

# First Preparatory Exam

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Trinity ITI udyavara

Question Paper

Duration: 60 Mins

Total Marks: 100

ID: ITISKILL3925VI

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| Student Name: _____ | Roll No: _____ |
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1. Which key is used to move the insertion point to the beginning of the current sheet?

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

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

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

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

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

4. What is the file extension of Excel 2010?

- A) xls                                        B) xlsm  
C) xlsb                                      D) xlxs

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

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

6. How many groups are there in Home Menu?

- A) 6    B) 7  
C) 5    D) 4

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

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

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

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

9. Which system is used by Bluetooth for Broadcasting?

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

10. How Cells are named in MS Excel?

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

11. Which one is an example for OS?

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

12. Where does the minimized application reside in windows?

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

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

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

14. What is the main purpose of JavaScript?

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

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

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

16. Who invented Analytical engine?

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

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

- A) Reading                                 B) Accepting  
C) Accessing                                D) Burning

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

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

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

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

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

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

21. What is the expansion of OLE in Access?

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

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

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

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

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

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

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

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

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

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

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

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

- A) Executing
- B) Debugging
- C) Presenting
- D) Programming

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

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

29. 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

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

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

31. Who is considered as father of computer?

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

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

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

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

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

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

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

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

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

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

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

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

- A) work sheet
- B) work space
- C) work book
- D) slides

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

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

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

- A) "<#"
- B) "\"

C) "!"

D) "/"

C) Insert - tool bar

D) Insert - ruler

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

A) Page Layout

B) Insert

C) Data

D) Review

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

A) Input mark

B) Validation rule

C) Index

D) Filter

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

A) word fill

B) word colour

C) word art

D) word font

43. What in the purpose of X button?

A) Close button

B) Office button

C) Maximize buttons

D) Minimize button

44. What is the full form of CSS?

A) Cascading system style

B) Customized style sheet

C) Cascading style sheet

D) Computer style sheet

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

A) Save

B) Send

C) Save as

D) Prepare

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

A) ESC

B) Enter

C) Tab

D) Ctrl

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

A) Shift +Tab

B) Ctrl + Home

C) Ctrl + Tab

D) Shift + Home

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

A) publish

B) open

C) prepare

D) new

49. Which one is responsible of running javascript code?

A) Notepad++

B) Browser

C) Visual studio code

D) Sublime Text

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

A) View - grids

B) View - ruler

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

A) 1048567

B) 1084576

C) 1048576

D) 1084567

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

A) Design view

B) Datasheet view

C) Pivot shart view

D) Pivot table view

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

A) insert

B) tools

C) format

D) table

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

A) Mergerows

B) Colspan = 2

C) mergecols

D) Rowspan = 2

55. Who developed javascript?

A) Brendan Rich

B) Brendan Eich

C) John Eckerl

D) John Mauchy

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

A) Str()

B) String()

C) Num()

D) to string()

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

A) top right corner of the window

B) top left corner of the window

C) bottom left corner of the window

D) bottom right corner of the window

58. What is the first tag in html document

A) &lt;/html&gt;

B) &lt;head&gt;

C) &lt;html&gt;

D) &lt;title&gt;

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

A) Formula Bar

B) Previous Cell

C) Next Cell

D) Current Cell

60. Which option is used for tab setting?

A) horizontal ruler

B) vertical scroll bar

C) vertical ruler

D) status bar

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

A) Curly bracket

B) Square bracket

C) Curve bracket

D) Corner bracket

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

A) Cell

B) Range

C) Column

D) Row

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

A) &lt;body background = "Yellow"&gt;

B) &lt;body bg = "Yellow"&gt;

C) &lt;body bgcolor = "Yellow"&gt;

D) &lt;body color = "Yellow"&gt;

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

A) Find

B) Sort

C) Format

D) Filter

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

A) Ctrl + X

B) Ctrl + N

C) Ctrl + M

D) Ctrl + P

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

A) CMOS

B) BIOS

C) DOS

D) POST

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

A) &lt;dark&gt;

B) &lt;th&gt;

C) &lt;strong&gt;

D) &lt;bold&gt;

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

A) Device driver

B) System Software

C) Antivirus

D) Application Software

69. What is the full form of BOM?

A) Browser Object Method

B) Browser Object Model

C) Browser Oriented M

D) Browser Oriented Method

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

A) F3

B) F9

C) F7

D) F5

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

A) Microprocess

B) Transistors

C) Vacuum tubes

D) Integrated circuit

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

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

A) 16438

B) 16348

C) 16384

D) 16843

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

A) Head and Body

B) Head and document

C) Head and title

D) Title and Body

75. What is the purpose of gutter margin?

A) Margin that is added to binding side of page when printing

B) Margin that is added to the left margin when printing

C) Margin that is added to the right margin when printing

D) Margin that is added to the outside of the page when printing

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

A) Tables

B) Tab stops

C) Columns

D) Bullets and numbering

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

A) Insert

B) Formula

C) Review

D) Data

78. Which operation is to be performed before paste?

A) Ctrl + V

B) Cut / copy

C) Select text

D) Select all

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

A) Macros

B) MS Office

C) Antivirus

D) Operating system

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

A) 256

B) 65000

C) 64000

D) 255

81. What is the capacity of typical DVD?

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

82. What is BIOS?

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

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

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

84. Which is a statement terminator in javascript?

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

85. What is the purpose of vertical scroll bar?

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

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

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

87. Which part in loop evaluates the conditions?

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

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

- A) Handouts
- B) Folder
- C) Desktop screen
- D) Slides

89. Which programming language's syntax influences javascript syntax

- A) C
- B) Java
- C) COBOL
- D) JDK

90. What type of device is computer?

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

91. Which object stores information about related data?

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

92. How many parts are there in 'For' loop

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

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

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

94. How does the parallel port transfer a byte?

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

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

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

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

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

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

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

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

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

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

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

100. 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