ITI Quiz - 18-Feb-2026 10:16 AM

Q. ID: ITISKILL04821S

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Answer Key

Duration: 100 Mins   **Total Marks: 50**   **Q.ID: ITISKILL04821S**

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1. Nimal wants to transfer files from one location to another on her laptop. Which of the following actions can she take to do so?

A) Click on power off button
B) Click on escape button
C) Click on backspace button
D) Select the file, press Ctrl X to cut and Ctrl V to paste it

Answer: D) Select the file, press Ctrl X to cut and Ctrl V to paste it

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

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

Answer: C) All of these

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

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

Answer: A) Ctrl+C

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4. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

A) Creating and editing worksheets
B) Communicatin g through emails and chat
C) All of these
D) Creating and editing documents and worksheets

Answer: C) All of these

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5. 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 G4 will be copied
C) The number in B4 is deleted
D) The number from B4 will be copied

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

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6. Riya does not know which version of windows is installed on her laptop. How can she identify the version?

A) By looking at the opening screen
B) By uninstalling the windows
C) By reinstalling the windows
D) By shutting down the computer

Answer: A) By looking at the opening screen

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7. Mohit wants to move from one cell to another. He can do that by using the _____? on the keyboard.

A) Arrow keys
B) Ctrl+Z
C) A1,B1.C1 ...
D) Ctrl+B

Answer: A) Arrow keys

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8. What is the shortcut key for Print?

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

Answer: B) Ctrl+P

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9. In which of the following tasks, do we need digital literacy?

A) Creating a Resume
B) All of these
C) Finding information online
D) Communicatio n through emails

Answer: B) All of these

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

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

Answer: D) Excel

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

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

Answer: D) Undo

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12. Full form for OS is_____.

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

Answer: A) Operating System

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13. Rashmi recently bought a new laptop after her old computer stopped working. Which part of the laptop works like a mouse?

A) Keyboard
B) Speakers
C) Trackpad
D) Desktop

Answer: C) Trackpad

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14. Where is the power button located on a desktop computer?

A) On the CPU
B) On the Speaker
C) On the Keyboard
D) On the Mouse

Answer: A) On the CPU

15. _____is called as the brain of the computer.

A) Central Processing Unit   B) Web Camera

C) Monitor   D) Trackpad

Answer: A) Central Processing Unit

16. Which of these is the short cut for making the text bold?

A) Ctrl+I   B) Ctrl+S

C) Ctrl+U   D) Ctrl+B

Answer: D) Ctrl+B

17. Sonu wants to connect a device wirelessly to a computer. What technology can he use?

A) Bluetooth   B) USB

C) Switch   D) Wire

Answer: A) Bluetooth

18. What happens when we use this function? =AVERAGE(B4:G4)

A) The number from B4 will be copied   B) The number in B4 is deleted

C) The number from G4 will be copied   D) The average of numbers in cells from B4 to G4 is calculated

Answer: D) The average of numbers in cells from B4 to G4 is calculated

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

A) Printing   B) Deleting

C) Formatting   D) Saving

Answer: C) Formatting

20. Which of the following is the symbol of AutoSum?

A) Y   B) X

C) ?   D) Z

Answer: C) ?

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

A) Ctrl+X   B) Ctrl+P

C) Ctrl+V   D) Ctrl+S

Answer: D) Ctrl+S

22. 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) Web Camera

C) Printer   D) Trackpad

Answer: B) Web Camera

23. Which of the following is the most common operating system?

A) Printer   B) Router

C) Windows   D) MS Office

Answer: C) Windows

24. If one can use a computer and the internet comfortably. It is called _____?.

A) Digital Literacy   B) Cultural Literacy

C) Language Literacy   D) Sports Literacy

Answer: A) Digital Literacy

25. Harsha has selected a single line of cells from top to bottom. She has selected a _____?.

A) Column   B) Page

C) Cell   D) Row

Answer: A) Column

26. What does CPU stand for?

A) Cutting power unit   B) Cost per unit

C) Central Processing Unit   D) Central power unit

Answer: C) Central Processing Unit

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

A) Ctrl+I   B) Ctrl+U

C) Ctrl+B   D) Ctrl+S

Answer: B) Ctrl+U

28. Joseph wants to make the letters in the words slant to one side. Which option should he use?

A) Numbered List   B) Italic

C) Underline   D) Bold

Answer: B) Italic

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

A) Create a digital resume and forward it to different companies   B) Finding Information about job openings

