Trinity ITI udyavara

MCQ test for January 2026

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44.55% 49 / 110

Student Name	Chaithanya	Access Code	0988
Attempt No.	#1	Completion Time	10:27 AM
Rank	#6	Total Questions	110

49 SCORE	**110** MAX MARKS	**49** CORRECT	**61** INCORRECT

Answer Review

Q1 **CORRECT** What is the maximum number of characters allowed in text field is access?

- **A.** 255 ⬜
- **B.** 256
- **C.** 64000
- **D.** 65000

Q2 **INCORRECT** What is the maximum length of the field name in Access?

- **A.** 16 characters
- **B.** 32 characters
- **C.** 64 characters ⬜
- **D.** 128 characters ⬜

Q3 `CORRECT` Which view is used to arrange table data in different graphical layouts to summarize data?

A. Table view

B. Design view

C. Data sheet view

D. Pivot chart view ☑

Q4 `INCORRECT` Which view allows to modify table's structure in Access?

A. Design view ☑

B. Datasheet view

C. Pivot table view ☒

D. Pivot shart view

Q5 `CORRECT` Which key stoke is used to move the active cell towards right, in access table?

A. Ctrl + Tab

B. Alt + Tab

C. Tab ☑

D. Shift + Tab

Q6 `CORRECT` Which key stroke moves the active cell towards left in Access table?

A. F2

B. F5

C. Tab

D. Shift + Tab ☑

Q7 **CORRECT** Which combination of key zooms the content of active cell in Access table?

A. Ctrl + F2

B. Ctrl + F5

C. Shift + F2 ☐

D. Shift + F5

Q8 **INCORRECT** Which combination of key allows user to move to the first field in the first record in Access table?

A. Ctrl + Tab

B. Shift +Tab

C. Shift + Home ☐

D. Ctrl + Home ☐

Q9 **INCORRECT** Which command quickly locates the data is Access table?

A. Find ☐

B. Locate ☐

C. Search

D. Edit

Q10 **INCORRECT** Which technique prevents invalid data being saved in Access table?

A. Index

B. Filter ☐

C. Validation rule ☐

D. Input mark

Q11 **INCORRECT** Which validation rule accepts only a - z letters for fields in Access?

A. Is null or NOT like ?*[! a - z]*? ▯

B. Is null or NOT like ?*[a - z]*? ▯

C. Is null or NOT like ?*![a - z]*?

D. Is null or NOT like ?[! a - z]?

Q12 **INCORRECT** Which validation rule allows only 0 - 9 for fields in Access?

A. Is Null or Not Like ?*[! 0 - 9]*? ▯

B. Is Null or Not Like ?[! 0 - 9]?

C. Is Null or Not Like ?*[0 - 9]*?

D. Is Null or Not Like ?*[!0-9]*? ▯

Q13 **INCORRECT** Which validation rule allows only positive numbers for fields in?

A. Is Null or > = 0 ▯

B. Is Null or Positive

C. Is Null or < 0

D. Is Null or = ?+? ▯

Q14 **INCORRECT** What is allowed the input mark symbol # in Access?

A. Letter or digit

B. Letter A through Z

C. A digit 0 - 9 with +/- sign ▯

D. A digit 0 - 9 without +/- sign ▯

Q15 **CORRECT** Which validation rule allows exactly digits for number fields in Access?

A. Is Null or Between 100000 and 99999

B. Is Null or Like ??????

C. Is Null or >= 0 AND< = 99999 ☐

D. Is Null or < = 99999

Q16 **INCORRECT** What is the output when the data '1678.95' is set to the number format '###0.00' in

A. 1670 ☐

B. 1670.95

C. 1678

D. 1678.95 ☐

Q17 **CORRECT** Which of the following is a valid time format is Access?

A. hh:mm:ss AM/PM ☐

B. hh.mm.ss AM/PM

C. hh-mm-ss AM/PM

D. hh/mm/ss AM/PM

Q18 **INCORRECT** Write the output when the data 'Primary Key' is set to the text < in Access?

