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Exam : Sun 310-600

Title : Sun Certified OpenOffice.org Writer Specialist

1. You are working in a document that consists of primarily French words. You include a single paragraph of English and you want the spellcheck to recognize only this single paragraph as English. Which of the following menu items and/or commands enables you to accomplish this?

- A. Tools > Spelling and Grammar
- B. The document Status Bar
- C. File > Properties
- D. This is not possible in OpenOffice.org 3

Answer: B

2. You want to add space between paragraphs. Which of the following menu items and/or commands enables you to accomplish this?

- A. Format > Paragraph > Alignment
- B. Format > Paragraph > Text Flow
- C. Format > Paragraph > Position
- D. Format > Paragraph > Indents and Spacing

Answer: D

3. A master document has which file extension?

- A. .ott
- B. .odt
- C. .odg

D. .odm

Answer: D

4. You want to change your document's font and font size. Which of the following menu items and/or commands enables you to accomplish this?

A. Edit > Paragraph

B. Edit > Character

C. Format > Character

D. Format > Paragraph

Answer: C

5. How can you display OpenOffice.org 3's Help system?

A. F1

B. Window > OpenOffice.org Help

C. Help > OpenOffice.org Help

D. Click

Answer: ACD

6. You want to create a formula inside a table cell within your text document. Which of the following menu items and/or commands enables you to accomplish this?

A. Key F3

B. Key F2

C. Tools > Formula

D. Table > Formula

E. type an equals sign in an empty cell

Answer: BDE

7. Which function does the following icon enable?

A. Copy formats

B. Copy texts

C. Highlight texts

D. Select texts

Answer: A

8. You want to rotate a word 90 degrees in OpenOffice.org 3 Writer. Which of the following menu items and/or commands enables you to accomplish this?

A. Format > Character > Font Effects tab and select 90 degrees in Rotation/Scaling

B. Edit > Character > Font Effects tab and select 90 degrees in Rotation/Scaling

C. Format > Character > Position tab and select 90 degrees in Rotation/Scaling

D. Format > Styles and Formatting > Select the rotation icon on the palette

Answer: C

9. You want to separate your text into columns. Which of the following menu items and/or commands enables you to accomplish this?

A. Insert > Columns

B. Format > Page > Columns

C. Format > Columns

D. Insert > Formatting Mark > Columns

Answer: BC

10. You want to display the formula H<sub>2</sub>O correctly. Which of the following menu items and/or commands enables you to accomplish this?

A. Format > Character > Position

B. Format > Paragraph > Position

C. Format > Change Case > Subscript

D. Tools > Options > Subscript

Answer: A

11. You want to change the background color of your page. Which of the following menu items and/or commands enables you to accomplish this?

A. File > Page > Settings

B. Format > Object > Background

C. Format > Page

D. File > Page Preview

Answer: C

12. You want to display the footer of a document. Which of the following menu items and/or commands enables you to accomplish this?

A. View > Footer

B. Tools > Footer

C. Format > Page

D. Insert > Indexes and Tables > Footer

Answer: C

13. Which key has to be pressed to copy during a drag and drop?

A. Alt

B. Ctrl

C. Shift

D. Ctrl + Alt

Answer: B

14. You want to add bullets to a series of paragraphs in a document. Which of the following menu items and/or commands enables you to accomplish this?

A. Format > Bullets and Numbering

B. Insert > Bullets

C.

D.

Answer: AC

15. You want OpenOffice.org 3 Writer to create each new document based on a specific template (e.g., your letterhead). Where do you define this?

A. Edit > Template > select the check box titled standard template

B. When saving the template you activate the check box 'standard document'

C. File > Templates > Organize, then select your template, browse through the submenu of 'Commands' and select 'Set as Default Template'

D. OpenOffice.org 3 can only use its -in templates as default templates.

Answer: C

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