

Duration: 60 Mins

Total Marks: 100

ID: ITISKILL6712BZ

|                     |                |
|---------------------|----------------|
| Student Name: _____ | Roll No: _____ |
|---------------------|----------------|

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

- |                |        |
|----------------|--------|
| A) Shift + Tab | B) Tab |
| C) F5          | D) F2  |

2. What is the purpose of length property in array?

- |                                          |                                             |
|------------------------------------------|---------------------------------------------|
| A) Returns number of highest array index | B) Returns number of fields in object array |
| C) Returns number of characters          | D) Returns number of array element          |

3. Which method joins all array element into string with specified separator?

- |                |           |
|----------------|-----------|
| A) Join()      | B) Pop()  |
| C) To string() | D) Push() |

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

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

5. Which method go through all the files or network elements with an intention to detect something unusual?

- |              |             |
|--------------|-------------|
| A) Probing   | B) Phishing |
| C) Infecting | D) Scanning |

6. Which type of variable can be accessed or used by subroutines outside the modules in VBA?

- |           |            |
|-----------|------------|
| A) Static | B) Private |
| C) Public | D) Protect |

7. What is the purpose of financial management feature in Tally?

- |                                        |                                        |
|----------------------------------------|----------------------------------------|
| A) Handles different types of vouchers | B) Provides option for data backup     |
| C) Provides budgeting option           | D) Allows importing and exporting data |

8. Which shortcut key is used to open the Visual Basic Editor In VBA?

- |              |                |
|--------------|----------------|
| A) Alt + F11 | B) Shift + F11 |
|--------------|----------------|

- |                       |               |
|-----------------------|---------------|
| C) Shift + Ctrl + F11 | D) Ctrl + F11 |
|-----------------------|---------------|

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

- |               |               |
|---------------|---------------|
| A) Ruler      | B) Status Bar |
| C) Scroll Bar | D) Title Bar  |

10. Which view hides the hidden slides in Power Point?

- |                 |                 |
|-----------------|-----------------|
| A) Reading view | B) Slide Sorter |
| C) Notes Page   | D) Normal       |

11. Which method removes the first array element?

- |           |            |
|-----------|------------|
| A) Join() | B) Pop()   |
| C) Push() | D) Shift() |

12. Which option is used to insert the related hints of a slide?

- |                        |                 |
|------------------------|-----------------|
| A) Note Master         | B) Hints Master |
| C) Presentation Master | D) Slide Master |

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

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

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

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

15. Which control is used to increase or decrease a value, such as a number time or date?

- |               |                  |
|---------------|------------------|
| A) Scroll Bar | B) Toggle Button |
| C) Combo Box  | D) Spin Button   |

16. Which type of work book method cannot be modified in VBA?

- |          |            |
|----------|------------|
| A) Save  | B) Save As |
| C) Close | D) Protect |

17. Which variable declared outside a function in Javascript?

- |                      |                    |
|----------------------|--------------------|
| A) Global variable   | B) Object variable |
| C) Function variable | D) Local variable  |

**18.** Which shortcut key is used to shut a company from the gateway of Tally screen?

- |             |             |
|-------------|-------------|
| A) Alt + F1 | B) Alt + F5 |
| C) Alt + F7 | D) Alt + F3 |

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

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

**20.** Which simplifies the work to be eliminating or rewriting the code in VBA?

- |           |              |
|-----------|--------------|
| A) Object | B) Functions |
| C) Macros | D) Class     |

**21.** Which button allows a single choice within a limited set of mutually exclusive choice?

- |                |                  |
|----------------|------------------|
| A) Spin button | B) Option button |
| C) Button      | D) Toggle button |

**22.** What will be the output of the following VBA code?  
`Sub test()  
x = 'institutue'  
Debug.print Format(x,'>')  
End sub`

- |              |              |
|--------------|--------------|
| A) institute | B) Institute |
| C) institUTE | D) INSTITUTE |

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

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

**24.** Which variable are deleted in JavaScript when the page is closed?

- |                    |                   |
|--------------------|-------------------|
| A) Object variable | B) Local variable |
| C) Global variable | D) Function varia |

**25.** Which key is used to make multiple line in a single cell?

- |                 |                  |
|-----------------|------------------|
| A) Alt + Enter  | B) Tab + Enter   |
| C) Ctrl + Enter | D) Shift + Enter |

**26.** Which Linux command is used to sort the text file ?network? in descending order?

- |                     |                     |
|---------------------|---------------------|
| A) Sort + r network | B) Sort / r network |
| C) Sort - r network | D) Sort \ r network |

**27.** How many numeric data types available in Excel VBA?

- |      |      |
|------|------|
| A) 5 | B) 7 |
| C) 4 | D) 8 |

**28.** Which function returns specified part of a given date in VBA?

- |                |               |
|----------------|---------------|
| A) Datevalue() | B) Datediff() |
| C) Datepart()  | D) Day()      |

