

Staroffice Interview Questions and Answers Pdf

Question: 1

How will we start Star Office?

To start Star Office,

On the taskbar, click the Start button.

Choose All Programs à Star Office 8 folder

Click the Star Office program that we want to start.

Question: 2

Which font is actually a set of symbols?

Wingdings is the font that are actually a set of symbols.

Such a font can be used to insert special characters in the document.

Question: 3

What is help agent?

The help agent is an animated figure, which opens the help topic for the given task.

It automatically appears when we perform complex task. The content of Help Agent window changes depending on what is being done in the main window.

Question: 4

How the font size is measured?

The size of a font is measured in points, and there are 72 points to an inch.

The larger the point size, the larger the type.

Question: 5

What is insertion point?

As the characters are typed they appear on the screen and the flashing vertical bar called the insertion point, moves to the right.

This insertion point always indicates where the new text will appear.

Question: 6

What are the common editing functions?

Copy, Cut, Paste, Find and Replace are some of the commonly used editing functions.

Question: 7

How can we correct mistakes in a document?

A mistake can be corrected either using the Backspace key or Delete key.

Question: 8

How will we create a new document?

The Star Office Writer is opened and File --> New --> Text Document command can then be used to open a new document.

Question: 9

Which font looks decorative?

Fajita is the font that look decorative.

Question: 10

How will we use menu command help?

By Pressing F1 key or choosing the menu command help in Star Office Help. This will open the Star Office help where we can search for a help topic.

