

First Preparatory Exam - 06-Jun-2026

Q. ID: ITISKILL3925VI

09:23 AM

Trade Theory

June 2026

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Question Paper

Student: Afia

Score: 96/100 (96.00%)

Code: 8976

1. What is the capacity of typical DVD?

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

A) Hibernate

B) Restart (Correct)

C) Shutdown

D) Sleep

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

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

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

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

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

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

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

4. What is BIOS?

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

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

5. Which system is used by Bluetooth for Broadcasting?

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

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

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

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

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

15. Which object stores information about related data?

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

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

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

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
D) Ctrl + Home (Correct)

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

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

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

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

9. What is the purpose of BIOS shadow?

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

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)

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

19. Write the output when the data 'Primary Key' is set to the text < in Access?

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

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

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

21. What is the first tag in html document

A) **<html> (Correct)** B) <head>
C) <title> D) </html>

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

A) <dark> B) <bold>
C) <th> D) ** (Correct)**

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

A) <src> B) (Incorrect)
C) **** D) <image>

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

A) <lr> B) <l>
C) **<hr> (Correct)** D) <line>

25. What is the full form of CSS?

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

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

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

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

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

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

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

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

A) <body color = "Yellow">
B) **<body bgcolor = "Yellow"> (Correct)**

C) <body background = "Yellow">
D) <body bg = "Yellow">

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

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

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

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

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

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

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

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

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

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

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

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

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

A) **ENIAC (Correct)** B) EDVAC
C) EDSAC D) UNIVAC

37. What type of device is computer?

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

38. Who is considered as father of computer?

A) **Charles Babbage (Correct)** B) John Lickert
C) John Mauchy 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

B) Microprocess

C) Transistors

D) Vacuum tubes (Correct)

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

C) Presenting

D) Programming (Correct)

45. Which is a statement terminator in javascript?

A) ";"

B) ";" (Correct)

C) ":"

D) ". ."

46. Who developed javascript?

A) Brendan Eich (Correct)

B) Brendan Rich

C) John Eckerl

D) John Mauchy

47. Which programming language's syntax influences javascript syntax

A) C (Correct)

B) COBOL

C) Java

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) "," (Correct)

B) ":"

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

B) Square bracket

C) Curly bracket (Correct)

D) Corner bracket

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

A) 2

B) 3 (Correct)

C) 4

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 (Correct)

B) Element

C) Function

D) Object

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

A) Num()

B) Str()

C) String() (Incorrect)

D) to string()

56. What is the full form of BOM?

A) Browser Object Method

B) Browser Object Model (Correct)

C) Browser Oriented Method

D) Browser Oriented M

57. What is the main purpose of JavaScript?

A) Client side validation (Correct)

B) Create web browsers

C) Read and write files

D) Store data in the server

58. Which one is responsible of running javascript code?

A) Browser (Correct)

B) Notepad++

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

B) 1048567

C) 1048576 (Correct)

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 (Correct)

B) Page Layout

C) Data

D) Review

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) xlsm

D)xlsx (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

C) F7

D) F12 (Correct)

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 () (Correct)

B) Countif()

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 (Correct)

C) Format

D) Sort

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

A) Pageup

B) Home

C) Ctrl + pageup

D) Ctrl + Home (Correct)

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 (Correct)

D) Aplhabetically

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

A) Desktop

B) Notification Area

C) Start Button

D) Task Bar (Correct)

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

A) Save (Correct)

B) Send

C) Prepare

D) Save as

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 (Correct)** B) MS Excel
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 (Correct)**
C) word colour D) word font

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 (Correct)**

- C) 6 D) 7

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

- A) Clipboard B) **Font (Correct)**
C) Paragraph 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 (Correct)**
C) Select all D) Select text

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

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