

# First Preparatory Exam - 06-Jun-2026

Q. ID: ITISKILL3925VI

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Trade Theory

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Trinity ITI udyavara

Question Paper

Student: Gloria

Score: 55/100 (55.00%)

Code: 3500

1. What is the capacity of typical DVD?

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

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

- A) **Burning**  
B) Reading  
C) Accepting  
D) Accessing (Incorrect)

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

- A) **BIOS (Correct)**  
B) CMOS  
C) DOS  
D) POST

4. What is BIOS?

- A) **firmware**  
B) Hardware (Incorrect)  
C) Middleware  
D) Software

5. Which system is used by Bluetooth for Broadcasting?

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

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

- A) Antivirus  
B) **Device driver**  
C) System Software (Incorrect)  
D) Application Software

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

- A) Alt (Incorrect)  
B) **Del**  
C) Enter  
D) Tab

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

- A) Delete  
B) Erase  
C) **Formatting (Correct)**  
D) Uninstall

9. What is the purpose of BIOS shadow?

- A) Copying RAM to ROM (Incorrect)  
B) **Copying ROM to RAM**  
C) Copying HD to RAM  
D) Copying RAM to HD

10. What should be done, after fixing a problem or installing

a new application or making configuration in a computer?

- A) Hibernate  
B) **Restart (Correct)**  
C) Shutdown  
D) Sleep

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

- A) **255 (Correct)**  
B) 256  
C) 64000  
D) 65000

12. What is the expansion of OLE in Access?

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

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

- A) 16 characters  
B) 32 characters  
C) **64 characters (Correct)**  
D) 128 characters

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

- A) **Design view**  
B) Datasheet view  
C) Pivot table view (Incorrect)  
D) Pivot shart view

15. Which object stores information about related data?

- A) Document  
B) **Table (Correct)**  
C) Page  
D) Screen

16. 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 (Incorrect)  
D) **Ctrl + Home**

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

- A) Index (Incorrect)  
B) Filter  
C) **Validation rule**  
D) Input mark

18. 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 (Correct)**

19. Write the output when the data 'Primary Key' is set to the

text < in Access?

- A) **Primary key**  
C) PRIMARY KEY
- B) primary key  
D) Primary Key (Incorrect)

20. What is the output when the data 'FOREIGN key' is set to the text format > in Access?

- A) **foreign key**  
C) Foreign Key (Incorrect)
- B) FOREIGN KEY  
D) Foreign key

21. What is the first tag in html document

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

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

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

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

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

24. Which html tag inserts a line horizontally in a page?

- A) &lt;lr&gt;  
C) **&lt;hr&gt;** (Correct)
- B) &lt;l&gt;  
D) &lt;line&gt;

25. What is the full form of CSS?

- A) Computer style sheet  
C) Cascading system style
- B) **Cascading style sheet**  
D) Customized style sheet (Incorrect)

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

- A) Title and Body  
C) **Head and Body**
- B) Head and title  
D) Head and document (Incorrect)

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

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

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

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

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

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

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

- A) Square, disc, polygon  
C) triangle, square, circle (Incorrect)
- B) triangle, disc, circle  
D) **disc, circle, square**

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

- A) **Slides (Correct)**  
C) Handouts
- B) Folder  
D) Desktop screen

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

- A) **ESC (Correct)**  
C) Ctrl
- B) Tab  
D) Enter

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

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

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

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

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

- A) F3  
C) F7
- B) **F5 (Correct)**  
D) F9

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

- A) **ENIAC**  
C) EDSAC
- B) EDVAC  
D) UNIVAC (Incorrect)

37. What type of device is computer?

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

38. Who is considered as father of computer?

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

39. Who invented Analytical engine?

**A) Charles Babbage (Correct)**

B) John Lickert

C) John Mauchy

D) M.V Wilkes

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

A) Integrated circuit (Incorrect)

B) Microprocess

C) Transistors

**D) Vacuum tubes**

41. How does the parallel port transfer a byte?

A) Bit by bit

B) 2 bits at a time

C) 4 bits at a time

**D) 8 bits at a time (Correct)**

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

A) CVT

B) UPS

**C) SMPS (Correct)**

D) Stabilizer

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

A) Accepts data

B) Displays data

C) Process data

**D) Stores data (Correct)**

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

A) Debugging

B) Executing (Incorrect)

C) Presenting

**D) Programming**

45. Which is a statement terminator in javascript?

A) ","

**B) ";" (Correct)**

C) ":"

D) ". ."

