

17. Receiver is a person who ____ the call.

- A) Dials
- B) Rejects
- C) Receives
- D) Blocks

18. 'It is going to be a sunny day tomorrow'. The action in this sentence is in _____ tense.

- A) Past
- B) Future
- C) Date
- D) Day

19. _____ is a serious issue that affects an individual's mental, emotional, physical wellbeing in the workplace.

- A) Travel leave
- B) Sexual harassment
- C) Company rules
- D) Meeting with the manager

20. _____ is the most commonly used word for switching off a computer.

- A) Switch On
- B) Power On
- C) Hang Up
- D) Shut Down

21. People can hear the emotions and see our facial expression when we _____.

- A) Listen
- B) Speak
- C) See
- D) Taste

22. Sarah notices a colleague, John, making unwelcome jokes about someone's clothes at the office party. What should Sarah do according to the POSH Act?

- A) Make a sarcastic comment
- B) Ignore it, John might be joking
- C) Tell John directly to stop
- D) Report the incident to Internal Committee (IC)

23. Ram wants to use the Wi-Fi connection. What should he do?

- A) Do not connect to any Wifi network that needs a password. It may not be safe.
- B) Connect to any WiFi network shared by a stranger.
- C) Connect to any WiFi network available
- D) Connect to a Wi-Fi network he is familiar with

24. Location for the job means ____?

- A) Description
- B) Place
- C) Title
- D) Name

25. People who are born in one sex, but they know that they belong to another sex are ____?

- A) Stereotypical
- B) Transpersons
- C) Females
- D) Males

26. What is the shortcut key for Print?

- A) Ctrl+U
- B) Ctrl+Z
- C) Ctrl+B
- D) Ctrl+P

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

- A) Ctrl+U
- B) Ctrl+B
- C) Ctrl+I
- D) Ctrl+S

28. Which of the following is not a part of a desktop Computer?

- A) Monitor
- B) Web Camera
- C) Mouse
- D) Antenna

29. 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

30. Adjectives are ____ words.

- A) Describing
- B) Sound
- C) Finish
- D) Neutral

31. What is the shortcut key to copy a file?

- A) Ctrl+C
- B) Ctrl+P
- C) Ctrl+X
- D) Ctrl+S

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

- A) Cut
- B) Undo
- C) Portrait
- D) Landscape

33. Meena is not comfortable talking to her colleagues in English. This is an example of _____.

- A) Communication barrier
- B) Cultural barrier
- C) Caste barrier
- D) Gender barrier

34. Question always end with a ____?

- A) Exclamation mark !
- B) Question mark ?
- C) Full stop .
- D) Comma ,

35. Which of the following tasks can be done using the internet?

- A) Create a digital resume and forward it to different companies
- B) All of these
- C) Finding Information about job openings
- D) Learning new skills

36. _____ is a tool to organize a large amount of data in an easy and understandable way.

- A) Paint
- C) Excel

- B) Print
- D) Chrome

C) All of these

D) MS Excel

37. Action words are also called ____.

- A) Is
- C) Are
- B) Verbs
- D) Center

38. Kim fell from her bike yesterday. The action in the sentence is in _____ tense.

- A) Future
- C) Present
- B) Clear
- D) Past

39. Pronouns (ex: he, she, her) can be used in the place of _____.

- A) Verb
- C) Naming words
- B) Adjective
- D) Spellings

40. Ramesh is working in Chennai. ____ likes the office environment.

- A) It
- C) That
- B) He
- D) What

41. People of different sex, gender, caste, class, culture, age, physical appearance, education, abilities must feel ____.

- A) Unsafe and worried
- C) Safe and respected
- B) Threatened and policed
- D) Unsafe and bullied

42. Job title is the name of ____.

- A) Summary
- C) Company name
- B) Company Job
- D) Role you join

43. On a computer, a file can be created using which of these applications?

- A) MS Powerpoint
- B) MS Word

44. Neena is born as a differently-abled person. Her teachers must treat her _____.

- A) Strictly
- C) Rudely
- B) Equally with care
- D) Unfairly

45. Malini is attending her new school today. She introduces herself as ____.

- A) Good bye
- C) Longtime everyone
- B) Hello everyone!
- D) What's up guys

46. A person who works with us is called a ____?

- A) Family
- C) Relative
- B) Friend
- D) Coworker

47. Emotions can be expressed through your ____.

- A) Height
- C) Situation
- B) Weight
- D) Voice

48. What is the shortcut key to save a file?

- A) Ctrl+X
- C) Ctrl+P
- B) Ctrl+V
- D) Ctrl+S

49. The Indian government passed the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act in 2013. In simpler terms, it is also called ____?

- A) POSH
- C) SOS
- B) PPR
- D) SHWW

50. Which of the following can be done using Excel?

- A) All of these
- C) Print the document
- B) Save the document
- D) Make complicated calculations with numbers