**29.** What is the shortcut key to export the report in ASCII, SDF, HTML or XML format?

- |            |            |
|------------|------------|
| A) Alt + C | B) Alt + E |
| C) Alt + D | D) Alt + X |

**30.** Which shortcut key is used to invoke thesaurus dialog box in MS Word?

- |            |                |
|------------|----------------|
| A) Ctrl+F7 | B) Ctrl+Alt+F7 |
| C) Alt+F7  | D) Shift+F7    |

**31.** What is the abbreviation of CGI?

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| A) Common Gateway Interconnection | B) Computer Gateway Interconnection |
| C) Computer Gateway Interface     | D) Common Gateway Interface         |

**32.** What is the output of the following html code? `<html>  
<body> <p>NIMI<sup>CHENNAI</sup></p> </body>  
</html>`

- |                               |                               |
|-------------------------------|-------------------------------|
| A) NIMI<br><sub>chennai</sub> | B) NIMI<br><sup>Chennai</sup> |
| C) NIMI chennai               | D) NIMI - CHENNAI             |

**33.** Which shortcut key is used to remove a line in a report in report screen?

- |            |            |
|------------|------------|
| A) Alt + X | B) Alt + S |
| C) Alt + I | D) Alt + R |

**34.** Which is a proper object hierarchy in VBA?

- |                                            |                                            |
|--------------------------------------------|--------------------------------------------|
| A) Worksheet, Workbook, Application, Range | B) Range, Application, Worksheet, Workbook |
| C) Range, Worksheet, Workbook, Application | D) Application, Workbook, Worksheet, Range |

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

- |                                           |                           |
|-------------------------------------------|---------------------------|
| A) NIMI CHENNAI                           | B) NIMI chennaiformatting |
| C) NIMICHENNAI<strong>formatting</strong> | D) NIMI chennai           |

**36.** What is the function of OS?

- |                                |                     |
|--------------------------------|---------------------|
| A) process & memory management | B) calculation      |
| C) word processing             | D) drawing pictures |

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

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

**38.** Which is the standard connector for category-5, unshielded twisted pair cabling?

- A) RJ14
- B) RJ25
- C) RJ11
- D) RJ45

**39.** What will be the output of the following VBA code?  
`Sub test()  
a = 'Computer operator'  
Debug.Print left(a,10)  
End sub`

- A) Computer
- B) Operator
- C) Computer operator
- D) Computer o

**40.** Which keyword is used to declare the variables in project scope

- A) Protect
- B) Static
- C) Private
- D) Public

**41.** Which is used to repeats the same steps in case of frequency needed actions in VBA?

- A) Functions
- B) Object
- C) Class
- D) Macros

**42.** Which method is used to add new element to an array?

- A) Join()
- B) Push()
- C) Shift()
- D) Pop()

**43.** Which one of the following is a effect option in power point presentation?

- A) Fade
- B) Reveal
- C) Push
- D) Diamond

**44.** When the Indian parliament passed the IT Act?

- A) 2005
- B) 1990
- C) 2000
- D) 1992

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

- A) Is Null or  $\geq 0$  AND  $\leq 99999$
- B) Is Null or Like ??????
- C) Is Null or Between 100000 and 99999
- D) Is Null or  $\leq 99999$

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

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

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

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

**48.** Which template makes specify common design elements in all slides in the presentation?

- A) Fax template
- B) Master template
- C) Data template
- D) User template

**49.** What is called the unauthorized control/access over the computer system and destroys the data?

- A) Defamation
- B) Cyber - stalking
- C) Carding
- D) Hacking

**50.** Which character is used to represent parent directory in Linux?

- A) "."
- B) ".."
- C) "\*"
- D) "~"

**51.** Which is the model in E - Commerce, if the seller and the buyer are the both individuals?

- A) Consumer to Consumer
- B) Consumer to Business
- C) Business to Consumer
- D) Business to Business

