

CS - I MID TERM TEST – XII STD

IMPORTANT 2 & 5 MARK QUESTIONS

1. What are the components of functions of star office.
2. What is meant by text editing?
3. Write any four word processor packages?
4. What is word wrap?
5. How will you switch over from Insert mode to Type – over mode?
6. What is a Style?
7. What is the difference between Hard Formatting and Soft Formatting.
8. How would you create the bulleted list?
9. How will you remove Bullets / Numbers from a text document?
10. What are the various types of paragraph alignments that can be made?
11. What is meant by hanging indent?
12. What does indenting the text mean?
13. How will you create a table in a document?
14. How will you delete rows and columns?
15. How to change the height of a row in a table?
16. How will you make the Rows and Columns of the Star- Writer table to the same size?
17. What does automatic spelling correction mean?
18. What is the use of Auto-spell check?
19. How can the ruler be used to change the margin? (or) How will you modify the margins?
20. What are the two types of page orientation?
21. What is meant by header and footer?
22. What are the uses of Header and Footer?
23. What is meant by electronic spreadsheet?
24. Can we change the data present in a cell? If so, how?
25. What is Date Arithmetic?
26. What is reference operator? Give example. (Or) What are the types of Reference Operator?
27. What are the different types of operators available in star office calc?
28. What are two types of cell referencing?
29. What are functions?
30. Define Information?

31. What is database?
32. What is DBMS?
33. What are the steps involved in manipulation of database?
34. List and define the three components that make up a database.
35. Define Primary key with example.
36. What do you mean by querying a database? (or) Define Query.
37. Define multiple sorting.
38. What are the types of filters?
39. What is the difference between query and filter?
40. What is Default Filter?

Five Mark Questions :

1. Give the steps involved for searching and replacing a given text.
2. How would you select the required portion of the text in a document.
3. How would you create the bullets and numbered lists.
4. What are the various functions of the icons in the table formatting toolbar.
5. Write the advantages of using electronic spread sheet.
6. What are function? How can you use them in your worksheet? Explain with an example.
7. Explain icons of insert object floating toolbar.
8. How will you insert cells, rows and columns in star calc?
9. How will you insert pictures in worksheet?
10. How will you insert chart in a work sheet?
11. What are the advantages of computerized data processing?
12. What are the disadvantages of manual data processing?
13. What are the various manipulations of a database in star office base?
14. Describe in detail the various types of database.
15. Describe what a query is and what it is used for?
16. Explain working with multiple sheets and printing worksheets.