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Trinity ITI udyavara

Question Paper

Duration: 60 Mins

Total Marks: 110

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Student Name: _____	Roll No: _____
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1. What is the purpose of gutter margin?

- | | |
|--|---|
| A) Margin that is added to the outside of the page when printing | B) Margin that is added to binding side of page when printing |
| C) Margin that is added to the left margin when printing | D) Margin that is added to the right margin when printing |

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

2. Where does the pinned application stayed in Windows OS?

- | | |
|----------------------|-----------------|
| A) Task Bar | B) Start Button |
| C) Notification Area | D) Desktop |

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

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

4. Which tool in Ms office is best for organizing data and making lists?

- | | |
|-----------|----------------|
| A) Word | B) Excel |
| C) Access | D) Power Point |

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

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

6. Which document view given an appearance as in web browser?

- | | |
|-----------------|------------------------|
| A) Draft view | B) Full screen reading |
| C) Outline view | D) Web layout view |

7. What in the purpose of vertical scroll bar?

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

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

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

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

10. Which tool in MS Word is used to keep the familiar and repeated options?

- | | |
|---------------|--------------------------|
| A) scroll bar | B) task bar |
| C) title bar | D) quick access tool bar |

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

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

12. What is the file extension of Excel 2010?

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

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

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

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

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

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

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

16. Which one of the following is ?no argument? function?

- | | |
|------------|----------|
| A) Now() | B) IF() |
| C) Lower() | D) Max() |

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

- A) View - grids
- C) Insert - ruler

- B) View - ruler
- D) Insert - tool bar

18. Which group includes superscript, subscript, strike through options in MS Word?

- A) Font
- C) Clipboard
- B) Paragraph
- D) Style

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

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

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

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

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

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

22. How many panes are there in backstage view in power point 2010?

- A) 5
- C) 9
- B) 3
- D) 7

23. What is the purpose 'Tab' key in MS Excel?

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

24. Which shortcut key is used to create new presentation in powerpoint?

- A) Ctrl + N
- C) Ctrl + M
- B) Ctrl + X
- D) Ctrl + P

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

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

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

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

27. Which button is used to add instant animation to the presentation and helps interactive presentation?

- A) Action button
- C) Start button
- B) Add button
- D) Insert button

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

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

29. Which shortcut key is used to create a new slide in power point?

- A) Ctrl + M
- C) Ctrl + C
- B) Ctrl + S
- D) Ctrl + N

30. Which view in Excel displays the pages exactly as they appear when printed?

- A) Page Layout view
- C) Full screen View
- B) Page Break View
- D) Custom View

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

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

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

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

33. 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 bullets from bullets list
- B) Number button - select none from number type
- D) Bullet button - select none from bullet type

34. What type of software program is power point?

- A) Word Processor
- C) Database Management
- B) Spread Sheet
- D) Presentation Graphics

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

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

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

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

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

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

38. Which option offers a built in design through a dialog box?

- A) Auto content wizard
C) Template
- B) Standard tool bar
D) Blank Presentation

39. Which option is used to display the selected slides only for presentation?

- A) Custom slide show
C) From Beginning
- B) Broadcast slide show
D) From current slide

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

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

41. Which item, contains text graphics, charts, sound, video, etc., in power point

- A) Desktop screen
C) Folder
- B) Slides
D) Handouts

42. Which contains miniature representation of slides?

- A) Slide master
C) Slides
- B) Template
D) Handout

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

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

44. Which attribute is used with <td> tag to merge two cells horizontally?

- A) Mergerows
C) Rowspan = 2
- B) Colspan = 2
D) mergecols

45. What is the purpose of inserting header and footer in document?

- A) To entrance the appearance of the document
C) To make the starting and ending page
- B) To allow page headers and footer appear on the document
D) To make larger document more readable

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

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

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

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

48. Which one of the following is extension of power point 2010 presentation file?

- A) .potx
C) .ppsx
- B) .thmx
D) .pptx

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

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

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

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

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

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

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

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

53. Which template makes specify common design elements in all slides in the presentation?

- A) Master template
C) Fax template
- B) User template
D) Data template

54. Which option is used to store the duplicate of the active document permanently?

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

55. Which menu is used to apply various visual effects to the

slide in power point?

