

Exam : Sun 412-600

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

Version : Demo

Important Note, Please Read Carefully

Other examsoon products

[All examsoon IT Exam Products](#)

Our products of Offline Testing Engine

Use the offline Testing engine product to practice the questions in an exam environment.

Build a foundation of knowledge which will be useful also after passing the exam.

[examsoon Testing Engine](#)

Guarantee

Examsoon provides the most competitive quality of all exams for the customers, we guarantee your success at the first attempt with only our Certification Question&Answers, if you do not pass the exam at the first time, we will not only arrange FULL REFUND for you, but also provide you another exam of your claim, ABSOLUTELY FREE!.

Features

1. Comprehensive questions with complete details
2. Instant Downloadable in PDF form.
3. Verified Answers Researched by Industry Experts
4. Questions accompanied by exhibits
5. Drag and Drop questions as experienced in the Actual Exams.
6. These questions and answers are backed by our GUARANTEE.
7. Questions updated on regular basis.
8. Like actual certification exams our product is in multiple-choice questions (MCQs).

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 ee]4a494ad24c62

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 H₂O 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? ee]4a494ad94303

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. ee]4a494ad903cc
- D. eee4a494ad933a6

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

16. You want to change outline levels in the Bullets and Numbering toolbar. Which of the following menu

items and/or commands enables you to accomplish this?

- A. ee]4a494ad91da7
- B. ee]4a494ad9426d
- C. eee4a494ad97d71
- D. ee]4a494ad91b53

Answer: AD

17. Which of the following functions are present in the word processing module of OpenOffice.org 3?

- A. Automatic Spell-check
- B. Hyphenation
- C. AutoCorrect
- D. AutoText
- E. Conditional Formatting
- F. Tables

Answer: ABCDEF

18. What does this icon show in a document? qce4a494acf0752

- A. A section break
- B. A space
- C. A tab marker
- D. A line break

Answer: D

19. How can you select a whole sentence with your left mouse button?

- A. Triple Click
- B. Single Click
- C. Double Click
- D. Alt > double click

Answer: A

20. What happens when you click on the framed icon?

- A. You define the alignment of your tabs
- B. You insert a page break
- C. You define the margin
- D. You reset your tabs

Answer: A

Examsoon.com was founded in 2006. The safer,easier way to help you pass any IT Certification exams . We provide high quality IT Certification exams practice questions and answers(Q&A). Especially [Adobe](#), [Apple](#), [Citrix](#), [Comptia](#), [EMC](#), [HP](#), [Juniper](#), [LPI](#), [Nortel](#), [Oracle](#), [SUN](#), [Vmware](#) and so on. And help you pass any IT Certification exams at the first try.

we guarantee your success at the first attempt with only our Certification Question&Answers, if you do not pass the exam at the first time, we will not only arrange FULL REFUND for you, but also provide you another exam of your claim, ABSOLUTELY FREE!

You can reach us at any of the email addresses listed below.

E-MAIL: [examsoon\(at\)hotmail.Com](mailto:examsoon(at)hotmail.Com)