

February Monthly Test- 02-Mar-2026 08:46 AM

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Answer Key

Duration: 60 Mins

Total Marks: 80

Q.ID: ITISKILL0510TL

1. Which combination of key allows user to move to the first field in the first record in Access table?

- A) Shift + Tab B) Shift + Home
C) Ctrl + Home D) Ctrl + Tab

Answer: C) Ctrl + Home

2. Which button is used to add instant animation to the presentation and helps interactive presentation?

- A) Start button B) Insert button
C) Add button D) Action button

Answer: D) Action button

3. Which html tag is the smallest heading?

- A) <head> B) <h2>
C) <h1> D) <h6>

Answer: D) <h6>

4. Which command quickly locates the data in Access table?

- A) Locate B) Edit
C) Search D) Find

Answer: D) Find

5. What is the maximum limit of column in MS Excel 2010?

- A) 16438 B) 16384
C) 16348 D) 16843

Answer: B) 16384

6. What is the purpose of Nero StartSmart?

- A) Format pen drive B) Burn CD/DVD
C) Format HDD D) Format CD/DVD

Answer: B) Burn CD/DVD

7. Which key stroke is used to move the active cell towards right, in access table?

- A) Tab B) Alt + Tab
C) Shift + Tab D) Ctrl + Tab

Answer: A) Tab

8. Which sequence of operation is required to remove numbering from a list of data?

- A) Number button - select none from number type B) Bullet button - select none from bullet type

C) Bullet button - select bullets from bullets list

D) Number button - select number from number list

Answer: A) Number button - select none from number type

9. Which is the correct html tag for making a text input field?

A) <input type = "text">

B) <text type = "Text">

C) <input type = "textbox">

D) <input type = "textfield">

Answer: A) <input type = "text">

10. Which function is used to add the values in a range?

A) ABS()

B) Sum()

C) Count()

D) Sumif()

Answer: B) Sum()

11. Which option will match, while making bulleted list?

A) Square, disc, polygon

B) triangle, disc, circle

C) triangle, square, circle

D) disc, circle, square

Answer: D) disc, circle, square

12. 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

Answer: D) It will be repeated

13. Which menu is used to select a predefined chart style?

A) Slide show

B) Transitions

C) Animation

D) Design

Answer: D) Design

14. How does the single element in a worksheet known as in Excel?

A) Column

B) Cell

C) Row

D) Range

Answer: B) Cell

15. Where does the pinned application stay in Windows OS?

A) Desktop

B) Task Bar

C) Start Button D) Notification Area

Answer: B) Task Bar

16. Which contains miniature representation of slides?

A) Template B) Slide master
C) Handout D) Slides

Answer: C) Handout

17. How Cells are named in MS Excel?

A) Numerically B) Special Character
C) Alphanumerically D) Alphabetically

Answer: C) Alphanumerically

18. Which key stroke moves the active cell towards left in Access table?

A) Tab B) Shift + Tab
C) F2 D) F5

Answer: B) Shift + Tab

19. What is the purpose of BIOS shadow?

A) Copying RAM to ROM B) Copying HD to RAM
C) Copying ROM to RAM D) Copying RAM to HD

Answer: C) Copying ROM to RAM

20. Which is the correct html tag for creating password field

A) <input type = "password"> B) <input type = "passcode">
C) <text type = "password"> D) <input type = "pwd?">

Answer: A) <input type = "password">

21. What is the first tag in html document

A) </html> B) <head>
C) <html> D) <title>

Answer: C) <html>

22. What are the two main parts, available in html document?

A) Head and document B) Title and Body
C) Head and Body D) Head and title

Answer: C) Head and Body

23. What is the correct html code for inserting a background image?

A) <background = "image.jpg"> B) <body = "image.jpg">
C) <body background = image.jpg> D) <Body background = "image.jpg">

Answer: D) <Body background = "image.jpg">

24. What is the function of OS?

A) process & memory management

B) drawing pictures

C) calculation

D) word processing

Answer: A) process & memory management

25. What is the purpose of expansion slot in mother board ?

A) To insert the additional peripherals B) To insert the mouse
C) To insert the keyboard D) To insert the RAM

Answer: A) To insert the additional peripherals

26. What is the maximum length of the field name in Access?

A) 32 characters B) 16 characters
C) 128 characters D) 64 characters

Answer: D) 64 characters

27. Which option is used for tab setting?

A) vertical scroll bar B) horizontal ruler
C) status bar D) vertical ruler

Answer: B) horizontal ruler

28. Which is an internal power supply units of CPU?

A) CVT B) UPS
C) Stabilizer D) SMPS

Answer: D) SMPS

29. Which function is used to find the middle number in a range?

A) TRIM() B) MODE()
C) MEDIAN() D) MID()

Answer: C) MEDIAN()

30. Which option in Excel is used to rearrange the rows base on the content of a particular column?

A) Format B) Sort
C) Filter D) Find

Answer: B) Sort

31. Which symbols starts with html comments?

A) "<#" B) "<!"
C) "</" D) "<\

Answer: B) "<!"