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

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

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

57. Where does the minimized application reside in windows?

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

58. Which operation is to be performed before paste?

- A) Select all
- B) Cut / copy
- C) Select text
- D) Ctrl + V

59. Which function key is used to open goto dialogue box in MS Excel?

- A) F5
- B) F11
- C) F2
- D) F7

60. Which combination of key is used to show the laser pointer during slide show?

- A) Alt + left mouse button
- B) Alt + right mouse button
- C) Ctrl + left mouse button
- D) Ctrl + right mouse button

61. 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

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

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

63. Which function is used to count the number of cells that contain numbers, in a range?

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

64. Which shortcut key is used to refresh windows desktop?

- A) F5
- B) F2
- C) F12
- D) F1

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

- A) Design view
- B) Pivot shart view

C) Datasheet view

D) Pivot table view

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

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

67. 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

68. What is the full form of CSS?

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

69. 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

70. 1 What is the purpose of quick access toolbar?

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

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

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

72. 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}

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

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

74. What type of software is MS Office?

- A) Programming Language
- B) Operating System

C) System Software

D) Application Software

A) 32 characters

B) 16 characters

C) 64 characters

D) 128 characters

75. Which area in MS Word is used to enter the text?

A) work space

B) slides

C) work book

D) work sheet

76. How rows are numbered in MS Excel?

A) Special characters

B) Alphabetically

C) Numerically

D) Alphanumerically

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

A) Letter or digit

B) Letter A through Z

C) A digit 0 - 9 without +/- sign

D) A digit 0 - 9 with +/- sign

78. Which is the correct tag for adding iframe in html?

A) `<iframe = "http: // nimi.gov.in"></iframe>`

B) `<iframe href = "http: //nimi.gov.in"></iframe>`

C) `<iframe http://nimi.gov.in></iframe>`

D) `<iframe src = "http: //nimi.gov.in"></iframe>`

79. 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]*?`

80. Which acts as an intermediate between a user and a computer?

A) MS Office

B) Macros

C) Antivirus

D) Operating system

81. What is the first tag in html document

A) `</html>`

B) `<title>`

C) `<html>`

D) `<head>`

82. 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

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

A) Insert

B) Data

C) Formula

D) Review

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

85. Where does the close button appear in MS Word?

A) top right corner of the window

B) top left corner of the window

C) bottom right corner of the window

D) bottom left corner of the window

86. Which option is used to insert the related hints of a slide?

A) Note Master

B) Hints Master

C) Slide Master

D) Presentation Master

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

A) Numeric

B) Alphanumeric

C) Special characters

D) Alphabetic

88. Which command quickly locates the data in Access table?

A) Edit

B) Locate

C) Search

D) Find

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

A) . Csl

B) . Ctl

C) . Cpl

D) . Cal

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

A) Tab

B) Ctrl

C) Enter

D) ESC

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

A) `<td>` and `</td>`

B) `<th>` and `</th>`

C) `<tr>` and `</tr>`

D) `<cr>` and `</cr>`

92. What is the function of OS?

A) process & memory management

B) drawing pictures

C) word processing

D) calculation

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

A) Design

B) Slide show

C) Transitions

D) Animation

94. What is the purpose of X button?

A) Close button

B) Minimize button

C) Maximize buttons

D) Office button

95. Which option is used to view an existing word document?

A) prepare

B) new

C) publish

D) open

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

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

97. 12 Which one of the following is a text function in MS Excel?

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

98. 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

99. Where does the file name of the active document displays?

- A) menu bar
B) title bar
C) status bar
D) task bar

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

- A) <input check box>
B) <input type = "check box">
C) <input = check box>
D) <check box>

101. Which tool allows user to select different layout for slide?

- A) Slide Layout
B) New slide
C) Bullets
D) Apply design

102. Which is the order of files and directories in Windows Explore?

- A) Serially
B) Sequentially
C) hierarchically
D) Aplhabtically

103. 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 Between 100000 and 99999
D) Is Null or >= 0 AND < = 99999

104. Which html tag is the smallest heading?

- A) <h1>
B) <h6>
C) <head>
D) <h2>

105. Which is used to publish the webpage to a web hosting server?

- A) PHP
B) Kompozer
C) Blogger
D) Http

106. Which function key is used to open save as dialogue box in MS Excel?

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

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

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

108. 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

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

- A)
B)
C)
D)

110. Which control panel applet gives the information of computer?

- A) Hardware and sound
B) Programs
C) System and security
D) Appearance and personalization