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Trinity ITI udyavara

Question Paper

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Total Marks: 50

ID: ITISKILL81288B

Student Name: _____	Roll No: _____
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1. Which is the correct H1 tag for right alignment?

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

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

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

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

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

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

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

5. Which symbols starts with html comments?

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

6. How columns are named in MS Excel?

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

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

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

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

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

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

- A) MS Office publisher
 B) MS Word

C) MS Excel

D) MS Access

10. 12 Which one of the following is a text function in MS Excel?

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

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

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

12. 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

13. What is the purpose of cover page?

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

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

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

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

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

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

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

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

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

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

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

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

20. Which tab in Excel is used for proofing, protecting, and marking up a spreadsheet?

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

21. What is the file extension of Excel 2010?

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

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

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

23. What is BIOS?

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

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

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

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

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

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

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

27. What is the reason for not accepting zero in the fields of

Access tables?

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

28. What is the purpose of word wrap?

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

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

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

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

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

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

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

32. What is the capacity of typical DVD?

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

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

- A) Primary key
C) primary key
- B) PRIMARY KEY
D) Primary Key

34. How rows are numbered in MS Excel?

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

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

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

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

A) Is Null or Between 100000 and 99999

B) Is Null or $< = 99999$

C) Is Null or Like ??????

D) Is Null or $> = 0$ AND $< = 99999$

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

A) Slide show

B) Design

C) Transitions

D) Animation

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

A) Design

B) Animation

C) Slide show

D) Transitions

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

A) Transitions

B) Design

C) Animation

D) Slide show

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

A) Password

B) Keyboard

C) Passcode

D) Keycode

41. What is the use of forms in HTML?

A) To display a list

B) To display a table

C) To display email contents

D) To send the data to server

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

A) Uninstall

B) Formatting

C) Delete

D) Erase

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

A) Pivot shart view

B) Datasheet view

C) Pivot table view

D) Design view

44. What is the full form of CSS?

A) Cascading style sheet

B) Cascading system style

C) Customized style sheet

D) Computer style sheet

45. What is purpose of thesaurus tool is MS Word?

A) Synonyms and antonyms words

B) Grammar option

C) Auto correction

D) Spelling suggestion

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

A) Bullet button - select bullets from bullets list

B) Number button - select none from number type

C) Bullet button - select none from bullet type

D) Number button - select number from number list

47. 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>`

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

A) Filter

B) Find

C) Sort

D) Format

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

A) Auto correct

B) Auto spell

C) Auto add

D) Auto entry

50. How many groups are there in Home Menu?

A) 6

B) 4

C) 7

D) 5