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Answer Key

Duration: 60 Mins

Total Marks: 50

Q.ID: ITISKILL81288B

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

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

Answer: D) Fields is set with is Null or > 0

2. Which sequence of operation is required to remove tab stop markers from ruler?

- A) Left click the tab stop marker and choose remove
 B) Double click the tab stop marker and clear all
 C) Drag the tab stop makers out of the ruler
 D) Right click the tab stop marker and choose remove

Answer: C) Drag the tab stop makers out of the ruler

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

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

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

4. What is purpose of thesaurus tool in MS Word?

- A) Auto correction
 B) Grammar option
 C) Synonyms and antonyms words
 D) Spelling suggestion

Answer: C) Synonyms and antonyms words

5. Which sequence of operation is required to insert bullets for list of data?

- A) Paragraph group - bullet button - type of bullets
 B) Paragraph group - numbering button - select any number type
 C) Paragraph group - number button - select none
 D) Paragraph group - bullet button - select none

Answer: A) Paragraph group - bullet button - type of bullets

6. Which html tag is used to divide a row into data cells?

- A) <th> and </th>
 B) <cr> and </cr>
 C) <td> and </td>
 D) <tr> and </tr>

Answer: C) <td> and </td>

7. What is the file extension of Excel 2010?

- A) .xlsx
 B) .xls

C) .xlsm

D) .xlsb

Answer: A) .xlsx

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

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

Answer: C) View - ruler

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

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

Answer: D) Increase the distance between cell and content

10. What is the purpose of word wrap?

- A) Moving text automatically to the next line
 B) Inserting space automatically between words
 C) Inserting space between paragraphs
 D) Aligning text with the right margin

Answer: D) Aligning text with the right margin

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

- A) ESC
 B) Ctrl
 C) Enter
 D) Tab

Answer: A) ESC

12. 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) DHTML
 B) HTML
 C) BML
 D) XML

Answer: A) DHTML

13. How columns are named in MS Excel?

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

Answer: B) Alphabetically

14. How rows are numbered in MS Excel?

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

Answer: A) Numerically

15. 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: A) foreign key

16. Which symbols starts with html comments?

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

Answer: D) "<!"

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

- A) <href = "mailto"> B) <a="mailto">
- C) D)

**Answer: C) **

18. What is the use of forms in HTML?

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

Answer: C) To send the data to server

19. What is the full form of CSS?

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

Answer: B) Cascading style sheet

20. Which option in Excel is used to rearrange the rows base on the content of a particular column?

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

Answer: B) Sort

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

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

Answer: A) Sum()

22. How many groups are there in Home Menu?

- A) 5
- B) 4
- C) 6
- D) 7

Answer: A) 5

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

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

Answer: A) "="

24. What is the maximum number of characters allowed in

text field is access?

- A) 255
- B) 256
- C) 64000
- D) 65000

Answer: A) 255

25. What is the purpose of cover page?

- A) To view the mailed list
- B) Allows to fill title, author, date and other information
- C) Fills the list of people intent to mail
- D) Contains details of the documents

Answer: B) Allows to fill title, author, date and other information

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

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

Answer: A) MS Word

27. Which tab in Excel is used for proofing, protecting, and marking up a spread sheet?

- A) Review
- B) Data
- C) Formula
- D) View

Answer: A) Review

28. 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

Answer: D) 1678.95

29. Which menu is used to apply various effects to the text in a slide?

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

Answer: A) Animation

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

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

Answer: D) Place Holder

31. What is BIOS?

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

Answer: C) firmware

32. 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

Answer: B) Primary key

33. 12 Which one of the following is a text function in MS Excel?

- A) COUNT()
- B) MID()
- C) NOW()
- D) SIGN

Answer: B) MID()

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

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

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

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

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

Answer: B) Formatting

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

- A) BIOS
- B) CMOS
- C) POST
- D) DOS

Answer: A) BIOS

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

- A) <tr> and </tr>
- B) <td> and </td>
- C) <cr> and </cr>
- D) <th> and </th>

Answer: A) <tr> and </tr>

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

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

Answer: D) Is Null or > = 0

39. What is the output of the following html code? <html><body> <p>NIMI^{CHENNAI}</p> </body></html>

- A) NIMI_{chennai}
- B) NIMI - CHENNAI
- C) NIMI^{Chennai}
- D) NIMI chennai

Answer: C) NIMI ^{Chennai}

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

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

Answer: C) Passcode

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

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

Answer: A) Design

42. 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) Bullet button - select bullets from bullets list
- D) Number button - select number from number list

Answer: A) Number button - select none from number type

43. Which menu is used to apply various visual effects to the slide in power point?

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

Answer: B) Transitions

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

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

Answer: C) Design view

45. Which view is used to arrange table data in different graphical layouts to summarize data?

- A) Pivot chart view
- B) Data sheet view
- C) Design view
- D) Table view

Answer: A) Pivot chart view

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

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

Answer: B) 16384

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

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

Answer: A) 64 characters

48. How can we rectify the errors occurs while typing?

- A) Auto add
- B) Auto entry
- C) Auto correct
- D) Auto spell

Answer: C) Auto correct

49. What is the purpose of ?Enter Key? in MS Excel?

- A) Moves cell pointer to next column
- B) Moves cell pointer to previous row
- C) Moves cell pointer to next row
- D) Moves cell pointer to previous column

Answer: C) Moves cell pointer to next row

50. What is the capacity of typical DVD?

A) 4.7 Gb

B) 40 MB

C) 50 MB

D) 60 MB

Answer: A) 4.7 Gb