**52.** Which statement is used to execute code after try and catch?

- A) Syntax error
- B) Type error
- C) Throw
- D) Finally

**53.** What is the purpose of Nero StartSmart?

- A) Format CD/DVD
- B) Format pen drive
- C) Burn CD/DVD
- D) Format HDD

**54.** What is the storage size of decimal data type in VBA?

- A) 8 bytes
- B) 12 bytes
- C) 2 bytes
- D) 4 bytes

**55.** How many panes are these in backstage view in power point 2010?

- A) 3
- B) 5
- C) 7
- D) 9

**56.** Which type of E - Commerce is payment Gateway?

- A) g2b
- B) b2b
- C) b2c
- D) g2c

**57.** What should be done, if the pen drive is not deducted?

A) Device Manger - right click on USB root hub - scan for hardware changes

C) Device Manger - right click on USB root hub - disable device

B) Device Manger - right click on USB root hub - Update drives

D) Device Manger - right click on USB root hub - enable device

58. Which command is used to hide the file?

A) attrib +h filename

C) attrib \h filename

B) attrib /h filename

D) attrib -h filename

59. What type of device is computer?

A) Electronic device

C) Electro mechanical

B) Electrical device

D) Electro magnetic

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

A) Review

C) Page Layout

B) Data

D) Insert

61. Which DOS command is used to create a text file?

A) Type

C) List

B) Copycon

D) Dir

62. How many different values can be returned by the error name property in javascript ?

A) 5

C) 3

B) 4

D) 6

63. Which html tag is used to add a row in a table?

A) &lt;cr> and &lt;/cr> B) &lt;tr> and &lt;/tr>

C) &lt;td> and &lt;/td> D) &lt;th> and &lt;/th>

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

A) Row

C) Cell

B) Column

D) Range

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

A) CMOS

C) BIOS

B) DOS

D) POST

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

A) Folder

C) Desktop screen

B) Handouts

D) Slides

67. Which ratio evaluate the availability of cash to pay debit?

A) Market ratio

B) Liquidity ratio

C) Debit ratio

D) Activity ratio

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

A) To insert the keyboard

C) To insert the RAM

B) To insert the additional peripherals

D) To insert the mouse

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

A) Antivirus

C) MS Office

B) Operating system

D) Macros

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

A) Prepare

C) Send

B) Save as

D) Save

71. Which topology combines characteristics of linear bus and star topologies?

A) Star

C) Tree

B) Mesh

D) Bus

72. Which type of variable cannot be declared within a procedure in VBA?

A) Project scope

C) Local scope

B) Global scope

D) Module scope

73. What is the file extension of Excel 2010?

A) xlsb

C) xlsm

B) xls

D).xlsx

74. What is the full form of ADSL?

A) Asymmetrical Digital System Line

C) Asymmetrical Digital Subscriber Line

B) Automatic Digital Subscriber Line

D) Asynchronous Digital Subscriber Line

75. Which code is used to display a user form in VBA?

A) User Form1.Show

C) User Form1.Load

B) Load user Form1

D) User Form1.Show False

76. What is the purpose of security feature in Tally?

A) Provides option for data backup

C) Provides option to upload reports

B) Provides statement of accounts

D) Provides budget option

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

A) Http

B) Blogger

C) Kompozer

D) PHP

**78.** Which shortcut key is used to create a new slide in power point?

A) Ctrl + C

B) Ctrl + N

C) Ctrl + M

D) Ctrl + S

**79.** Which key word is used to declare the variable in VBA?

A) AS

B) Sub

C) Declare

D) Dim

**80.** Which method removes the last elements from an array?

A) Join()

B) Push()

C) Pop()

D) Shift()

**81.** Which feature in Javascript has properties and methods

A) Function

B) Array

C) Object

D) Controls

**82.** Which function returns the difference between two date values based on the interval specified in VBA?

A) Daydiff()

B) Datedif()

C) Day()

D) Datediff()

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

A) Numerically

B) Alphanumerically

C) Alphabetically

D) Special Character

**84.** 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

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

A) Design

B) Transitions

C) Animation

D) Slide show

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

A) Device driver

B) Antivirus

C) System Software

D) Application Software

**87.** Which is the first general purpose programmable electronic computer?

A) EDSAC

B) ENIAC

C) UNIVAC

D) EDVAC

**88.** Which area in Tally screen provides quick access to different options?

A) Button bar

B) Work area

C) Calculator

D) Product info

**89.** Which is the process of ensuring the data, transactions, communication or documents are genuine?

A) Availability

B) Integrity

C) Authenticity

D) Confidentiality

**90.** 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

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

A) Number button - select none from number type

B) Bullet button - select none from bullet type

C) Number button - select number from number list

D) Bullet button - select bullets from bullets list

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

A) Radio waves

B) Satellite

C) Telephone lines

D) Microwaves

**93.** How do you add a link which will allow the visitor to send an email from the page?

A) &lt;href = "mailto"&gt;

B) &lt;a href = "mailto : youradderss"&gt;

C) &lt;a href = "sendmailtoyour address"&gt;

D) &lt;a="mailto"&gt;

**94.** Which type of list box enables one choice of adjacent choice in VBA?

A) Drop down list

B) Extended - selection list box

C) Multiple - selection list box

D) Single - selection list box

**95.** Which scope of E- Commerce business platforms like amazon, ebay, etc?

A) National

B) Virtual

C) Global

D) Local

**96.** Who developed javascript?

A) John Mauchy

B) Brendan Eich

C) Brendan Rich

D) John Eckerl

**97.** Which object is member of the workbook?

A) Range

B) Worksheet

C) Sheets

D) Workbook

**98.** What is the purpose of Ctrl + Q key is the Gateway of Tally screen?

- A) Exit without confirmation   B) Exit with confirmation  
C) Quit tally current screen   D) Close the tally screen

**99.** Which bar lies top of the window in Excel Screen?

- A) Ruler                                  B) Scroll Bar

C) Title Bar

D) Status Bar

**100.** Which is the model in E - Commerce, if the seller is an individual and the buyer is a business firm?

- A) Business to Business                  B) Consumer to Business  
C) Consumer to Consumer              D) Business to Consumer