

# Government ITI Talakadu

## ITI Quiz - 09-Mar-2026

Q. ID: ITISKILL52567F | February 2026

88.00% 44 / 50

Student Name	Charan.s	Access Code	3680
Attempt No.	#1	Completion Time	01:13 PM
Rank	#15	Total Questions	50

44 SCORE

50 MAX MARKS

44 CORRECT

6 INCORRECT

### Answer Review

**Q1 CORRECT** The way we sit, our facial expression and body language show \_\_\_\_\_ communication.

A. non- verbal

B. verbal

C. informal

D. written

**Q2 CORRECT** Verbal communication is the use of \_\_\_\_.

A. Sign

B. Words

C. Maths

D. Images

Q3 **CORRECT** Tom received a letter, but it did not have any details of who sent it. The letter was missing the \_\_\_\_\_?address.

A. Receiver?s

B. Sender?s

C. Greetings

D. Subject

Q4 **CORRECT** Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach \_\_\_\_\_ with the cover letter.

A. Brochure

B. Leave

C. Formal

D. Resume

Q5 **CORRECT** Which is not a type of non-verbal communication ?

A. E-mail

B. Eye-contact

C. Hand movements

D. Facial expression

Q6 **CORRECT** Which is not a type of communication?

A. Verbal

B. Non-verbal

C. Written

D. Driving

Q7 **CORRECT** Formal communication is used at \_\_\_?

A. Friend

B. House

C. Party

D. Workplace

Q8 **CORRECT** Which communication method should be used to share confidential information and documents in the workplace?

A. WhatsApp

B. Email

C. Instagram

D. Phone

Q9 **CORRECT** Conflict usually creates \_\_\_\_?

A. Negative emotions

B. Positive emotions

C. Happy emotions

D. Enjoyment

Q10 **CORRECT** Conflict in workplace affects \_\_\_?

A. ability to work

B. salary

C. environment

D. weather

Q11 **CORRECT** If one can use a computer and the internet comfortably. It is called \_\_\_\_\_?.

A. Sports Literacy

B. Digital Literacy

C. Cultural Literacy

D. Language Literacy

Q12 **CORRECT** What does CPU stand for?

A. Cost per unit

B. Central power unit

C. Central Processing Unit

D. Cutting power unit

Q13 **CORRECT** \_\_\_\_\_ is called as the brain of the computer.

A. Web Camera

B. Trackpad

C. Monitor

D. Central Processing Unit

Q14 **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

**Q15** **CORRECT** \_\_\_\_\_ is the most commonly used word for switching off a computer.

A. Hang Up

B. Switch On

C. Shut Down

D. Power On

**Q16** **CORRECT** Which of the following devices can be connected using bluetooth?

A. Mouse

B. Earphones

C. Speakers

D. All of these

**Q17** **CORRECT** Sonu wants to connect a device wirelessly to a computer. What technology can he use?

A. Bluetooth

B. Wire

C. Switch

D. USB

**Q18** **CORRECT** \_\_\_\_\_ is the software that is put in a computer so that one can use it.

A. Operating System

B. Software

C. App Store

D. Settings

Q19 **CORRECT** Full form for OS is\_\_\_\_\_.

A. Operating System

B. Opening Screen

C. Opening Software

D. Original System

Q20 **CORRECT** 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

Q21 **CORRECT** What is the shortcut key to save a file?

A. Ctrl+S

B. Ctrl+X

C. Ctrl+V

D. Ctrl+P

Q22 **CORRECT** What is the shortcut key to copy a file?

A. Ctrl+C

B. Ctrl+X

C. Ctrl+S

D. Ctrl+P

**Q23** **CORRECT** Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

A. Click on power off button

B. Select the file, press Ctrl X to cut and Ctrl V to paste it

C. Click on escape button

D. Click on backspace button

**Q24** **INCORRECT** \_\_\_\_\_ is at the top of the MS Word screen.

A. Menu Bar

B. Taskbar

C. Space Bar

D. Scroll bar

**Q25** **CORRECT** In MS Word, you can change the text in the document to look different. This process is called \_\_\_\_\_?.

A. Printing

B. Saving

C. Deleting

D. Formatting

**Q26** **CORRECT** What is the shortcut key for Undo?

A. Ctrl+Z

B. Ctrl+B

C. Ctrl+U

D. Ctrl+I

Q27 **CORRECT** What is the shortcut key for Print?

A. Ctrl+Z

B. Ctrl+B

C. Ctrl+U

D. Ctrl+P

Q28 **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

Q29 **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

Q30 **CORRECT** \_\_\_\_\_ is a tool to organize a large amount of data in an easy and understandable way.

A. Excel

B. Chrome

C. Paint

D. Print

Q31 **CORRECT** Each new page in the excel worksheet is called a\_\_\_\_\_.

A. Sheet

B. Row

C. Column

D. Cell

Q32 **CORRECT** Mohit wants to move from one cell to another. He can do that by using the \_\_\_\_? on the keyboard.

A. Ctrl+Z

B. Arrow keys

C. Ctrl+B

D. A1,B1.C1 ...

Q33 **CORRECT** What happens when we use this function? =SUM(B4:G4)

A. The numbers in cells from B4 to G4 are added

B. The number in B4 is deleted

C. The number from B4 will be copied

D. The number from G4 will be copied

Q34 **CORRECT** 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

Q35 **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

Q36 **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

Q37 **INCORRECT** \_\_\_\_\_ is called the library of internet.

A. Software

B. Search Engine

C. Hardware

D. Mouse

Q38 **CORRECT** Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

A. <http://www . india.gov.in/>

B. <https://myaadhaar.uidai.gov.in>

C. <http://www . swayam.gov.in/>

D. All of these

Q39 **CORRECT** Which of the following is not a social media app?

A. Instagram

B. WhatsApp

C. LinkedIn

D. Amazon

Q40 **INCORRECT** Which of the following app is not used for chatting, video calls and group calls

A. Instagram

B. WhatsApp

C. Telegram

D. None of these

Q41 **INCORRECT** Laws related to activities on the internet are called \_\_\_\_\_.

A. Labour laws

B. Cyber laws

C. Environment protection laws

D. Criminal laws

Q42 **CORRECT** Which of the following is a correct Gmail id?

A. xyz@gmail

B. xyz@gmail.com

C. xyz@ outlook.gmail

D. gmail@xyz

Q43 **CORRECT** While creating a Gmail account 'Create an account for myself' option will be chosen to \_\_\_\_\_.

A. Create a bussiness account

B. Create a Personal account

C. Create a company account

D. None of these

Q44 **CORRECT** The \_\_\_\_\_ is a few words that quickly tell what the email is about.

A. Compose

B. Subject

C. Inbox

D. ID

Q45 **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

Q46 **CORRECT** \_\_\_\_\_ are the most convenient way to do something online.

A. Mobile apps

B. Desktop

C. Monitor

D. Keypad

Q47 **CORRECT** Alexa is a \_\_\_\_ assistant.

A. Digital voice controlled

B. Office Assistant

C. Home Assistant

D. None of these

Q48 **CORRECT** Which of the following is a voice- controlled digital assistant?

A. Alexa

B. Siri

C. Google Assistant

D. All of these

Q49 **CORRECT** Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

A. Mobile Phone

B. Calculator

C. Siri

D. Smart watch

Q50 **CORRECT** Meena is using google meet for the first time. She can use the same login account details as her\_\_\_\_\_.

A. Amazon account

B. Bank account

C. Gmail account

D. Zoho account