A. Primary key ☐

B. primary key

C. PRIMARY KEY ☐

D. Primary Key

Q19 **INCORRECT** What is the output when the data 'FOREIGN key' is set to the text format > in Access?

A. foreign key ☐

B. FOREIGN KEY ☐

C. Foreign Key

D. Foreign key

Q20 **INCORRECT** What is the reason for not accepting zero in the fields of Access tables?

A. Fields is set with is Null or > 0 ☐

B. Fields is set with is Null or < = 0

C. Fields is set with is Null or! [0] ☐

D. Fields is set with is Null or like ???

Q21 **CORRECT** What is the first tag in html document

A. <html> ☐

B. <head>

C. <title>

D. </html>

Q22 **CORRECT** The <b> tag makes the enclosed text bold, which other html tag is used to make text bold?

A. <dark>

B. <bold>

C. <th>

D. <strong> ☐

Q23 **CORRECT** Which html tag is used to display a picture in a web page?

A. <src>

B. <img>

C. <img src> ☑

D. <image>

Q24 **CORRECT** What is the full form of CSS?

A. Computer style sheet

B. Cascading style sheet ☑

C. Cascading system style

D. Customized style sheet

Q25 **CORRECT** Which html tag is the smallest heading?

A. <h1>

B. <h2>

C. <h6> ☑

D. <head>

Q26 **CORRECT** Which character in html is used to indicate end tag?

A. "\"

B. "/" ☑

C. "!"

D. "<#"

Q27 INCORRECT Which is used to publish the webpage to a web hosting server?

A. Http

B. PHP

C. Kompozer ☐

D. Blogger ☐

Q28 INCORRECT Which attribute is used with <td> tag to merge two cells horizontally?

A. Colspan = 2 ☐

B. Rowspan = 2 ☐

C. Mergerows

D. mergecols

Q29 CORRECT Which tag creates a checkbox for a form in html?

A. <check box>

B. <input check box>

C. <input = check box>

D. <input type = "check box"> ☐

Q30 INCORRECT Which html tag is used to divide a row into data cells?

A. <tr> and </tr> ☐

B. <cr> and </cr>

C. <th> and </th>

D. <td> and </td> ☐

Q31 **INCORRECT** Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?

A. ⬜

B.

C. ⬜

D.

Q32 **CORRECT** What is the correct syntax for making a hyperlink?

A. <http: // nimi.gov.in?

B. <url = "http: // nimi.gov.in">nimi

C. nimi ⬜

D. nimi

Q33 **INCORRECT** Which is the correct tag for adding iframe in html?

A. <iframe http://nimi.gov.in> </iframe>

B. <iframe ="http: // nimi.gov.in"></iframe> ⬜

C. <iframe src = "http: //nimi.gov.in"></iframe> ⬜

D. <iframe href = "http: //nimi.gov.in"> </iframe>

Q34 **INCORRECT** What will happen, If the background image is smaller than the screen, what will happen?

A. It will be stretched ⬜

B. It will leave a blank space at the bottom of the page

C. It will leave a blank space at the top of the page

D. It will be repeated ⬜

Q35 **INCORRECT** What is the correct html code for inserting a background image?

A. <Body background = "image.jpg"> ☐

B. <body = "image.jpg">

C. <background = "image.jpg"> ☐

D. <body background = image.jpg>

Q36 **CORRECT** Which option will match, while making bulleted list?

A. Square, disc, polygon

B. triangle, disc, circle

C. triangle, square, circle

D. disc, circle, square ☐

Q37 **CORRECT** What is the meaning of increase the cell padding?

A. Increase the thickness of table border

B. Increase the space between cells

C. Increase the distance between cell and content ☐

D. Increase the no of cells

Q38 **CORRECT** Which property of cells will how many rows a cell should span?

