

Duration: 60 Mins

Total Marks: 50

Q.ID: ITISKILL9465LP

1. Which process is used to record data on to an optical disc?

- A) Reading
B) Burning
C) Accepting
D) Accessing

Answer: B) Burning

2. Which of the following is a valid time format is 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: A) hh:mm:ss AM/PM

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

- A) Fields is set with is Null or! 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 > 0
like ???

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

4. How columns are named in MS Excel?

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

Answer: B) Alphabetically

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

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

Answer: D) Design

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

- A) A digit 0 - 9 with +/- sign
B) A digit 0 - 9 without +/- sign
C) Letter or digit
D) Letter A through Z

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

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

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

Answer: D) Partitions

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

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

Answer: C) Pivot chart view

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) BML
C) DHTML
D) HTML

Answer: C) DHTML

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

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

Answer: B) Design view

11. What is the use of forms in HTML?

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

Answer: C) To send the data to server

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

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

Answer: D) Diamond

13. 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: D) Is Null or Not Like ?*[!0-9]*?

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

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

Answer: D) 255

15. Which one of the following will starts with =? sign in Excel 2010?

- A) Formulas
B) Numbers
C) Data
D) Text

Answer: A) Formulas

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

- A) Pageup
B) Ctrl + Home

C) Ctrl + pageup D) Home

Answer: B) Ctrl + Home

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

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

Answer: B) Head and Body

18. Which symbols starts with html comments?

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

Answer: A) "<!"

19. Which system is used by Bluetooth for Broadcasting?

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

Answer: D) Radio waves

20. What do you mean by A3,B13:B20,C7 reference in Excel?

A) Range B) General
C) Formula D) Union

Answer: A) Range

21. Which dialog box in Power Point allows to change slides automatically in a period of time?

A) Slide animation B) Slide transition
C) Custom animation D) Action setting

Answer: B) Slide transition

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

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

Answer: B) "/"

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

A) <input type = "textbox">
B) <text type = "Text">
C) <input type = "textfield">
D) <input type = "text">

Answer: D) <input type = "text">

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

A) Slide Holder B) Image Holder
C) Place Holder D) Contemt Holder

Answer: C) Place Holder

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

A) nimi
B) nimi
C) <url = "http: // nimi.gov.in">nimi
D) <http: // nimi.gov.in?

Answer: A) nimi

26. What is the expansion of OLE in Access?

A) object linking and embedding B) object linking and encrypting
C) object linking and editing D) objet linking

Answer: A) object linking and embedding

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

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

Answer: B) Review

28. Which function in Excel is used to find the biggest value in a range?

A) LEN B) MAX
C) Ceiling D) DMAX

Answer: B) MAX

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

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

Answer: C) Shift + F2

30. 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

31. Which object stores information about related data?

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

Answer: D) Table

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

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

Answer: B) Passcode

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

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

Answer: A) Home

34. Which function key is used to open save as dialogue box

in MS Excel?

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

Answer: D) F12

35. 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: C) Primary key

36. Which option will match, while making bulleted list?

- A) triangle, disc, circle
- B) disc, circle, square
- C) triangle, square, circle
- D) Square, disc, polygon

Answer: B) disc, circle, square

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

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

Answer: D) Reading view

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

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

Answer: D) Status Bar

39. Which combination of key allows user to move to the first field in the first record in Access table?

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

Answer: D) Ctrl + Home

40. What is the correct html code for inserting a background image?

- A) <body background = image.jpg>
- B) <background = "image.jpg">
- C) <body = "image.jpg">
- D) <Body background = "image.jpg">

Answer: D) <Body background = "image.jpg">

41. What is the first tag in html document

- A) <html>
- B) <title>
- C) <head>
- D) </html>

Answer: A) <html>

42. What is the full form of CSS?

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

Answer: A) Cascading style sheet

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

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

Answer: C) Restart

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

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

Answer: C) Tab

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

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

Answer: C) Shift + Tab

46. 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

47. Which html tag is used to display a picture in a web page?

- A)
- B) <src>
- C) <image>
- D)

**Answer: D) **

48. what is the full form of HTTP?

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

Answer: D) Hyper text transfer protocol

49. Which tab in Excel is used when importing, querying, outlining and subtotaling the data placed into a worksheet's data list?

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

Answer: B) Data

50. The tag makes the enclosed text bold, which other html tag is used to make text bold?

- A)
- B) <dark>
- C) <bold>
- D) <th>

**Answer: A) **