

# First Preparatory Exam

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Answer Key

**Duration: 60 Mins****Total Marks: 100****Q.ID: ITISKILL3925VI**

1. What is the purpose of memory unit in a computer?

- A) Accepts data                      B) Process data  
C) Stores data                        D) Displays data

**Answer: C) Stores data**

2. Which one of the following is a 'Date & Time' function in Excel?

- A) NOW()                                B) MOD()  
C) FIND()                               D) MID()

**Answer: A) NOW()**

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

- A) &lt;img&gt;                            B) &lt;image&gt;  
C) &lt;src&gt;                              D) &lt;img src&gt;

**Answer: D) &lt;img src&gt;**

4. What is the main electronic component of the first generation computer?

- A) Vacuum tubes                      B) Integrated circuit  
C) Transistors                         D) Microprocess

**Answer: A) Vacuum tubes**

5. Which software interface the major hardware components of the computer with OS?

- A) POST                                 B) DOS  
C) BIOS                                 D) CMOS

**Answer: C) BIOS**

6. What is the main purpose of JavaScript?

- A) Store data in the server          B) Create web browsers  
C) Client side validation            D) Read and write files

**Answer: C) Client side validation**

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

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

**Answer: D) ctrl + A**

8. Which key is used to open CMOS setup utility?

- A) Enter                                 B) Del  
C) Alt                                     D) Tab

**Answer: B) Del**

9. Which operation is to be performed before paste?

- A) Select all                            B) Cut / copy  
C) Select text                         D) Ctrl + V

**Answer: B) Cut / copy**

10. Which acts as an intermediate between a user and a computer?

- A) Antivirus                            B) MS Office  
C) Macros                               D) Operating system

**Answer: D) Operating system**

11. Which attribute is used with <td> tag to merge two cells horizontally?

- A) Mergerows                         B) Rowspan = 2  
C) Colspan = 2                        D) mergecols

**Answer: C) Colspan = 2**

12. Which option is used to store the duplicate of the active document permanently?

- A) Save                                 B) Send  
C) Save as                              D) Rename

**Answer: C) Save as**

13. Which group includes superscript, subscript, strike through options in MS Word?

- A) Paragraph                         B) Font  
C) Clipboard                         D) Style

**Answer: B) Font**

14. Which option in MS Excel is used to display the rows that meet certain conditions?

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

**Answer: D) Filter**

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

- A) &lt;th&gt;                                B) &lt;strong&gt;  
C) &lt;dark&gt;                              D) &lt;bold&gt;

**Answer: B) &lt;strong&gt;**

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

- A) Formatting
- B) Erase
- C) Delete
- D) Uninstall

**Answer: A) Formatting**

17. Which key is used to move the insertion point to the beginning of the current sheet?

- A) Home
- B) Pageup
- C) Ctrl + pageup
- D) Ctrl + Home

**Answer: D) Ctrl + Home**

18. Which option is used for tab setting?

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

**Answer: C) horizontal ruler**

19. What is the capacity of typical DVD?

- A) 60 MB
- B) 4.7 Gb
- C) 40 MB
- D) 50 MB

**Answer: B) 4.7 Gb**

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

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

**Answer: A) 16384**

21. Which view allows to modify table's structure in Access?

- A) Pivot chart view
- B) Pivot table view
- C) Datasheet view
- D) Design view

**Answer: D) Design view**

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

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

**Answer: C) F12**

23. Which function key is used to run a powerpoint presentation?

- A) F9
- B) F7
- C) F5
- D) F3

**Answer: C) F5**

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

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

**Answer: A) 1678.95**

25. Which shortcut key is used to create new presentation in

powerpoint?

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

**Answer: B) Ctrl + N**

26. Which is the first general purpose programmable electronic computer?

- A) ENIAC
- B) EDSAC
- C) UNIVAC
- D) EDVAC

**Answer: A) ENIAC**

27. Which is a variable separator if more than one variable declared in one statement?

- A) ":"
- B) "-"
- C) ","
- D) "/"

**Answer: C) ","**

28. What is the extension of applet files in control panel?

- A) . Ctl
- B) . Cpl
- C) . Cal
- D) . Csl

**Answer: B) . Cpl**

29. What is the purpose of vertical scroll bar?

- A) Move the document up and down
- B) Move the document only upwards
- C) Move the document right side
- D) Move the document left side

**Answer: A) Move the document up and down**

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

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

**Answer: D) 255**

31. Which bracket is used to write object in javascript?

- A) Corner bracket
- B) Curly bracket
- C) Curve bracket
- D) Square bracket

**Answer: B) Curly bracket**

32. Which one of the following is a word processor?

- A) MS Office publisher
- B) MS Excel
- C) MS Word
- D) MS Access

**Answer: C) MS Word**

33. Which function in javascript converts a number to a string?

- A) to string()
- B) Str()
- C) String()
- D) Num()