A. Colspan = 5

B. Rowspan = 5 ☐

C. Cellspan = 5

D. Span = 5

Q39 **INCORRECT** What is the output of the following html code?
<html>
<body>
<p>NIMI^{CHENNAI}</p>
</body>
</html>

A. NIMI ^{Chennai} ☐

B. NIMI _{chennai}

C. NIMI chennai

D. NIMI - CHENNAI ☐

Q40 **CORRECT** How will the following html code appear in the browser?
<html>
<body>
<h1> my first heading</h1>
<p>my first paragraph</p>
</body>
</html>

A. My first heading My first paragraph ☐

B. My first heading My first paragraph

C. My first heading My first paragraph

D. My first heading My first paragraph

Q41 **CORRECT** Which item, contains text graphics, charts, sound, video, etc., in power point

A. Slides ☐

B. Folder

C. Handouts

D. Desktop screen

Q42 **INCORRECT** Which contains miniature representation of slides?

A. Slides

B. Handout ☐

C. Template

D. Slide master ☐

Q43 **INCORRECT** Which button is used to add instant animation to the presentation and helps interactive presentation?

A. Add button

B. Start button

C. Insert button ☐

D. Action button ☐

Q44 **CORRECT** What type of software program is power point?

A. Word Processor

B. Spread Sheet

C. Presentation Graphics ☐

D. Database Management

Q45 **INCORRECT** Which tool allows user to select different layout for slide?

A. Apply design ☐

B. Bullets

C. New slide ☐

D. Slide Layout

Q46 **CORRECT** Which key is used to stop a power point presentation?

A. ESC ☑

B. Tab

C. Ctrl

D. Enter

Q47 **CORRECT** Which shortcut key is used to create new presentation in powerpoint?

A. Ctrl + P

B. Ctrl + N ☑

C. Ctrl + M

D. Ctrl + X

Q48 **CORRECT** How many panes are these in backstage view in power point 2010?

A. 3 ☑

B. 5

C. 7

D. 9

Q49 **INCORRECT** Which menu is used to apply various visual effects to the slide in power point?

A. Animation ☒

B. Design

C. Slide show

D. Transitions ☑

Q50 **INCORRECT** Which menu is used to select a predefined chart style?

A. Animation

B. Design ☐

C. Slide show ☐

D. Transitions

Q51 **INCORRECT** Which template makes specify common design elements in all slides in the presentation?

A. Fax template

B. User template ☐

C. Data template

D. Master template ☐

Q52 **CORRECT** Which dialog box in Power Point allows to change slides automatically in a period of time?

A. Action setting

B. Slide transition ☐

C. Slide animation

D. Custom animation

Q53 **INCORRECT** Which option offers a built in design through a dialog box?

A. Auto content wizard

B. Blank Presentation ☐

C. Standard tool bar

D. Template ☐

Q54 **INCORRECT** Which shortcut key is used to create a new slide in power point?

A. Ctrl + C

B. Ctrl + N ☐

C. Ctrl + M ☐

D. Ctrl + S

Q55 **INCORRECT** Which holder holds text, title and picture in power point?

A. Contemt Holder

B. Image Holder

C. Place Holder ☐

D. Slide Holder ☐

Q56 **CORRECT** Which one of the following is extension of power point 2010 presentation file?

A. .potx

B. .pptx ☐

C. .ppsx

D. .thmx

Q57 **INCORRECT** Which option is used to insert the related hints of a slide?

A. Note Master ☐

B. Presentation Master

C. Slide Master

D. Hints Master ☐

Q58 **INCORRECT** Which option is used to display the selected slides only for presentation?

A. From Beginning

B. From current slide ☐

C. Broadcast slide show

D. Custom slide show ☐

Q59 **INCORRECT** Which one of the following is a effect option in power point presentation?

A. Diamond ☐

B. Fade ☐

C. Push

D. Reveal

Q60 **INCORRECT** Which combination of key is used to show the laser pointer during slide show?

A. Alt + left mouse button

B. Alt + right mouse button

C. Ctrl + left mouse button ☐

D. Ctrl + right mouse button ☐

Q61 **INCORRECT** What is the maximum limit of column in MS Excel 2010?

A. 16384 ☐

B. 16438

C. 16843

D. 16348 ☐

Q62 **INCORRECT** How rows are numbered in MS Excel?

