What is meant by “Rehearse Timings”? (157)
2. What is the use of master page in presentation? (139)
3. What is meant by slide Transition? (147)

Answer all of the following questions.

1. How will you hide and show a slide? (156)
2. How to start custom slide show? (155)
3. How will you insert picture, sound and movie in Star Impress slide? (142)

Answer all of the following questions.

1. How will you rename, delete and insert a slide in Impress? (140)
2. Differentiate: JPEG and GIF. (125)