**Answer: A) to string()**

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

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

**Answer: C) Formulas**

35. Which option is used to view an exiting word document?

- A) prepare
- B) publish
- C) open
- D) new

**Answer: C) open**

36. Which brackets is used to write array in java script?

- A) Square bracket
- B) Corner bracket
- C) Curve bracket
- D) Curly bracket

**Answer: A) Square bracket**

37. Which function is used to count the number of cells that contain numbers, in a range?

- A) Countif()
- B) Sum()
- C) Count ()
- D) Sumif()

**Answer: C) Count ()**

38. 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

**Answer: B) foreign key**

39. Which object stores information about related data?

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

**Answer: C) Table**

40. Which one is responsible of running javascript code?

- A) Visual studio code
- B) Browser
- C) Notepad++
- D) Sublime Text

**Answer: B) Browser**

41. How many part are there in 'For' loop

- A) 2
- B) 3
- C) 5
- D) 4

**Answer: B) 3**

42. What is the full form of BOM?

- A) Browser Oriented M
- B) Browser Oriented Method
- C) Browser Object Model
- D) Browser Object Method

**Answer: C) Browser Object Model**

43. Which special variable holds more than one value at a time?

- A) Array
- B) Function
- C) Element
- D) Object

**Answer: A) Array**

44. Which tab is used to include pivot table, charts, hyperlinks to a spread sheet?

- A) Insert
- B) Page Layout
- C) Data
- D) Review

**Answer: A) Insert**

45. Which key is used to stop a power point presentation?

- A) Ctrl
- B) ESC
- C) Enter
- D) Tab

**Answer: B) ESC**

46. Which document view given an appearance as in web browser?

- A) Draft view
- B) Web layout view
- C) Full screen reading
- D) Outline view

**Answer: B) Web layout view**

47. What is the maximum limit of rows in MS Excel 2010?

- A) 1084576
- B) 1084567
- C) 1048576
- D) 1048567

**Answer: C) 1048576**

48. What is the purpose of gutter margin?

- A) Margin that is added to the outside of the page 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 left margin when printing

**Answer: C) Margin that is added to binding side of page when printing**

49. Where does the close button appear in MS Word?

- A) bottom right corner of the window
- B) bottom left corner of the window
- C) top left corner of the window
- D) top right corner of the window

**Answer: D) top right corner of the window**

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

- A) Data
- B) Insert
- C) Review
- D) Formula

**Answer: A) Data**

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

- A) Square, disc, polygon
- B) disc, circle, square

C) triangle, disc, circle      D) triangle, square, circle

**Answer: B) disc, circle, square**

C) Charles Babbage

D) John Lickert

**Answer: C) Charles Babbage**

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

A) Ctrl + Tab      B) Shift + Home

C) Shift + Tab      D) Ctrl + Home

**Answer: D) Ctrl + Home**

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

A) Desktop screen

B) Handouts

C) Folder

D) Slides

**Answer: D) Slides**

**53.** Which technique prevents invalid data being saved in Access table?

A) Input mark

B) Filter

C) Validation rule

D) Index

**Answer: C) Validation rule**

**62.** Which programming language's syntax influences javascript syntax

A) JDK

B) Java

C) COBOL

D) C

**Answer: D) C**

**54.** What is the process of writing instruction to be get executed by the computer?

A) Presenting

B) Executing

C) Programming

D) Debugging

**Answer: C) Programming**

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

A) View - ruler

B) View - grids

C) Insert - tool bar

D) Insert - ruler

**Answer: A) View - ruler**

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

A) Head and Body

B) Head and document

C) Title and Body

D) Head and title

**Answer: A) Head and Body**

**64.** What type of device is computer?

A) Electro mechanical

B) Electrical device

C) Electro magnetic

D) Electronic device

**Answer: D) Electronic device**

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

A) 128 characters

B) 32 characters

C) 64 characters

D) 16 characters

**Answer: C) 64 characters**

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

A) Action setting

B) Slide animation

C) Slide transition

D) Custom animation

**Answer: C) Slide transition**

**57.** Which feature is used to create a newspaper type document?

A) Columns

B) Tables

C) Bullets and numbering

D) Tab stops

**Answer: A) Columns**

**66.** Which process is used to record data on to an optical disc?

A) Reading

B) Burning

C) Accepting

D) Accessing

**Answer: B) Burning**

**58.** Which program is used to enable the devices to work with OS ?

A) Application Software

B) Antivirus

C) Device driver

D) System Software

**Answer: C) Device driver**

**67.** Which is an internal power supply units of CPU?

A) CVT

B) UPS

C) SMPS

D) Stabilizer

**Answer: C) SMPS**

**59.** Which system is used by Bluetooth for Broadcasting?

A) Telephone lines

B) Microwaves

C) Satellite

D) Radio waves

**Answer: D) Radio waves**

**68.** What is the full form of CSS?

A) Computer style sheet

B) Cascading system style

C) Customized style sheet

D) Cascading style sheet

**Answer: D) Cascading style sheet**

**60.** Who is considered as father of computer?

A) John Mauchy

B) M.V Wilkes

**69.** Which html tag inserts a line horizontally in a page?

A) &lt;hr&gt;

