

Duration: 120 Mins

Total Marks: 70

ID: ITISKILL0325KC

Student Name: _____ Roll No: _____

1. Balance in _____ is important to have a healthy and happy life.

- A) Career demand
B) Work-life
C) Job satisfaction
D) Salary

A) 'Web pages' act as internet

B) None of these

C) 'Web pages' act as a search engine

D) 'Web pages' act as a library

2. Jack is very good at MS Excel. He must apply for a job based on his _____.

- A) Mood
B) Decision
C) Interests
D) Abilities

9. Nayan wants to search for a file quickly on his computer. What should he do?

- A) Use Bluetooth
B) Restart the computer
C) Click on ?Type here to search?
D) Search on Play Store

3. An Entrepreneur needs to maintain good _____? with his customers.

- A) Friendship
B) Relationship
C) Behavior
D) Communication

10. Everything that we do outside work is ____.

- A) Dislikes
B) Professional life
C) Personal life
D) Tuition

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

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

11. What does a market scan help us do?

- A) Identify different career pathways
B) Learn new hobbies
C) Get better at sports
D) None of these

5. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Inbox
B) Compose
C) Sent
D) Draft

12. Tom wants to start a shop for selling books, pens etc. Which is the best location to have his shop?

- A) Near fish market
B) Near college and schools
C) Near the river
D) At his house

6. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

- A) None of these
B) Online meeting
C) Physical Meeting
D) Offline Meeting

13. A small business run by a single person is called as _____.

- A) Sole Proprietorship
B) Private Limited
C) Multinational Unit
D) Partnership

7. What are the duties of an entrepreneur?

- A) Managing finances and budgets
B) Managing the business
C) All of these
D) Talking to customers

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

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

8. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) Service Provider
B) Buyer
C) Distributor
D) Seller

16. Rahim is filing tax for the first time for his business. Which of these elements are NOT needed for filing tax?

- A) Aadhar Card
- B) PAN Card
- C) Income Tax Return
- D) Birth Certificate

17. An occupation undertaken for a long period and with opportunities for progress is called

- A) Career
- B) Work
- C) Hobby
- D) Job

18. Pooja started a food court that was very successful with many customers. After a year, the number of customers decreased. What should Pooja do to solve this problem?

- A) Change the Cooking Style
- B) Collect the Feedback from the Customers
- C) Change her business
- D) Close the Food court

19. Shilpa wants to start a soap-making company. What kind of questions should she NOT ask her customers?

- A) Which types of soaps do you buy?
- B) Do you like to eat chats?
- C) Do you use soap?
- D) How much do you pay for soap?

20. Which among the following is not a part of 7P's of marketing.

- A) Price
- B) Pickles
- C) Product
- D) Packaging

21. _____ is called the library of internet.

- A) Search Engine
- B) Hardware
- C) Software
- D) Mouse

22. Wahid wants to register his product under a trademark. What is the benefit of getting a trademark for your product?

- A) He will get a lot of success
- B) He can take many loans and not repay
- C) No one else can use the same product name
- D) He can sell it at higher rate

23. What can be the source of information for a market scan?

- A) Alumni
- B) Internet
- C) All of these
- D) Industry visits

24. Nisha loves cooking and she is good at dancing. Her ability is _____.

- A) Painting
- B) Cooking
- C) Singing
- D) Dancing

25. One must choose the career path based on the changing_____.

- A) Interests
- B) Cities
- C) Market demands
- D) Abilities

26. Siddhu is planning to start his career. He should have _____.

- A) Resume
- B) All of these
- C) Career plan
- D) Education

27. A _____ path is a series of jobs to help you progress towards your goals.

- A) Unsatisfying
- B) Foot
- C) Work
- D) Career

28. How does Market Scan help with running a business?

- A) Gives an idea about the customers
- B) Helps understand about other similar business
- C) Helps in making the business plan
- D) All of these

29. Ramesh wanted to collect 50 stamps in 6 months. So, he started by collecting two stamps every week. This is a _____ goal.

- A) Unrealistic
- B) Long-term
- C) Life-time
- D) Short-term

30. A _____ is something you really want in life. You plan and take the right actions to make it happen.

- A) Dream
- B) None of these
- C) Desire
- D) Goal

31. The goal that someone plans to achieve within a year is called a_____.

- A) Milestone
- B) Long term goal
- C) Desire
- D) Steps

32. Laws related to activities on the internet are called _____.

- A) Cyber laws
- B) Criminal laws
- C) Labour laws
- D) Environment protection laws

33. Pratibha wants to start a Biryani Hotel. What will she need first?

- A) Food Items
- B) Name Board
- C) Kitchen Equipments
- D) Business plan

34. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Use a dictionary app
- B) Cosmetics store app
- C) Shopping app
- D) Grocery app

35. In a business, the money involved in building a product is called_____.

- A) Cost
- B) Discount
- C) Profit
- D) Price

36. Entrepreneurs learn from their success as well as their _____.?

- A) Friends
- B) Business Pitch
- C) Profit
- D) Failures

37. Which of the following is a universal ID card?

- A) PAN Card
- B) Bank Credit card
- C) Aadhaar Card
- D) Employers ID card

38. Suraj has finished his ITI course. He can create a career path that helps him progress towards his _____and _____?.

- A) Goals and Objectives
- B) Strengths and weakness
- C) Cooking and painting
- D) Singing and dancing

39. Sam wants to learn computer coding skills for free and his friend has recommended_____ website for the same.

- A) NPTEL
- B) Codecademy
- C) Khan Academy
- D) Duolingo

40. _____is an organisation that uses digital technology to help people in rural India.

