

Duration: 100 Mins

Total Marks: 50

Q.ID: ITISKILL04821S

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

Answer: A) Web Camera

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

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

Answer: A) All of these

3. _____ is called as the brain of the computer.

- A) Monitor
- B) Trackpad
- C) Central Processing Unit
- D) Web Camera

Answer: C) Central Processing Unit

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

- A) 5
- B) E1
- C) E5
- D) E

Answer: C) E5

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

- A) Earphones
- B) Mouse
- C) Speakers
- D) All of these

Answer: D) All of these

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

- A) By closing the sheet
- B) By writing it
- C) By pressing Ctrl and S on the keyboard
- D) By deleting it

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

7. 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) Always close/ lock your computer when you are not using it
- B) All of these

C) Save the files with a clear name. D) Set a strong password for your computer.

Answer: B) All of these

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

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

Answer: D) All of these

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

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

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

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

- A) Creating a Digital Resume
- B) Painting a wall
- C) Searching for jobs online
- D) Watching videos online

Answer: B) Painting a wall

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

- A) Underline
- B) Numbered List
- C) Bold
- D) Italic

Answer: D) Italic

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

- A) The average of numbers in cells from B4 to G4 is calculated
- 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 average of numbers in cells from B4 to G4 is calculated

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

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

Answer: D) Portrait

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

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

Answer: D) Ctrl+S

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

- A) Z
- B) X
- C) ?
- D) Y

Answer: C) ?

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

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

Answer: D) Ctrl+U

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

- A) Router
- B) Windows
- C) MS Office
- D) Printer

Answer: B) Windows

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

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

Answer: B) Use Google search

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

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

Answer: D) Sheet

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

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

Answer: B) Antenna

21. 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 available
- C) Connect to any WiFi network shared by a stranger.
- D) Connect to a Wi-Fi network he is familiar with

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

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

- A) All of these
- B) Safety
- C) Access to information
- D) Speed of communication

Answer: A) All of these

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

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

Answer: A) All of these

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

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

Answer: B) By looking at the opening screen

25. The _____ tab helps to change the type of page. (portrait or landscape)

- A) Design
- B) Layout
- C) Review
- D) Insert

Answer: B) Layout

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

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

Answer: A) Undo

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

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

Answer: D) Column

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

- A) Use a printer
- B) Use bluetooth
- C) Using a wifi or mobile data connection
- D) Use a mouse

Answer: C) Using a wifi or mobile data connection

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

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

Answer: D) On the CPU

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

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

Answer: A) Menu Bar

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

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

Answer: B) All of these

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

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

Answer: A) Arrow keys

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

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

Answer: C) All of these

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

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

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

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

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

Answer: A) All of these

36. What is the shortcut key for Undo?

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

Answer: C) Ctrl+Z

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

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

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

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

Answer: D) Formatting

39. Full form for OS is_____.

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

Answer: D) Operating System

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

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

Answer: D) Excel

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

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

Answer: A) Shut Down

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

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

Answer: B) Ctrl+C

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

- A) Landline phone
C) Tablet
- B) Gas oven
D) Washing machine

Answer: C) Tablet

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

- A) Switch
C) Bluetooth
- B) Wire
D) USB

Answer: C) Bluetooth

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

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

Answer: C) Digital Literacy

46. What is the shortcut key for Print?

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

Answer: C) Ctrl+P

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

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

Answer: B) Ctrl+B

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

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

Answer: D) Trackpad

49. _____ is the software that is put in a computer so that one can use it.

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

Answer: C) Operating System

50. What does CPU stand for?

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

Answer: A) Central Processing Unit