

**Duration: 60 Mins****Total Marks: 75****Q.ID: ITISKILL7316VG**

1. Which key stroke is used to move the active cell towards right, in access table?

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

**Answer: B) Tab**

2. Who invented Analytical engine?

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

**Answer: A) Charles Babbage**

3. What type of device is computer?

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

**Answer: D) Electronic device**

4. What will happen, If the background image is smaller than the screen, what will happen?

- A) It will be stretched            B) It will leave a blank space at the top of the page  
C) It will be repeated             D) It will leave a blank space at the bottom of the page

**Answer: C) It will be repeated**

5. What is the reason for not accepting zero in the fields of Access tables?

- A) Fields is set with is Null or > 0    B) Fields is set with is Null or like ???  
C) Fields is set with is Null or < = 0    D) Fields is set with is Null or! [0]

**Answer: A) Fields is set with is Null or > 0**

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

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

**Answer: A) F5**

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

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

**Answer: C) Sum()**

8. Which web language give more control over the HTML elements and allows them to change at any time without

returning to the Web server?

- A) BML                                B) HTML  
C) XML                                D) DHTML

**Answer: D) DHTML**

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

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

**Answer: D) "/"**

10. 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**

11. Which combination of key zooms the content of active cell in Access table?

- A) Shift + F5                        B) Shift + F2  
C) Ctrl + F2                         D) Ctrl + F5

**Answer: B) Shift + F2**

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

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

**Answer: B) Status Bar**

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

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

**Answer: D) 1048576**

14. What is the use of forms in HTML?

- A) To send the data to server    B) To display email contents  
C) To display a table              D) To display a list

**Answer: A) To send the data to server**

15. Which system is used by Bluetooth for Broadcasting?

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

**Answer: D) Radio waves**

16. Which one is used as authentication for pairing bluetooth devices?

- A) Keycode
- B) Keyboard
- C) Passcode
- D) Password

**Answer: C) Passcode**

17. Which tag creates a checkbox for a form in html?

- A) `<input type = "checkbox" >`
- B) `<input = checkbox >`
- C) `<input checkbox >`
- D) `<checkbox >`

**Answer: A) `<input type = "checkbox" >`**

18. What is the meaning of increase the cell padding?

- A) Increase the thickness of table border
- B) Increase the distance between cell and content
- C) Increase the no of cells
- D) Increase the space between cells

**Answer: B) Increase the distance between cell and content**

19. Which property of cells will how many rows a cell should span?

- A) `Cellspan = 5`
- B) `Span = 5`
- C) `Rowspan = 5`
- D) `Colspan = 5`

**Answer: C) `Rowspan = 5`**

20. Which option is used to locate any specific character, symbols or formulas in a document?

- A) Find
- B) Searching text
- C) Selecting text
- D) Replace

**Answer: A) Find**

21. What is the correct syntax for making a hyperlink?

- A) `<url = "http://nimi.gov.in">nimi`
- B) `<a ref = "http://nimi.gov.in">nimi</a>`
- C) `<http://nimi.gov.in?</a>`
- D) `<a href = "http://nimi.gov.in">nimi</a>`

**Answer: D) `<a href = "http://nimi.gov.in">nimi</a>`**

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

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

**Answer: D) 1678.95**

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

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

**Answer: C) Validation rule**

24. which is the correct html tag for making a text input field?

A) `<input type = "text" >`

B) `<input type = "textfield" >`

C) `<input type = "text" >`

D) `<text type = "Text" >`

**Answer: C) `<input type = "text" >`**

25. Which type of key should combine with ctrl key to create a macro key in Excel?

- A) Alphanumeric
- B) Numeric
- C) Special characters
- D) Alphabetic

**Answer: D) Alphabetic**

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

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

**Answer: D) SMPS**

27. What is the purpose of Nero StartSmart?

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

**Answer: A) Burn CD/DVD**

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

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

**Answer: C) Current Cell**

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

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

**Answer: D) Device driver**

30. How will the following html code appear in the browser?  
`<html> <body> <h1> my first heading</h1> <p>my first paragraph</p> </body> </html>`

- A) My first heading My first paragraph
- B) My first heading My first paragraph
- C) My first heading My first paragraph
- D) My first heading My first paragraph

**Answer: A) My first heading My first paragraph**

31. Which tool in control panel is used to adjust your computer setting to control computer with voice command?

- A) Hardware and sound
- B) Ease of access
- C) Appearance and personalization
- D) System and security

**Answer: B) Ease of access**

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

- A) 16843
- B) 16438

C) 16348 D) 16384

**Answer: D) 16384**

33. Which validation rule allows only positive numbers for fields in?

- A) Is Null or > = 0 B) Is Null or < 0  
C) Is Null or = ?+? D) Is Null or Positive

**Answer: A) Is Null or > = 0**

34. Which shortcut key is used to invoke thesaurus dialog box in Power Point?

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

**Answer: A) Shift+F7**

35. Which one is an example for OS?

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

**Answer: D) Windows**

36. What is the capacity of typical DVD?

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

**Answer: D) 4.7 Gb**

37. Which validation rule accepts only a - z letters for fields in Access?

- A) Is null or NOT like ?\*[a - z]\* B) Is null or NOT like ?![a - z]\*?  
C) Is null or NOT like ?\*[a - z]\*? D) Is null or NOT like ?\*[! a - z]\*?