32. Which shortcut key is used to refresh windows desktop?

A) F1 B) F2
C) F5 D) F12

Answer: C) F5

33. What is the process of deleting all the data on the hard drive?

A) Formatting B) Delete

C) Uninstall D) Erase

Answer: A) Formatting

34. 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

Answer: A) My first heading My first paragraph

35. Which view in Excel displays the pages exactly as they appear when printed?

- A) Custom View B) Page Break View
C) Page Layout view D) Full screen View

Answer: C) Page Layout view

36. Which feature is used to adjust the amount of space between words for alignment in MS Word?

- A) Spacing B) Positioning
C) Scaling D) Justifying

Answer: D) Justifying

37. Which function in Excel is used to find the biggest value in a range?

- A) Ceiling B) DMAX
C) MAX D) LEN

Answer: C) MAX

38. Which dialog box in Power Point allows to change slides automatically in a period of time?

- A) Slide animation B) Slide transition
C) Custom animation D) Action setting

Answer: B) Slide transition

39. Which tool in MS Word is used to keep the familiar and repeated options?

- A) scroll bar B) quick access tool bar
C) title bar D) task bar

Answer: B) quick access tool bar

40. How many pins are there in SIMMs?

- A) 62 - 102 B) 32 - 72
C) 42 - 82 D) 52 - 92

Answer: B) 32 - 72

41. Which property of cells will how many rows a cell should span?

- A) Rowspan = 5 B) Colspan = 5
C) Cellspan = 5 D) Span = 5

Answer: A) Rowspan = 5

42. What is allowed the input mark symbol # in Access?

- A) Letter A through Z B) A digit 0 - 9 with +/- sign
C) A digit 0 - 9 without +/- sign D) Letter or digit

Answer: B) A digit 0 - 9 with +/- sign

43. Which html tag is used to display a picture in a web page?

- A) B)
C) <src> D) <image>

**Answer: A) **

44. What is the maximum number of characters allowed in text field is access?

- A) 255 B) 64000
C) 65000 D) 256

Answer: A) 255

45. Which shortcut key is used to create new presentation in powerpoint?

- A) Ctrl + M B) Ctrl + X
C) Ctrl + N D) Ctrl + P

Answer: C) Ctrl + N

46. Which view is used to arrange table data in different graphical layouts to summarize data?

- A) Table view B) Data sheet view
C) Design view D) Pivot chart view

Answer: D) Pivot chart view

47. How many pins are there in DIMM?

- A) 148 B) 168
C) 138 D) 158

Answer: B) 168

48. Which function key is used to open save as dialogue box in MS Excel?

- A) F2 B) F7
C) F5 D) F12

Answer: D) F12

49. 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

Answer: B) hh:mm:ss AM/PM

50. Which system is used by Bluetooth for Broadcasting?

- A) Radio waves B) Satellite
C) Telephone lines D) Microwaves

Answer: A) Radio waves

51. Which of the following code is used to add a plain color background to the web page?

- A) `<body color = "#FF000">` B) `<body bgcolor = "#FF000">`
C) `<body bgcolor = "36, 2437">` D) `<bgcolor = "blue">`

Answer: A) `<body color = "#FF000">`

52. What is the purpose 'Tab' key in MS Excel?

- A) Moves cell pointer to next column B) Moves cell pointer previous row
C) Moves cell pointer to previous column D) Moves cell pointer next row

Answer: A) Moves cell pointer to next column

53. What is the output when the data '1678.95' is set to the number format '###0.00' in

- A) 1678.95 B) 1670.95
C) 1670 D) 1678

Answer: A) 1678.95

54. The `<b>` tag makes the enclosed text bold, which other html tag is used to make text bold?

- A) `<th>` B) `<bold>`
C) `<strong>` D) `<dark>`

Answer: C) `<strong>`

55. Which object stores information about related data?

- A) Page B) Document
C) Table D) Screen

Answer: C) Table

56. Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?