A. Alphabetically

B. Numerically ☐

C. Alphanumerically ☐

D. Special characters

Q63 **CORRECT** Which tab is used to include pivot table, charts, hyperlinks to a spread sheet?

A. Insert ☐

B. Page Layout

C. Data

D. Review

Q64 **INCORRECT** Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

A. Formula

B. Data ☐

C. Review

D. Insert ☐

Q65 **CORRECT** What type of software is MS Office?

A. Application Software ☐

B. Operating System

C. Programming Language

D. System Software

Q66 **INCORRECT** Which tool in Ms office is best for organizing data and making lists?

A. Access

B. Excel ☐

C. Power Point ☐

D. Word

Q67 **CORRECT** What is the file extension of Excel 2010?

A. xls

B. xlsb

C. xlsm

D. xlsx ☐

Q68 **CORRECT** Which type of key should combine with ctrl key to create a macro key in Excel?

A. Numeric

B. Alphabetic ☐

C. Alphanumeric

D. Special characters

Q69 **INCORRECT** Which function key is used to open save as dialogue box in MS Excel?

A. F2 ☐

B. F5

C. F7

D. F12 ☐

Q70 **INCORRECT** Which view in Excel displays the pages exactly as they appear when printed?

A. Custom View ☐

B. Full screen View

C. Page Break View

D. Page Layout view ☐

Q71 **CORRECT** Which one of the following will starts with ?=? sign in Excel 2010?

A. Data

B. Text

C. Numbers

D. Formulas ☐

Q72 **INCORRECT** Which function is used to count the number of cells that contain numbers, in a range?

A. Count () ☐

B. Countif() ☐

C. Sum()

D. Sumif()

Q73 **CORRECT** Which function is used to add the values in a range?

A. Count()

B. Sum() ☐

C. ABS()

D. Sumif()

Q74 **INCORRECT** Where does the result displays when a formula is entered in Excel?

A. Current Cell ☐

B. Next Cell

C. Previous Cell

D. Formula Bar ☐

Q75 **CORRECT** 12 Which one of the following is a text function in MS Excel?

A. MID() ☐

B. NOW()

C. COUNT()

D. SIGN

Q76 **INCORRECT** What is the purpose 'Tab' key in MS Excel?

A. Moves cell pointer to previous column

B. Moves cell pointer to next column ☐

C. Moves cell pointer previous row

D. Moves cell pointer next row ☐

Q77 **CORRECT** Which function key is used to open goto dialogue box in MS Excel?

A. F2

B. F5 ☐

C. F7

D. F11

Q78 **INCORRECT** Which option in MS Excel is used to display the rows that meet certain conditions?

A. Find

B. Filter ☐

C. Format

D. Sort ☐

Q79 **INCORRECT** Which option in Excel is used to rearrange the rows base on the content of a particular column?

A. Find

B. Filter

C. Sort ☐

D. Format ☐

Q80 **CORRECT** Which one of the following is ?no argument? function?

A. Now() ☐

B. Lower()

C. Max()

D. IF()

Q81 **CORRECT** Which acts as an intermediate between a user and a computer?

A. Macros

B. Antivirus

C. MS Office

D. Operating system ☐

Q82 **INCORRECT** What is the function of OS?

A. calculation

B. word processing

C. drawing pictures

D. process & memory management

Q83 **INCORRECT** Where does the minimized application reside in windows?

A. Task bar

B. My computer

C. My Document

D. Recent documents

Q84 **INCORRECT** Which tool in control panel is used to adjust your computer setting to control computer with voice command?

A. System and security

B. Appearance and personalization

C. Hardware and sound

D. Ease of access

Q85 **CORRECT** Which control panel applet gives the information of computer?

A. System and security

B. Hardware and sound

C. Programs

D. Appearance and personalization

Q86 **INCORRECT** What is the extension of applet files in control panel?

A. . Ctl ☐

B. . Cpl ☐

C. . Cal

D. . Csl

Q87 **INCORRECT** Which shortcut key is used to refresh windows desktop?

A. F1 ☐

B. F2

C. F5 ☐

D. F12

Q88 **INCORRECT** Which is the order of files and directories in Windows Explore?