**Answer: D) Is null or NOT like ?\*[! a - z]\*?**

38. Which of the following is a valid time format in Access?

- A) hh/mm/ss AM/PM B) hh-mm-ss AM/PM  
C) hh:mm:ss AM/PM D) hh.mm.ss AM/PM

**Answer: C) hh:mm:ss AM/PM**

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

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

**Answer: D) Save**

40. What is the name of the smaller divisions made in Hard disk?

- A) Sectors B) Tracks  
C) Partitions D) Head

**Answer: C) Partitions**

41. What is allowed the input mark symbol # in Access?

A) A digit 0 - 9 without +/- sign B) Letter or digit

C) A digit 0 - 9 with +/- sign D) Letter A through Z

**Answer: C) A digit 0 - 9 with +/- sign**

42. What is the purpose of BIOS shadow?

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

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

43. Where does the minimized application reside in windows?

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

**Answer: D) Task bar**

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

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

**Answer: B) status bar**

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

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

**Answer: D) Del**

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

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

**Answer: B) Filter**

47. Which is the correct CSS syntax?

- A) body: color = black; B) body { color; black}  
C) {body : color = black;} D) {body: color : black;}

**Answer: B) body { color; black}**

48. Which object stores information about related data?

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

**Answer: A) Table**

49. Which holder holds text, title and picture in power point?

- A) Place Holder B) Slide Holder  
C) Image Holder D) Content Holder

**Answer: A) Place Holder**

50. Which is the correct H1 tag for right alignment?

- A) <h1 alignment = "right">.....</h1> B) <h1 align = "r">.....</h1>

C) <h1 align = "right">.....</h1> D) <h1 align = "right">.....</h1>

**Answer: D) <h1 align = "right">.....</h1>**

51. what is the full form of HTTP?

- A) Hyper text testing protocol B) Hyper text transfer protocol  
C) Hyper text transfer program D) Hyper test transfer protocol

**Answer: B) Hyper text transfer protocol**

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

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

**Answer: C) Insert**

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

- A) Design B) Transitions  
C) Slide show D) Animation

**Answer: A) Design**

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

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

**Answer: B) Design view**

55. What will be the output of the following HTML code?

```
<html> <body> <p><strong>NIMI</strong></p>
<p>CHENNAI</p> </body> </html>
```

- A) <strong>NIMI</strong> CHENNAI B) CHENNAI NIMI  
C) CHENNAI <br> NIMI D) <strong>NIMI</strong> <br> CHENNAI

**Answer: D) <strong>NIMI</strong> <br> CHENNAI**

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

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

**Answer: C) Head and Body**

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

- A) To insert the additional peripherals B) To insert the mouse  
C) To insert the keyboard D) To insert the RAM

**Answer: A) To insert the additional peripherals**

58. 1 What is the purpose of quick access toolbar?

- A) To hold special function B) To hold basic function  
C) To hold advance function D) To hold familiar and repeated function

**Answer: D) To hold familiar and repeated function**

59. Which tab is used for creating, formatting and editing a spreadsheet?

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

**Answer: D) Home**

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

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

**Answer: C) Ctrl + Home**

61. What steps should be taken, if windows not updated automatically?

- A) start - control panel - settings - add programs - enable automatic update B) re- install windows Os  
C) restart windows D) start - setting - control panel - system - enable automatic updated

**Answer: D) start - setting - control panel - system - enable automatic updated**

62. What in the purpose of vertical scroll bar?

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

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

63. How does the parallel port transfer a byte?

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

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

64. Which is the correct syntax for adding alternate text for image, if the image cannot be displayed?

- A) <img src = "boat.gif" alt text = "big boat"/> B) <img src = "boat.gif" alt = "big boat"/>  
C) <img src = "boat.gif" alt = "big boat"/> D) <img src = "boat.gif" alt = "big boat"/>

**Answer: D) <img src = "boat.gif" alt = "big boat"/>**

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

- A) Is Null or >= 0 AND <= 99999 B) Is Null or <= 99999  
C) Is Null or Between 100000 and 99999 D) Is Null or Like ??????

**Answer: A) Is Null or >= 0 AND <= 99999**

66. Which is the correct html tag for creating password field

- A) &lt;text type = "password"&gt;  
B) &lt;input type = "passcode"&gt;  
C) &lt;input type = "pwd?&gt;  
D) &lt;input type = "password"&gt;

**Answer: D) &lt;input type = "password"&gt;**

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

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

**Answer: D) NIMI chennaiformatting**

**68.** Which command quickly locates the data in Access table?

- A) Search  
B) Locate  
C) Find  
D) Edit

**Answer: C) Find**

**69.** 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: C) foreign key**

**70.** What is BIOS?

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

**Answer: A) firmware**

**71.** What is the another name of web address?

- A) Http  
B) URL  
C) Html  
D) Webpage

**Answer: B) URL**

**72.** Which validation rule allows only 0 - 9 for fields in Access?

- A) Is Null or Not Like ?\*[!0-9]\*?  
B) Is Null or Not Like ?\*[0-9]\*?  
C) Is Null or Not Like ?\*[! 0 - 9 ]\*?  
D) Is Null or Not Like ?[! 0 - 9 ]\*?

**Answer: A) Is Null or Not Like ?\*[!0-9]\*?**

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

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

**Answer: C) . Cpl**

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

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

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

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

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

**Answer: A) Restart**