Duration: 60 Mins   **Total Marks: 80**   **ID: ITISKILL0510TL**

Student Name: _____   Roll No: _____

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

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

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

A) Design   B) Slide show
C) Transitions   D) Animation

3. Which system is used by Bluetooth for Broadcasting?

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

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

A) <h1 align = "r">.....</h1>   B) <h1 align = "right">.....</h1>
C) <h1 alignment = "right">.....</h1>   D) <h1 tag align = "right">.....</h1>

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

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

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

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

7. 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

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

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

9. Which command quickly locates the data is Access table?

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

10. What is the first tag in html document

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

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

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

12. What is the purpose of BIOS shadow?

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

13. What will happen, If the background image is smaller than the screen, what will happen?

A) It will leave a blank space at the bottom of the page   B) It will leave a blank space at the top of the page
C) It will be stretched   D) It will be repeated

14. Which symbols starts with html comments?

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

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

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

16. 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

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

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

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

A) F2

B) F5

C) F7

D) F11

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

A) Add button

B) Start button

C) Action button

D) Insert button

20. 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

21. What type of device is computer?

A) Electro mechanical

B) Electro magnetic

C) Electronic device

D) Electrical device

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

A) Square, disc, polygon

B) triangle, disc, circle

C) disc, circle, square

D) triangle, square, circle

23. 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

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

A) Find

B) Replace

C) Selecting text

D) Searching text

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

A) <body bgcolor = "36, 2437">

B) <bgcolor = "blue">

C) <body color = "#FF000">

D) <body bgcolor = "#FF000">

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

A) Ctrl + Home

B) Ctrl + Tab

C) Shift +Tab

D) Shift + Home

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

A) Letter A through Z

B) A digit 0 - 9 without +/- sign

C) Letter or digit

D) A digit 0 - 9 with +/- sign

28. What in the purpose of undo action in MS Word?

A) Restore previous action

B) Get the current action

C) Goes to previous page

D) Goes to previous paragraph

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

A) <bold>

B) <dark>

C) <th>

D) <strong>

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

A)

B)

C)

D)

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

A) <image>

B) <img src>

C) <src>

D) <img>

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

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

B) nimi

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

D) nimi

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

A) Erase

B) Uninstall

C) Formatting

D) Delete

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

A) Ctrl + N

B) Ctrl + M

C) Ctrl + X

D) Ctrl + P

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

A) ctrl + S

B) ctrl + A

C) ctrl + E

D) ctrl + O

36. Which one is an example for OS?

A) MS Office

B) Antivirus

C) Windows

D) Macromedia

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

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

38. What is the function of OS?

A) drawing pictures   B) calculation

C) word processing   D) process & memory management

39. 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

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

A) SMPS   B) Stablizer

C) CVT   D) UPS

41. What is the expansion of OLE in Access?

A) object linking and embedding   B) objet linking

C) object linking and editing   D) object linking and encrypting

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

A) 64000   B) 256

C) 65000   D) 255

43. What is the purpose of Nero StartSmart?

A) Burn CD/DVD   B) Format pen drive

C) Format HDD   D) Format CD/DVD

44. Where does the pinned application stayed in Windows OS?

A) Desktop   B) Task Bar

C) Notification Area   D) Start Button

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

A) Formulas   B) Text

C) Numbers   D) Data

46. Which option is used for tab setting?

A) status bar   B) vertical ruler

C) vertical scroll bar   D) horizontal ruler

47. 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}

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

A) Ceiling   B) DMAX

C) LEN   D) MAX

49. Which contains miniature representation of slides?

A) Handout   B) Slides

C) Template   D) Slide master

50. which is the correct html tag for making a text input field?

A) <text type = "Text">   B) <input type = "textbox">

C) <input type = "textfield">   D) <input type = "text">

51. 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>

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

A) Sort   B) Find

C) Filter   D) Format

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

A) " " "   B) " ' "

C) "="   D) "#"

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

A) ABS()   B) Count()

C) Sumif()   D) Sum()

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

A) <text type = "password">   B) <input type = "passcode">

C) <input type = "password">   D) <input type = "pwd?>

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

A) MID()   B) MEDIAN()

C) TRIM()   D) MODE()

57. 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]?

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

A) Paragraph group - bullet button - select none

B) Paragraph group - number button - select none

C) Paragraph group - numbering button - select any number type

D) Paragraph group - bullet button - type of bullets

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

A) Insert - tool bar

B) View - ruler

C) View - grids

D) Insert - ruler

60. How Cells are named in MS Excel?

A) Special Character

B) Alphabetically

C) Alphanumerically

D) Numerically

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

A) Number button - select number from number list

B) Bullet button - select none from bullet type

C) Number button - select none from number type

D) Bullet button - select bullets from bullets list

62. What is the purpose of zoom option?

A) Move up and down document / picture

B) Scroll left and light document / picture

C) Minimize and maximize the document / picture

D) Enlarge and reduce document / text size

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

A) Title Bar

B) Ruler

C) Scroll Bar

D) Status Bar

64. Which object stores information about related data?

A) Screen

B) Page

C) Document

D) Table

65. Where does the result displays when a formula is entered in Excel?

A) Current Cell

B) Next Cell

C) Previous Cell

D) Formula Bar

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

A) Passcode

B) Keyboard

C) Password

D) Keycode

67. 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

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

A) PHP

B) Kompozer

C) Http

D) Blogger

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

A) Programs

B) Hardware and sound

C) Appearance and personalization

D) System and security

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

A) F2

B) Tab

C) Shift + Tab

D) F5

71. Which html tag is the smallest heading?

A) <head>

B) <h1>

C) <h2>

D) <h6>

72. How many pins are there in SIMMs?

A) 32 - 72

B) 52 - 92

C) 42 - 82

D) 62 -102

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

A) Is Null or >= 0 AND< = 99999

B) Is Null or Between 100000 and 99999

C) Is Null or Like ??????

D) Is Null or < = 99999

74. How many pins are there in DIMM?

A) 158

B) 168

C) 138

D) 148

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

A) Positioning

B) Justifying

C) Spacing

D) Scaling

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

A) task bar

B) title bar

C) scroll bar   D) quick aceess tool bar

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

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

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

A) Range   B) Cell
C) Row   D) Column

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

A) NIMI chennaiformatting   B) NIMI CHENNAI

C) NIMI chennai   D) NIMICHENNAIformatting

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80. 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