

VARMA ITI KOLLEGAL

EMPLOYABILITY SKILL

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Student Name	Dhananjaya p Fitter	Access Code	9087
Attempt No.	#1	Completion Time	12:18 PM
Rank	#18	Total Questions	25

13 SCORE

25 MAX MARKS

13 CORRECT

12 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **CORRECT** 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 **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

Q14 **CORRECT** 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 **INCORRECT** 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 **CORRECT** Which of the following is a universal ID card?

A. Bank Credit card

B. PAN Card

C. Aadhaar Card ☐

D. Employers ID card

Q17 **INCORRECT** 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 **INCORRECT** 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 **INCORRECT** 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 **CORRECT** 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 **CORRECT** ____ 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 **INCORRECT** Which of the following websites is helpful in learning and career growth?

A. Codecademy

B. Khan Academy ☐

C. Coursera

D. All of these ☐