

**Duration: 30 Mins**

**Total Marks: 20**

**ID: ITISKILL1863JC**

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

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

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

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

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

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

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

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

**3.** 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 mouse   |
| C) Use a printer                          | D) Use bluetooth |

**9.** \_\_\_\_\_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) |

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

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

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

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

**5.** 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 G4 will be copied | D) The number from B4 will be copied                           |

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

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

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

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

**12.** 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       |

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

**13.** What does CPU stand for?

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

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

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

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

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

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

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

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

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

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

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

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

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

**20.** 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) Select the file, press Ctrl X to cut and Ctrl V to paste it
- C) Click on backspace button
- D) Click on escape button