- A) Digital Empowerment Foundation (DEF)
- B) Digital Education Foundation (DEF)
- C) Digital Education Fund (DEF)
- D) Digital Empowerment (DE)

41. Which of the following websites is helpful to learn new languages for free?

- A) All of these
- B) Codecademy
- C) LinkedIn
- D) Duolingo

42. Alexa is a _____ assistant.

- A) Home Assistant
- B) Office Assistant
- C) None of these
- D) Digital voice controlled

43. Raghu's father had a typewriting press/shop. Now, he is replacing typewriters with_____.

- A) Radio
- B) Computers
- C) TV
- D) Phones

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

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

45. Roopa wants to start a new business. But she is not sure which product she should choose to start her business. What will be her basic research to finalize her product?

- A) Loan from Banks
- B) Search how to advertise the product
- C) Reserach on products & services that customers are currently using
- D) Buying products from others

46. Latha is planning to join a beauty salon. But she is not very sure about this profession. Who should she speak with to get a better understanding of the profession?

- A) Professionals
- B) Classmates
- C) Strangers
- D) Parents

47. Krupa wants to safeguard the information on her system. Which of the following is the correct way to store information safely on a computer?

- A) All of these
- B) Set a strong password for your computer.
- C) Save the files with a clear name.
- D) Always close/ lock your computer when you are not using it

48. Geetha wants to start a tailoring shop (boutique). Her trainer asked her to do a market scan. Geetha should do the market scan of _____?.

- A) Tailoring shops
- B) Restaurants
- C) Beauty Parlours
- D) Packaging companies

49. Activities that one is good at and can do well are called _____.

- A) Sports
- B) Abilities
- C) Interests
- D) Passion

50. Prem wants to start a shop. He can apply for _____ loan to have benefits.

- A) Home
- B) Car
- C) Education
- D) MUDRA

51. Mani is a painter and he buys new brushes and tins for painting. What type of cost it is?

- A) Maintenance
- B) Fixed Cost
- C) Variable Cost
- D) Total Cost

52. Which is NOT a proper way to collect data about a career?

- A) Career magazines
- B) Career guidance agencies
- C) Listening to gossips
- D) News papers

53. Product and service are two things that can be sold. Product is what can be seen, touched and used. Service is what we _____?.

- A) Do not enjoy B) Feel, Experience and Enjoy
C) Buy from vegetable shop D) Pay with Gpay

- A) Money, Resources, and
Mentoring Support B) Customer and Quality
C) Profit and Loss D) Plan and Marketing

54. What is the shortcut key for Undo?

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

62. Vidya is single-handedly selling homemade pickles to her neighbors. Vidya is a/an_____.

- A) Entrepreneur B) Self-employed person
C) Distributor D) Seller

55. Which of the following feature is not available in online meeting tools?

- A) Everyone can speak to each other and hear each other. B) Display Participants contact number
C) Everyone can turn on the camera on their own devices D) After the meeting, the online meeting can be closed and ended.

63. Prem has completed his fashion design course. Which of the following he must consider when choosing a career path?

- A) Demands B) Trends
C) All of these D) Ability

56. Khan Academy is the most recommended website for_____.

- A) Job search B) Online meetings
C) learning a new language for free D) free online material on school subjects like economics, physics, algebra,etc.

64. _____is the software that is put in a computer so that one can use it.

- A) Software B) Settings
C) Operating System D) App Store

57. A good business idea for a young or new entrepreneur should be sustainable. This means_____.

- A) It has budget B) It is planned for the present and future business growth
C) It has many details D) It is easy to use

65. A _____is a new business, which later grows into a big company

- A) NSIC B) Hotels
C) Parlours D) Start Up

58. _____ supports entrepreneurs to get loans under several schemes in district level.

- A) National small industries corporation (NSIC) B) District Industry Centres (DIC)
C) SIDO D) SSLC

66. In MS Word, you can change the text in the document to look different. This process is called_____?

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

59. _____is a tool to organize a large amount of data in an easy and understandable way.

- A) Print B) Chrome
C) Excel D) Paint

67. Which website to use to book the train tickets

- A) https:/ myaadhaar.uidai. gov.in B) http:/ www .irctc. co.in
C) http: /www . igod.gov.in D) http:/www . india.gov.in/

60. We should choose our career based on our _____?

- A) Strengths B) Disadvantages
C) Workplace D) Weakness

68. We need an _____and a search engine to access the information on the web.

- A) Internet connection B) Data cable
C) Mouse D) Key board

61. A business pitch is presented to investors who helps us with _____, _____, and _____.

69. A person who hires other people for their business is an_____.

- A) Employer B) Employee
C) Self -Employed D) Entrepreneur

70. What does CPU stand for?

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