C) All of these   D) Learning new skills

Answer: C) All of these

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

A) Make complicated calculations with numbers   B) Print the document

C) Save the document   D) All of these

Answer: D) All of these

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

A) Tablet   B) Computer

C) Laptop   D) All of these

Answer: D) All of these

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32. Which of the following are the ways to connect your device to the internet?

A) Use a printer   B) Use a mouse

C) Using a wifi or mobile data connection   D) Use bluetooth

Answer: C) Using a wifi or mobile data connection

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33. Which of the following are the top benefits of using the internet?

A) Safety   B) All of these

C) Speed of communication   D) Access to information

Answer: B) All of these

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34. Vanaja wants to save her excel workbook. How can she do it?

A) By deleting it   B) By writing it

C) By pressing Ctrl and S on the keyboard   D) By closing the sheet

Answer: C) By pressing Ctrl and S on the keyboard

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

A) Operating System   B) App Store

C) Software   D) Settings

Answer: A) Operating System

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36. Each new page in the excel worksheet is called a_____.

A) Sheet   B) Column

C) Row   D) Cell

Answer: A) Sheet

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

A) Connect to any WiFi network available   B) Connect to a Wi-Fi network he is familiar with

C) Connect to any WiFi network shared by a stranger.   D) Do not connect to any Wifi network that needs a password. It may not be safe.

Answer: B) Connect to a Wi-Fi network he is familiar with

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38. Which of the following devices can be connected using bluetooth?

A) All of these   B) Speakers

C) Mouse   D) Earphones

Answer: A) All of these

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

A) Search on Play Store   B) Restart the computer

C) Click on ?Type here to search?   D) Use Bluetooth

Answer: C) Click on ?Type here to search?

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40. Jerry wants to use his mobile data to get the internet on other devices. Which devices can use mobile data?

A) Tablet   B) Gas oven

C) Washing machine   D) Landline phone

Answer: A) Tablet

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41. What is the shortcut key for Undo?

A) Ctrl+I   B) Ctrl+Z

C) Ctrl+B   D) Ctrl+U

Answer: B) Ctrl+Z

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42. Trisha entered a number in E column and row 5. What is the name of that cell?

A) E5   B) E1

C) E   D) 5

Answer: A) E5

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

A) Cut   B) Portrait

C) Landscape   D) Undo

Answer: B) Portrait

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44. 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) Set a strong password for your computer.   B) Save the files with a clear name.

C) All of these   D) Always close/ lock your computer when you are not using it

Answer: C) All of these

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45. The_____tab helps to change the type of page. (portrait or landscape)

A) Design   B) Review

C) Insert   D) Layout

Answer: D) Layout

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46. _____is at the top of the MS Word screen.

A) Scroll bar   B) Taskbar

C) Space Bar   D) Menu Bar

Answer: D) Menu Bar

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

A) Throw away the earphones

B) Use Google search

C) Purchase new earphones

D) Sell the earphones

Answer: B) Use Google search

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

A) Mouse

B) Antenna

C) Monitor

D) Web Camera

Answer: B) Antenna

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49. _____is the most commonly used word for switching off a computer.

A) Switch On

B) Shut Down

C) Power On

D) Hang Up

Answer: B) Shut Down

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50. Which of the following can be done without the help of internet?

A) Searching for jobs online

B) Creating a Digital Resume

C) Painting a wall

D) Watching videos online

Answer: C) Painting a wall