B) &lt;lr&gt;

C) &lt;line&gt;

D) &lt;l&gt;

**Answer: A) &lt;hr&gt;**

**70.** what is the correct html tag for adding a background color?

- A) &lt;body background = "Yellow"&gt;
- B) &lt;body bgcolor = "Yellow"&gt;
- C) &lt;body bg = "Yellow"&gt;
- D) &lt;body color = "Yellow"&gt;

**Answer: B) &lt;body bgcolor = "Yellow"&gt;**

**71.** Which character in html is used to indicate end tag?

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

**Answer: C) "/"**

**72.** 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**

**73.** Who developed javascript?

- A) John Eckerl
- B) Brendan Eich
- C) Brendan Rich
- D) John Mauchy

**Answer: B) Brendan Eich**

**74.** What is the file extension of Excel 2010?

- A) xlsx
- B) xls
- C) xlsxm
- D) xlsb

**Answer: A) xlsx**

**75.** Which command is used to store the active document permanently?

- A) Save as
- B) Prepare
- C) Save
- D) Send

**Answer: C) Save**

**76.** Where does the pinned application stayed in Windows OS?

- A) Task Bar
- B) Notification Area
- C) Desktop
- D) Start Button

**Answer: A) Task Bar**

**77.** Which one of the following is text styling feature of MS Word?

- A) word fill
- B) word art
- C) word colour
- D) word font

**Answer: B) word art**

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

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

**Answer: B) Cell**

**79.** Where does the minimized application reside in windows?

- A) My computer
- B) Task bar
- C) My Document
- D) Recent documents

**Answer: B) Task bar**

**80.** What should be done, after fixing a problem or installing a new application or making configuration in a computer?

- A) Sleep
- B) Shutdown
- C) Hibernate
- D) Restart

**Answer: D) Restart**

**81.** Who invented Analytical engine?

- A) M.V Wilkes
- B) John Mauchy
- C) John Lickert
- D) Charles Babbage

**Answer: D) Charles Babbage**

**82.** What is the expansion of OLE in Access?

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

**Answer: C) object linking and embedding**

**83.** How many groups are there in Home Menu?

- A) 7
- B) 6
- C) 5
- D) 4

**Answer: C) 5**

**84.** Which key is used to declare a variable in javascript?

- A) dim
- B) dec
- C) var
- D) const

**Answer: C) var**

**85.** How does the parallel port transfer a byte?

- A) 8 bits at a time
- B) Bit by bit
- C) 2 bits at a time
- D) 4 bits at a time

**Answer: A) 8 bits at a time**

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

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

**Answer: A) Current Cell**

**87.** Which area in MS Word is used to enter the text?

- A) slides
- B) work sheet

C) work space                      D) work book

**Answer: C) work space**

**88.** Which part in loop evaluates the conditions?

- A) Looping part                      B) Initialisation part  
C) Increment /Decrement part                      D) Condition part

**Answer: D) Condition part**

**89.** What is the purpose of BIOS shadow?

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

**Answer: B) Copying ROM to RAM**

**90.** Which one is an example for OS?

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

**Answer: A) Windows**

**91.** Which menu contains, Symbol option in MS Word?

- A) insert                      B) table  
C) format                      D) tools

**Answer: A) insert**

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

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

**Answer: D) "="**

**93.** Which shortcut key is used to refresh windows desktop?

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

**Answer: B) F5**

**94.** Which bar contains the current position of the cursor in

MS Word?

- A) layout                      B) horizontal ruler  
C) status bar                      D) title bar

**Answer: C) status bar**

**95.** Which is the order of files and directories in Windows Explore?

- A) hierarchically                      B) Serially  
C) Sequentially                      D) Aplhabtically

**Answer: A) hierarchically**

**96.** How Cells are named in MS Excel?

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

**Answer: D) Alphanumerically**

**97.** What is the first tag in html document

- A) &lt;html&gt;                      B) &lt;head&gt;  
C) &lt;/html&gt;                      D) &lt;title&gt;

**Answer: A) &lt;html&gt;**

**98.** What in the purpose of X button?

- A) Minimize button                      B) Office button  
C) Maximize buttons                      D) Close button

**Answer: D) Close button**

**99.** Which is a statement terminator in javascript?

- A) ";"                      B) ". ."  
C) ","                      D) ":"

**Answer: A) ";"**

**100.** What is BIOS?

- A) Software                      B) firmware  
C) Hardware                      D) Middleware

**Answer: B) firmware**