- A) `<img src = "boat.gif" alt = "big boat"/>` B) `<img src = "boat.gif" alt alternate text = "big boat"/>`
C) `<img src = "boat.gif" alt alternate = "big boat"/>` D) `<img src = "boat.gif" alt text = "big boat"/>`

Answer: A) `<img src = "boat.gif" alt = "big boat"/>`

57. Which is the correct H1 tag for right alignment?

- A) `<h1 alignment = "right">` B) `<h1 align = "right">`
C) `<h1 tag align = "right">` D) `<h1 align = "r">`

Answer: B) `<h1 align = "right">`

58. Which option is used to locate any specific character, symbols or formulas in a document?

- A) Replace B) Searching text
C) Find D) Selecting text

Answer: C) Find

59. What is the output of the following html? `<html> <body> <h2>NIMI<small>CHENNAI</small> formatting</h2> </body> </html>`

- A) NIMICHENNAI**formatting** B) NIMI chennaiformatting
C) NIMI CHENNAI D) NIMI chennai

Answer: B) NIMI chennaiformatting

60. Which one of the following will starts with `=?` sign in Excel 2010?

- A) Numbers B) Formulas
C) Text D) Data

Answer: B) Formulas

61. 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

Answer: A) Primary key

62. Which is used to publish the webpage to a web hosting server?

- A) PHP B) Http
C) Blogger D) Kompozer

Answer: D) Kompozer

63. Which option is used to activate and deactivate ruler?

- A) View - ruler B) View - grids
C) Insert - ruler D) Insert - tool bar

Answer: A) View - ruler

64. Which shortcut key is used to high light the entire word document?

- A) ctrl + A B) ctrl + E
C) ctrl + S D) ctrl + O

Answer: A) ctrl + A

65. Which symbol is used to execute formulas in MS Excel?

- A) "=" B) " " "
C) " ' " D) "#"

Answer: A) "="

66. 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]*?`

Answer: B) Is Null or Not Like `?*[!0-9]*?`

67. What type of device is computer?

- A) Electro mechanical B) Electrical device
C) Electronic device D) Electro magnetic

Answer: C) Electronic device

68. Which function key is used to open goto dialogue box in MS Excel?

- A) F2 B) F7
C) F5 D) F11

Answer: C) F5

69. Which control panel applet gives the information of computer?

- A) System and security B) Appearance and personalization
C) Programs D) Hardware and sound

Answer: A) System and security

70. What is the expansion of OLE in Access?

- A) object linking and editing B) object linking and embedding
C) object linking D) object linking and encrypting

Answer: B) object linking and embedding

71. What is the purpose of zoom option?

- A) Move up and down document / picture B) Enlarge and reduce document / text size
C) Scroll left and right document / picture D) Minimize and maximize the document / picture

Answer: B) Enlarge and reduce document / text size

72. What is the purpose of undo action in MS Word?

- A) Restore previous action B) Goes to previous paragraph
C) Goes to previous page D) Get the current action

Answer: A) Restore previous action

73. Which bar is used to display the sheet information and insertion point location in MS Excel?

- A) Status Bar B) Ruler
C) Scroll Bar D) Title Bar

Answer: A) Status Bar

74. What is the output of the following html code? `<html>
<body> <p>NIMI^{CHENNAI}</p> </body>`

`</html>`

- A) NIMI B) NIMI
`<sup>Chennai</sup>` `<sub>chennai</sub>`
C) NIMI chennai D) NIMI - CHENNAI

Answer: A) NIMI `<sup>Chennai</sup>`

75. Which sequence of operation is required to insert bullets for list of data?

- A) Paragraph group - bullet button - type of bullets B) Paragraph group - number button - select none
C) Paragraph group - bullet button - select none D) Paragraph group - numbering button - select any number type

Answer: A) Paragraph group - bullet button - type of bullets

76. Which validation rule allows exactly digits for number fields in Access?

- A) Is Null or Like ?????? B) Is Null or < = 99999
C) Is Null or Between 100000 and 99999 D) Is Null or >= 0 AND < = 99999

Answer: D) Is Null or >= 0 AND < = 99999

77. Which one is used as authentication for pairing bluetooth devices?

- A) Passcode B) Keyboard
C) Password D) Keycode

Answer: A) Passcode

78. What is the correct syntax for making a hyperlink?

- A) `<http://nimi.gov.in?></a>` B) `<a href = "http://nimi.gov.in">nimi</a>`
C) `<url = "http://nimi.gov.in">nimi` D) `<a ref = "http://nimi.gov.in">nimi</a>`

Answer: B) `<a href = "http://nimi.gov.in">nimi</a>`

79. Which one is an example for OS?

- A) Windows B) Antivirus
C) MS Office D) Macromedia

Answer: A) Windows

80. Where does the result display when a formula is entered in Excel?

- A) Formula Bar B) Next Cell
C) Current Cell D) Previous Cell

Answer: C) Current Cell