A. Serially

B. Sequentially

C. hierarchically ☐

D. Aplhabtically ☐

Q89 **CORRECT** Where does the pinned application stayed in Windows OS?

A. Desktop

B. Notification Area

C. Start Button

D. Task Bar ☐

Q90 **INCORRECT** What steps should be taken, if windows not updated automatically?

A. start - control panel - settings - add programs - enable automatic update ⬜

B. start - setting - control panel - system - enable automatic updated ⬜

C. re- install windows Os

D. restart windows

Q91 **CORRECT** Which command is used to store the active document permanently?

A. Save ⬜

B. Send

C. Prepare

D. Save as

Q92 **CORRECT** Which tool in MS Word is used to keep the familiar and repeated options?

A. title bar

B. task bar

C. scroll bar

D. quick aceess tool bar ⬜

Q93 **INCORRECT** Which area in MS Word is used to enter the text?

A. work space ⬜

B. work sheet

C. slides

D. work book ⬜

Q94 **CORRECT** Where does the close button appear in MS Word?

A. top left corner of the window

B. bottom left corner of the window

C. top right corner of the window ☐

D. bottom right corner of the window

Q95 **CORRECT** Which option is used to store the duplicate of the active document permanently?

A. Save

B. Send

C. Save as ☐

D. Rename

Q96 **CORRECT** Which option is used to view an exiting word document?

A. new

B. open ☐

C. publish

D. prepare

Q97 **CORRECT** Which document view given an appearance as in web browser?

A. Draft view

B. Outline view

C. Web layout view ☐

D. Full screen reading

Q98 **INCORRECT** Which group includes superscript, subscript, strike through options in MS Word?

A. Clipboard

B. Font

C. Paragraph

D. Style

Q99 **INCORRECT** 1 What is the purpose of quick access toolbar?

A. To hold advance function

B. To hold special function

C. To hold basic function

D. To hold familiar and repeated function

Q100 **INCORRECT** What is the purpose of gutter margin?

A. Margin that is added to the left margin when printing

B. Margin that is added to the right margin when printing

C. Margin that is added to binding side of page when printing

D. Margin that is added to the outside of the page when printing

Q101 **CORRECT** What in the purpose of X button?

A. Close button

B. Office button

C. Maximize buttons

D. Minimize button

Q102 **CORRECT** What in the purpose of vertical scroll bar?

A. Move the document up and down □

B. Move the document left side

C. Move the document right side

D. Move the document only upwards

Q103 **INCORRECT** Which option is used to activate and deactivate ruler?

A. View - grids

B. View - ruler □

C. Insert - tool bar

D. Insert - ruler □

Q104 **INCORRECT** Which operation is to be performed before paste?

A. Ctrl + V □

B. Cut / copy □

C. Select all

D. Select text

Q105 **CORRECT** Which sequence of operation is required to insert bullets for list of data?

A. Paragraph group - numbering button - select any number type

B. Paragraph group - number button - select none

C. Paragraph group - bullet button - type of bullets □

D. Paragraph group - bullet button - select none

Q106 **CORRECT** Which sequence of operation is required to remove numbering from a list of data?

A. Number button - select none from number type ☐

B. Number button - select number from number list

C. Bullet button - select none from bullet type

D. Bullet button - select bullets from bullets list

Q107 **INCORRECT** Which sequence of operation is required to remove tab stop markers from ruler?

A. Drag the tab stop makers out of the ruler ☐

B. Double click the tab marker and clear all

C. Right click the tab stop marker and choose remove ☐

D. Left click the tab stop marker and choose remove

Q108 **INCORRECT** Where does the file name of the active document displays?

A. title bar ☐

B. task bar ☐

C. menu bar

D. status bar

Q109 **CORRECT** How can we rectify the errors occurs while typing?

A. Auto entry

B. Auto add

C. Auto spell

D. Auto correct ☐

Q110 **INCORRECT** What is the purpose of inserting header and footer in document?

A. To make the starting and ending page

B. To entrance the appearance of the document

C. To make larger document more readable

D. To allow page headers and footer appear on the document