

HERAMB COACHING CLASSES

Q.1 Fill in the Blanks:

[10 Marks]

1. _____ is process of creating, processing, gathering and delivering of information.
2. A _____ is programmable machine.
3. Excel files is saved with _____ extension.
4. Word file is saved with _____ extension.
5. Power point file is saved with _____ extension.
6. Extension of Flash file is _____
7. www stands for _____
8. _____ is the process of convertin text into its original form.
9. HTTP stands for _____
10. SQL stands for _____

Q. 2 True or False :

[10 Marks]

1. In SQL high level security is provided.
2. Rows in database table are called Fields.
3. Rollback undo's the database transactions.
4. To activate calculator in Tally, CTRL + N is used.
5. Tally provides 28 pre-defined groups.
6. CTRL+D is shortcut to delete ledger.
7. Read permits adding of files and subfolders .
8. DNS stands for Domain Name System.
9. Dialup is also known as Level-Two connection.
10. A file is collection of Data or information.

Q.3. Multiple choice Question (ONE):

[10 Marks]

1. The maximum length of the file name in Win XP is upto _____ characters.
a. 276 b.255 c.150 d.225
2. _____ is barrier between two networks.
a. Antivirus b. Firewall c. Worms d. Virus
3. The _____ type of Virus affects boot sector of a floppy or hard disk.
a. File Infectors b. Boot Virus c. Boot d. Macro Virus
4. Primary key is important for _____
a. Uniqueness b. Deletion c. First Preference d. None of these
5. SQL is non procedural language.
a. DML B. Foxpro c. SQL d. DCL
6. The processed data is called _____
a. Data b. Information c. Fields d. Records
7. _____ is a shortcut to select any activated company.
a. F1 b. Alt+F1 c. F10 d. F2
8. Total amount invested by the proprietor into the business is called as _____
a. Capital b. Investment c. Assets d. Cost
9. Entire ledger is summarized in the form of _____
a. Balance Sheet b. P&L c. Ledger d. Trail Balance
10. User can retrieve Web documents using _____ protocol.
a. FTP b. TCP/IP c. SMTP d. HTTP

Q. 5 A. Multiple Choice Answers (Three):

[6 Marks]

1. Company configuration menu having the option:

- a. General b. Delete c. Numeric d. Voucher Entry.

2. Following are the attributes of <TH> tag.

- a. Color b. rowspan c. colspan d. valign e. shade

Q.5 B. Re-arrange the Following:

[4 Marks]

1. Table Program:

- a. </TH>
b. <Table>
c. Information Technology
d. <TH>
e. <TR>
f. </tr>
g. </table>

2. Procedure for Shutting the Company:

- a. Press enter key to shut the company.
b. Press Alt+F3 for Company info.
c. Select the company form the list of Companies.
d. Select Shut company from company info.

Q. 6 A. Answer the following in Brief:

[8 Marks]

1. Explain the opening screen of Tally?
2. Explain Internet? Types of Internet Connection?

Q.6 B. Write a Shot Note on :

[2 Marks]

1. Field and Record

Q. 7. Write a program to create a table containing 4 Columns and 3 rows. Containing A,B,C,D,E,F,G,H,I,J,L,K in center.

[5 Marks]

Q.8. Design a webpage in HTML that must contain 6 levels of Heading.

[5 Marks]

DON'T QUIT