

**Duration: 30 Mins**

**Total Marks: 13**

**Q.ID: ITISKILL0257GP**

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

- A) Digital Literacy
- B) Language Literacy
- C) Sports Literacy
- D) Cultural Literacy

**Answer: A) Digital Literacy**

2. \_\_\_\_\_ is at the top of the MS Word screen.

- A) Space Bar
- B) Taskbar
- C) Scroll bar
- D) Menu Bar

**Answer: D) Menu Bar**

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

- A) Formatting
- B) Printing
- C) Deleting
- D) Saving

**Answer: A) Formatting**

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

- A) MS Word
- B) MS Excel
- C) All of these
- D) MS Powerpoint

**Answer: C) All of these**

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

- A) Print
- B) Save
- C) Undo
- D) Cut

**Answer: C) Undo**

6. Each new page in the excel worksheet is called a \_\_\_\_\_.

- A) Sheet
- B) Row
- C) Column
- D) Cell

**Answer: A) Sheet**

7. Rajesh does not know how to connect to earphones using Bluetooth. What should he do?

- A) Use Google search
- B) Throw away the earphones

- C) Sell the earphones
- D) Purchase new earphones

**Answer: A) Use Google search**

8. Full form for OS is \_\_\_\_\_.

- A) Operating System
- B) Original System
- C) Opening Software
- D) Opening Screen

**Answer: A) Operating System**

9. What does CPU stand for?

- A) Central power unit
- B) Cost per unit
- C) Cutting power unit
- D) Central Processing Unit

**Answer: D) Central Processing Unit**

10. Krishna is a teacher, he wants to conduct classes online. Which of these devices can he use?

- A) Computer
- B) Laptop
- C) Tablet
- D) All of these

**Answer: D) All of these**

11. 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) Web Camera
- C) Printer
- D) Remote

**Answer: B) Web Camera**

12. What happens when we use this function? =SUM(B4:G4)

- A) The numbers in cells from B4 to G4 are added
- B) The number from B4 will be copied
- C) The number in B4 is deleted
- D) The number from G4 will be copied

**Answer: A) The numbers in cells from B4 to G4 are added**

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

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

**Answer: C) Ctrl+C**