

Exam : SUN 310-600Big5

**Title : SUN SIGMA BLACK BELT
CERTIFICATION**

Version : Demo

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1. 您想要將您的頁面對齊方式,從直向變更到橫向。以下哪些功能表項目和/或指令使您能夠達成這一點?(請選擇所有適當的答案)

- A. 檔案 → 頁面
- B. 樣式和格式板 → 頁面樣式
- C. 格式 → 頁面 → 頁
- D. 助手 → 頁面樣式





Answer: BC

2. 您想要在您的文字文件中放入一 OpenOffice.org 3 Calc 的工作表。以下哪些功能表項目和/或指令使您能夠達成這一點?

- A. 插入 → 物件 → OLE-物件 → OpenOffice.org 3.0 試算表文件
- B. 插入 → OpenOffice.org 3 試算表文件
- C. 工具 → 插入 → OLE-物件 → OpenOffice.org 3.0 試算表文件
- D. 表格 → 插入 → 表格

Answer: A

3. 下面哪個圖示直接導引您到尋找與取代功能 ?

- A. 
- B. 
- C. 
- D. 

Answer: D

4. 關於編輯→變更功能表之下,使用者可用的功能,何者陳述正確?

- A. 您可以在文件中將頁首向上和向下移動
- B. 您可以記錄文件的變更,誰變更的與何時被變更
- C. 您可以在此功能中設定自動拼字檢查與文法
- D. 您可以比駢煞菸募?

Answer: B

5. 主控文件的副檔名為何?

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

Answer: D

6. 您想要 OpenOffice.org 3 Writer 在建立每一份新文件時都是建構在一個特定的範本(例如, 您的信箋拾?之上,您要在何處定義這項工作?

- A. 編輯 → 範本 → 選取標題為標準模板的複選框
- B. 當選擇儲存範本時,您要勾選核取標準文檔複選框?
- C. 檔案 → 範本 → 管理, 然後選擇我的範本, 瀏覽子功能表中的'指令',接著選擇'設定成預設範本'
- D. OpenOffice.org 3 只能使用其內建的範本為預設範本

Answer: C

7. 您想要在 OpenOffice.org 3 Writer 中,把一個字旋轉 90 度。以下哪些功能表項目和/或指令使您能夠達成這一點?

- A. 格式 → 字元 → 點選字型效果標籤然後在旋轉/顯示比例選擇 90 度
- B. 編輯 → 字元 → 點選字型效果標籤然後在旋轉/顯示比例選擇 90 度
- C. 格式 → 字元 → 點選位置標籤然後在旋轉/顯示比例選擇 90 度
- D. 格式 → 樣式和格式 → 在樣式和格式 板上選擇旋轉圖示

Answer: C

8. 您想要變更您文件中的字型與字型大小。以下哪些功能表項目和/或指令使您能夠達成這一點?

- A. 編輯 → 段落
- B. 編輯 → 字元
- C. 格式 → 字元
- D. 格式 → 段落

Answer: C

9. 您想要在文件的一序列段落中,加入項目符號。以下哪些功能表項目和/或指令使您能夠達成這一點?(請選擇所有適當的答案)

A. 格式 → 項目符號與編號

B. 插入 → 項目符號

C. 

D. 

Answer: AC

10. 您想要吁袞 奈淖?把文字轉成頁面分欄。以下哪些功能表項目和/或指令使您能夠達成這一點?(請選擇所有適當的答案)

A. 插入 → 欄

B. 格式 → 頁面 → 欄


C. 格式 → 欄

D. 插入 → 格式化標記 → 欄


Answer: BC

11. 您想要在項目符號與編號工具列中,改變大綱層次。以下哪些功能表項目和/或指令使您能夠達成這一點?(請選擇所有適當的答案)

A. 

B. 

C. 

D. 

Answer: AD

12. 您如何才能使用您的滑鼠左鍵,選取完整的一個句子?

A. 急點滑鼠三下

B. 急點滑鼠一下

- C. 急點滑鼠兩下
- D. Alt 鍵 → 急點滑鼠兩下

Answer: A

13. 您想要將您的文字中第一個字元皆顯示為大寫。以下哪些功能表項目和/或指令使您能夠達成這一點？

- A. 插入 → 字首大寫
- B. 格式 → 段落 → 字首大寫
- C. 格式 → 字元 → 字型效果 → 醒目字型 → 標題文字
- D. 格式 → 變更大小寫 → 標題大小寫

Answer: C

14. 您要從何處去設定紀錄文件變更的功能？

- A. 工具 → 選項 → OpenOffice.org → 變更 → 記錄
- B. 工具 → 選項 → OpenOffice.org → Writer → 變更函數 → 記錄
- C. 編輯 → 變更 → 記錄
- D. 檔案 → 變更 → 記錄

Answer: C

15. 您想要正確地顯示化學分子式 H₂O。以下哪些功能表項目和/或指令使您能夠達成這一點？

- A. 格式 → 字元 → 位置
- B. 格式 → 段落 → 位置
- C. 格式 → 變更大小寫 → 下標
- D. 工具 → 選項 → 下標

Answer: A

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