

Duration: 160 Mins

Total Marks: 50

ID: ITISKILL2277OP

Student Name: _____	Roll No: _____
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1. _____ is the most commonly used word for switching off a computer.

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

2. Guest lectures act as a platform to talk to alumni about their _____

- | | |
|-----------------|---------------|
| A) family life | B) experience |
| C) travel plans | D) hobbies |

3. We need an _____ and a search engine to access the information on the web.

- | | |
|---------------|------------------------|
| A) Mouse | B) Key board |
| C) Data cable | D) Internet connection |

4. Pranav is working on his resume. While reviewing his resume, what should Pranav keep in mind?

- | | |
|--|---|
| A) Check for spelling and grammar mistakes | B) All of these |
| C) Ensure that the information provided is correct | D) Highlight skills and qualifications that match the job |

5. Sultan is a skilled electrician. He is looking for platform based gig work that matches his skills. Which of the following platforms would be most suitable for Sultan to find job opportunities?

- | | |
|---------------------------------------|--|
| A) Amazon for selling products online | B) Urban Company for offering home repair services |
| C) Zoom for video calls | D) Uber for driving people |

6. We start communicating when we are _____.

- | | |
|-------------|------------|
| A) Children | B) Adults |
| C) Old | D) Parents |

7. Priyanka found faster way to pack products at the factory. What should she do?

- | | |
|---|--|
| A) Continue packing the way the team has been doing | B) Pack products faster than her coworkers |
| C) Share the faster packing method with her team | D) None of these |

8. Ravi is working on a project with two other teammates. Which of these make him a good team player?

- | | |
|---|--|
| A) Getting angry when others don't listen | B) Thinking he can never make a mistake |
| C) Sharing ideas to help the team work faster | D) Not listening to his teammates ideas and opinions |

9. Online banking is also called _____.

- | | |
|-------------------|-----------------|
| A) Office banking | B) Net banking |
| C) Self banking | D) Home banking |

10. In a manufacturing unit, the packaging process is taking longer than usual, causing delays in shipments. What should the workers do?

- | | |
|---|------------------------------------|
| A) Ignore the problem | B) Continue packaging the same way |
| C) Think of different ways to pack faster | D) Complain to the management |

11. A good business idea should be _____.

- | | |
|--|---------------------------------------|
| A) a short term plan | B) very common |
| C) unique, sustainable & low on investment | D) very expensive to start a business |

12. What does CPU stand for?

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

13. SMART stands for _____.

- | | |
|---|--|
| A) Specific, Measurable, Achievable, Relevant, and Trim | B) Specific, Measurable, Achievable, Relevant, and Time-Bound. |
| C) Specific, Measurable, Archive, Relevant, and Time-Bound. | D) Specific, Memorable, Achievable, Relevant, and Time-Bound. |

14. Roopa wants to start a new business. But she is not sure which product she should choose to start her business. What will be her basic research to finalize her product?

- | | |
|--------------------------------|--------------------|
| A) Buying products from others | B) Loan from Banks |
|--------------------------------|--------------------|

- C) Reserach on products & services that customers are currently using
D) Search how to advertise the product

15. Formal communication is used at ___?.

- A) House
B) Friend
C) Workplace
D) Party

16. Rajesh wants to save Rs. 6000 every year for his old age. How much should he save every month?

- A) 50
B) 500
C) 100
D) 6000

17. You want to sell toys. What should you do before starting your business?

- A) Build a factory
B) Hire salespeople
C) Find out what children like
D) Design the toys

18. Which of the following is a self-management skill?

- A) Adaptibility and Flexibility
B) Honesty and Integrity
C) Commitment
D) All of these

19. Regular assessment of skills is necessary for the growth of _____.

- A) Interview
B) Job
C) Career
D) Skill

20. You discover a mistake in your work that caused delays in the project. What should you do?

- A) Ignore the mistake and continue working
B) Wait for someone else to find out your mistake
C) Tell your boss about the mistake
D) Blame team members for the delay

21. How have workplaces changed after COVID?

- A) Mix of in-person and at-home work
B) All of the above
C) Flexible working hours
D) More focus on technology

22. In today's world, _____ have become a basic skill requirement in many jobs.

- A) Acting skills
B) Painting skills
C) Dancing skills
D) Digital skills

23. Tom feels very tensed and scared. He is unable to concentrate before his exams. He is sweating. What kind of stress is this?