46. Who developed javascript?

**A) Brendan Eich**

B) Brendan Rich (Incorrect)

C) John Eckerl

D) John Mauchy

47. Which programming language's syntax influences javascript syntax

**A) C**

B) COBOL

C) Java (Incorrect)

D) JDK

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

A) const

B) dec

C) dim

**D) var (Correct)**

49. Which is a variable seperator if more than one variable declared in one statement?

**A) ","**

B) ":" (Incorrect)

C) "-"

D) "/"

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

A) Curve bracket

**B) Square bracket (Correct)**

C) Curly bracket

D) Corner bracket

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

A) Curve bracket (Incorrect)

B) Square bracket

**C) Curly bracket**

D) Corner bracket

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

A) 2

**B) 3**

C) 4 (Incorrect)

D) 5

53. Which part in loop evaluates the conditions?

**A) Condition part (Correct)**

B) Increment /Decrement part

C) Initialisation part

D) Looping part

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

**A) Array**

B) Element

C) Function (Incorrect)

D) Object

55. Which function in javassript converts a number to a string?

A) Num()

B) Str() (Incorrect)

C) String()

**D) to string()**

56. What is the full form of BOM?

A) Browser Object Method

**B) Browser Object Model**

C) Browser Oriented Method (Incorrect)

D) Browser Oriented M

57. What is the main purpose of JavaScript?

**A) Client side validation**

B) Create web browsers

C) Read and write files (Incorrect)

D) Store data in the server

58. Which one is responsible of running javascript code?

**A) Browser**

B) Notepad++ (Incorrect)

C) Sublime Text

D) Visual studio code

59. How Cells are named in MS Excel?

A) Alphabetically

B) Numerically

**C) Alphanumerically (Correct)**

D) Special Character

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

A) 1084567 (Incorrect)

B) 1048567

**C) 1048576**

D) 1084576

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

- A) 16384 (Correct)**      B) 16438  
C) 16843      D) 16348

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

- A) Insert**      B) Page Layout  
C) Data      D) Review (Incorrect)

63. 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 (Correct)**  
C) Review      D) Insert

64. What is the file extension of Excel 2010?

- A) xls      B) xlsb  
C) xlsx      **D) xlsm (Correct)**

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

- A) Cell (Correct)**      B) Column  
C) Range      D) Row

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

- A) F2      B) F5 (Incorrect)  
C) F7      **D) F12**

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

- A) Data      B) Text  
C) Numbers      **D) Formulas (Correct)**

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

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

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

- A) "=" (Correct)**      B) "' ''"  
C) "#"      D) "'' ''"

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

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

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

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

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

- A) Find      **B) Filter**  
C) Format      D) Sort (Incorrect)

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

- A) Pageup      B) Home (Incorrect)  
C) Ctrl + pageup      **D) Ctrl + Home**

74. Which one is an example for OS?

- A) Antivirus      **B) Windows (Correct)**  
C) MS Office      D) Macromedia

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

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

76. Where does the minimized application reside in windows?

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

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

- A) . Ctl      **B) . Cpl (Correct)**  
C) . Cal      D) . Csl

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

- A) F1      B) F2  
**C) F5 (Correct)**      D) F12

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

- A) Serially      B) Sequentially  
**C) hierarchically**      D) Aplhabetically (Incorrect)

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

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

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

- A) Save**      B) Send  
C) Prepare      D) Save as (Incorrect)

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

- A) **ctrl + A (Correct)**      B) ctrl + O  
C) ctrl + S      D) ctrl + E

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

- A) **work space (Correct)**      B) work sheet  
C) slides      D) work book

84. Which bar contains the current position of the cursor in MS Word?

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

85. 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 (Correct)**      D) bottom right corner of the window

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

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

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

- A) word fill      B) **word art**  
C) word colour      D) word font (Incorrect)

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

- A) Save      B) Send  
C) **Save as (Correct)**      D) Rename

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

- A) new      B) **open (Correct)**  
C) publish      D) prepare

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

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

91. How many groups are there in Home Menu?

- A) 4      B) **5**

C) 6 (Incorrect)

D) 7

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

- A) Clipboard      B) **Font**  
C) Paragraph (Incorrect)      D) Style

93. 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 (Correct)**      D) Margin that is added to the outside of the page when printing

94. What in the purpose of X button?

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

95. Which option is used for tab setting?

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

96. What in the purpose of vertical scroll bar?

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

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

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

98. Which menu contains, Symbol option in MS Word?

- A) tools      B) table  
C) format      D) **insert (Correct)**

99. Which operation is to be performed before paste?

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

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

- A) Tables      B) Tab stops  
C) **Columns**      D) Bullets and numbering (Incorrect)