

Duration: 30 Mins

Total Marks: 13

ID: ITISKILL0257GP

Student Name: _____ Roll No: _____

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

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

2. _____ is at the top of the MS Word screen.

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

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

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

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

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

5. 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

6. 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) Remote
- B) Trackpad
- C) Printer
- D) Web Camera

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

- A) Use Google search
- B) Purchase new earphones
- C) Sell the earphones
- D) Throw away the earphones

8. 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

9. Each new page in the excel worksheet is called a _____.

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

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

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

11. 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

12. Full form for OS is _____.

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

13. What does CPU stand for?

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