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Question Paper

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

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

2. What is the file extension of Excel 2010?

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

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

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

4. What is BIOS?

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

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

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

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

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

7. What is the capacity of typical DVD?

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

8. 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 < = 0  
C) Fields is set with is Null or [0]  
D) Fields is set with is Null or like ???

9. 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) DHTML  
C) HTML  
D) BML

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

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

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

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

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

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

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

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

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

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

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

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

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

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

17. How many groups are there in Home Menu?

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

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

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

19. How rows are numbered in MS Excel?

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

20. 12 Which one of the following is a text function in MS Excel?

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

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

- A) Number button - select number from number list  
C) Bullet button - select none from bullet type
- B) Number button - select none from number type  
D) Bullet button - select bullets from bullets list

22. What is the output when the data 'FOREIGN key' is set to the text format > in Access?

- A) Foreign key  
C) FOREIGN KEY
- B) Foreign Key  
D) foreign key

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

- A) `&lt;a href = "sendmailtoyour address"&gt;`  
C) `&lt;a href = "mailto : youradderss"&gt;`
- B) `&lt;a="mailto"&gt;`  
D) `&lt;href = "mailto"&gt;`

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

- A) `&lt;th&gt;` and `&lt;/th&gt;`  
C) `&lt;cr&gt;` and `&lt;/cr&gt;`
- B) `&lt;td&gt;` and `&lt;/td&gt;`  
D) `&lt;tr&gt;` and `&lt;/tr&gt;`

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

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

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

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

27. What is the purpose of cover page?

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

28. What is the full form of CSS?

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

29. How columns are named in MS Excel?

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

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

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

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

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

32. What is the use of forms in HTML?

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

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

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

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

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

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

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

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

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

37. Which symbols starts with html comments?

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

38. What is the purpose of word wrap?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

47. 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

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

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

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

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

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

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