

**Exam : Sun 310-600**

**Title : Sun Certified  
OpenOffice.org Writer  
Specialist**

**Version : Demo**

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1. 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**

2. 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**

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

- A. Alt
- B. Ctrl
- C. Shift
- D. Ctrl + Alt

**Answer: B**

4. 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**

5. A master document has which file extension?

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

**Answer: D**

6. 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**

7. 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**

8. 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**

9. 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**

10. 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**

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. Which function does the following icon enable?



- A. Copy formats
- B. Copy texts
- C. Highlight texts
- D. Select texts

**Answer: A**



13. 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**

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 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

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