- A) Small
B) Bad
C) Good
D) Never

24. You are making a new language learning app. Why

should you let some people try it before it's done?

- A) Because it's fun to watch others try your app.
B) To see how people use it and make it better.
C) To get appreciation.
D) To show people how good you are at making apps.

25. The correct order for a sentence is _____.

- A) Subject, Verb, Object
B) Subject, Verb
C) Verb, Verb, Subject
D) Verb, Object, Subject

26. Sharing will help everyone feel involved and _____.

- A) Happy
B) Sad
C) Close
D) Motivated

27. Which of these is not a positive word about your work?

- A) Interesting
B) Exciting
C) Fun
D) Boring

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

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

29. Add comma wherever it is necessary. After the meeting we will go out.

- A) After the meeting we will go out.
B) After the, meeting we will go, out.
C) After, the meeting, we will go out.
D) After the meeting, we will go out.

30. Rohan loves photography and dreams of starting his own photography business. What should Rohan do to start his self-employment journey?

- A) Learn more about photography and join a basic photography course
B) Buy the latest photography equipment, even if it is beyond his budget
C) Take random pictures and share them online
D) Start advertising his services without any planning

31. 'Arjun filled water into a large pot'. In this sentence the describing word is _____.

- A) large
B) water
C) Arjun
D) into

32. What is an easy and quick way to make online payments?

- A) Cheque payment
B) Going to the bank
C) Digital wallets
D) Cash on delivery

33. Which of the following is not a part of one's personality?

- A) Skin colour
- B) Strengths
- C) Beliefs
- D) Weaknesses

34. Prem wants to start a shop. He can apply for ____ loan to have benefits.

- A) Car
- B) Home
- C) MUDRA
- D) Education

35. 'Reg' in the letter means ____.

- A) Greetings
- B) Body
- C) Subject
- D) Regarding

36. Deductions should be paid from the ____.

- A) Gross salary
- B) Earnings
- C) Net Salary
- D) Basic Salary

37. Scientists are warning us that the rise in earth's temperature causes ____.

- A) Pollution
- B) Deforestation
- C) Land sliding
- D) Global warming

38. You are working on something difficult, but it's not going well. What should you do?

- A) Keep trying and look for another way.
- B) Take a break and give up.
- C) Get upset and quit trying.
- D) Ask someone else to do it for you.

39. Why should you reply to comments on YouTube?

- A) To get more videos
- B) To get more friends
- C) To use the internet
- D) So viewers feel connected

40. Group discussion helps us ____?

- A) learn more and solve big problems
- B) have fun
- C) argue
- D) create problems

41. Why is a market scan conducted?

- A) All of these
- B) To check what the competitors are offering
- C) To understand customer needs
- D) To explore how to grow the business

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

- A) By pressing Ctrl and S on the keyboard
- B) By closing the sheet

C) By deleting it

D) By writing it

43. Balance in _____ is important to have a healthy and happy life.

- A) Work-life
- B) Salary
- C) Job satisfaction
- D) Career demand

44. Harry has knowledge of circuits and wiring. He can apply as a/an _____ in a company.

- A) Electrician
- B) Beautician
- C) Fitter
- D) Plumber

45. During criticism we must remain _____ and _____ to the person.

- A) shout and cry
- B) calm and listen
- C) happy and joyful
- D) fight and cry

46. Which fundamental right allows us to freely visit a temple, church, or mosque for prayer?

- A) Right against exploitation
- B) Right to education
- C) Right to equality
- D) Right to freedom of religion

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

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

48. Arjun focuses only on his work and does not get involved in workplace politics. He also makes sure he does not work after office-hours. He makes time for his family. What is he doing?

- A) He is working a lot.
- B) He is not working at all.
- C) He is enjoying workplace politics.
- D) He is maintaining good work-life balance.

49. _____ is an organisation that uses digital technology to help people in rural India.

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

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

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