

# VARMA ITI KOLLEGAL

## EMPLOYABILITY SKILL

Q. ID: ITISKILL9816JM | January 2026

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Student Name	Manu N Electronic/mechanic	Access Code	1056
Attempt No.	#4	Completion Time	12:27 PM
Rank	#23	Total Questions	25

9 SCORE

25 MAX MARKS

9 CORRECT

16 INCORRECT

### Answer Review

Q1 **INCORRECT** Which of the following is not a part of a desktop Computer?

A. Monitor

B. Antenna

C. Web Camera

D. Mouse

Q2 **INCORRECT** Safeena wants to talk to her friend on a video call. Which of the following is necessary for a video call on a desktop computer?

A. Trackpad

B. Remote

C. Printer

D. Web Camera

Q3 **CORRECT** Where is the power button located on a desktop computer?

A. On the Keyboard

B. On the CPU

C. On the Speaker

D. On the Mouse

Q4 **INCORRECT** Nayan wants to search for a file quickly on his computer. What should he do?

A. Click on ?Type here to search?

B. Search on Play Store

C. Restart the computer

D. Use Bluetooth

Q5 **INCORRECT** On a computer, a file can be created using which of these applications?

A. MS Word

B. MS Excel

C. MS Powerpoint

D. All of these

Q6 **INCORRECT** What is the shortcut key to save a file?

A. Ctrl+S

B. Ctrl+X

C. Ctrl+V

D. Ctrl+P

**Q7** **INCORRECT** Amira wants to underline the title of her document. Which shortcut key should she use?

A. Ctrl+S

B. Ctrl+B

C. Ctrl+U

D. Ctrl+I

**Q8** **INCORRECT** What is the shortcut key for Undo?

A. Ctrl+Z

B. Ctrl+B

C. Ctrl+U

D. Ctrl+I

**Q9** **CORRECT** Krish made a typing mistake and wants to go back to the previous sentence. Which option should he use?

A. Save

B. Print

C. Undo

D. Cut

**Q10** **INCORRECT** Paul is saving his Word document for a project. Which layout format should he use for official documents?

A. Portrait

B. Landscape

C. Cut

D. Undo

Q11 **INCORRECT** Which of the following can be done using Excel?

A. Save the document

B. Make complicated calculations with numbers

C. Print the document

D. All of these

Q12 **CORRECT** Which of the following is the symbol of AutoSum?

A. ?

B. Z

C. X

D. Y

Q13 **INCORRECT** Vanaja wants to save her excel workbook. How can she do it?

A. By closing the sheet

B. By pressing Ctrl and S on the keyboard

C. By deleting it

D. By writing it

Q14 **INCORRECT** Which of the following are the ways to connect your device to the internet?

A. Use a mouse

B. Using a wifi or mobile data connection

C. Use a printer

D. Use bluetooth

Q15 **CORRECT** Which of the following are the top benefits of using the internet?

A. Speed of communication

B. Safety

C. Access to information

D. All of these

Q16 **INCORRECT** Which of the following is a universal ID card?

A. Bank Credit card

B. PAN Card

C. Aadhaar Card

D. Employers ID card

Q17 **CORRECT** Naina wants to take a few safety Measures on Social media. What does that refers to?

A. Do not share information with unknown people

B. Do not share personal information

C. Do not send a rude or mean comment

D. All of these

Q18 **CORRECT** Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

A. Attach file

B. Subject

C. CC(Carbon Copy)

D. BCC (Blind Carbon Copy)

Q19 **CORRECT** Azim has received a new mail from his teacher. Where can he check the mail received?

A. Inbox

B. Sent

C. Draft

D. Compose

Q20 **INCORRECT** A mobile application or App is a software that is made to be used on a \_\_\_\_\_.

A. Calculator

B. Washing machine

C. smart device like a smartphone or tablet

D. All of these

Q21 **INCORRECT** \_\_\_\_\_ are the most convenient way to do something online.

A. Mobile apps

B. Desktop

C. Monitor

D. Keypad

Q22 **CORRECT** Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

A. Whatsapp

B. Email

C. YouTube

D. Mobile Banking

Q23 **INCORRECT** Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

A. Shopping app

B. Use a dictionary app

C. Grocery app

D. Cosmetics store app

Q24 **INCORRECT** To find list of Participants in a Zoom meeting, click on participants option on \_\_\_\_?of the screen.

A. Top

B. Bottom

C. Left Side

D. Right Side

Q25 **CORRECT** Which of the following websites is helpful in learning and career growth?

A. Codecademy

B. Khan Academy

C. Coursera

D. All of these