

**Duration: 30 Mins**

**Total Marks: 20**

**Q.ID: ITISKILL1863JC**

1. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing any password
- B) Avoid sharing address
- C) All of these
- D) Avoid sharing locations

**Answer: C) All of these**

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

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

**Answer: A) Display Participants contact number**

3. Meena is using google meet for the first time. She can use the same login account details as her \_\_\_\_\_.

- A) Amazon account
- B) Zoho account
- C) Gmail account
- D) Bank account

**Answer: C) Gmail account**

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

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

**Answer: B) All of these**

5. \_\_\_\_\_ is an organisation that uses digital technology to help people in rural India.

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

**Answer: D) Digital Empowermen t Foundation (DEF)**

6. A mobile application or App is a software that is made to be used on a \_\_\_\_\_.

- A) smart device like a smartphone or tablet
- B) Washing machine
- C) Calculator
- D) All of these

**Answer: A) smart device like a smartphone or tablet**

7. What does CPU stand for?

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

**Answer: C) Central Processing Unit**

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

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

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

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

**Answer: C) Ctrl+U**

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

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

**Answer: D) Undo**

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

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

**Answer: C) Italic**

12. Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

- A) Mobile Banking
- B) Whatsapp
- C) Email
- D) YouTube

**Answer: D) YouTube**

13. \_\_\_\_\_ is a tool that blocks unsafe pages when you are using a search engine.

- A) Web page
- B) Safe search
- C) Google
- D) Telegram

**Answer: B) Safe search**

14. 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**

**15.** Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not share personal information    B) All of these  
C) Do not send a rude or mean comment    D) Do not share information with unknown people

**Answer: B) All of these**

**16.** Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Connecting with professionals from her field    B) Searching jobs online  
C) Use social media to find the latest information.    D) Posting personal information publicly

**Answer: D) Posting personal information publicly**

**17.** Which of the following can be done using Excel?

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

**Answer: C) All of these**

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

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

**Answer: B) Click on ?Type here to search?**

**19.** Laws related to activities on the internet are called \_\_\_\_\_.

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

**Answer: D) Cyber laws**

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

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

**Answer: B) Using a wifi or mobile data connection**