

Duration: 100 Mins

Total Marks: 50

ID: ITISKILL04821S

Student Name: _____	Roll No: _____
---------------------	----------------

1. What is the shortcut key for Undo?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Antenna B) Monitor

- C) Mouse D) Web Camera

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

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

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

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

11. 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

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

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

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

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

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

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

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

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

16. Trisha entered a number in E column and row 5. What is

the name of that cell?

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

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

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

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

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

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

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

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

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

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

22. _____ is the most commonly used word for switching off a computer.

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

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

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

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

- A) Connect to any WiFi network available
- B) Do not connect to any Wifi network that needs a password. It may not be safe.
- C) Connect to a Wi-Fi network he is familiar with
- D) Connect to any WiFi network shared by a stranger.

25. What is the shortcut key for Print?

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

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

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

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

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

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

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

29. What does CPU stand for?

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

30. Full form for OS is _____.

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

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

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

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

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

33. 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

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

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

35. 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.

C) Print

D) Chrome

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

A) Ctrl+C
C) Ctrl+P

B) Ctrl+S
D) Ctrl+X

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

A) Cell
C) Page

B) Column
D) Row

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

A) By pressing Ctrl and S on the keyboard

B) By writing it

C) By deleting it

D) By closing the sheet

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

A) Create a digital resume and forward it to different companies

B) Learning new skills

C) All of these

D) Finding Information about job openings

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

A) Review
C) Insert

B) Design
D) Layout

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

A) Settings
C) Software

B) App Store

D) Operating System

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

A) Printing
C) Deleting

B) Formatting
D) Saving

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

A) The number in B4 is deleted

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

C) The number from B4 will be copied

D) The number from G4 will be copied

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

A) Cut
C) Print

B) Save
D) Undo

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

A) Mouse

B) All of these

C) Earphones

D) Speakers

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

A) MS Office
C) Windows

B) Router
D) Printer

42. 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
C) Printer

B) Web Camera
D) Remote

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

A) By uninstalling the windows

B) By reinstalling the windows

C) By shutting down the computer

D) By looking at the opening screen

43. _____ is a tool to organize a large amount of data in an easy and understandable way.

A) Paint

B) Excel

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

A) On the Keyboard

B) On the CPU

C) On the Speaker

D) On the Mouse