

ITI Quiz - 15-Feb-2026

09:58 PM

Q. ID: ITISKILL2861CB

February 2026

Answer Key

Duration: 30 Mins

Total Marks: 100

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

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

Answer: D) Ctrl+C

2. Sam wants to learn computer coding skills for free and his friend has recommended_____ website for the same.

- A) NPTEL
- B) Khan Academy
- C) Codecademy
- D) Duolingo

Answer: C) Codecademy

3. Radha wants to use social media for her professional growth. She could join groups according to her _____.

- A) qualification
- B) mood
- C) career or subject interests
- D) age

Answer: C) career or subject interests

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

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

Answer: D) ?

5. Which of the following is not a social media app?

- A) LinkedIn
- B) Instagram
- C) Amazon
- D) WhatsApp

Answer: C) Amazon

6. Meena is using google meet for the first time. She can use the same login account details as her_____.

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

Answer: A) Gmail account

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

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

Answer: C) Ctrl+B

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

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

Answer: B) All of these

9. The safe search tool can be switched on and off for any search engine by changing the _____.

- A) View Mode
- B) Computer/ Device
- C) Settings
- D) Web page

Answer: C) Settings

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

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

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

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

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

Answer: C) Undo

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

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

Answer: D) By looking at the opening screen

13. The_____tab helps to change the type of page. (portrait or landscape)

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

Answer: A) Layout

14. _____are the most convenient way to do something online.

- A) Keypad
- B) Desktop
- C) Monitor
- D) Mobile apps

Answer: D) Mobile apps

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

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

Answer: B) Portrait

16. Which of the following is a universal ID card?

- A) Employers ID card
- B) PAN Card
- C) Aadhaar Card
- D) Bank Credit card

Answer: C) Aadhaar Card

17. Which of the following app is not used for chatting, video calls and group calls

- A) Telegram
- B) None of these
- C) Instagram
- D) WhatsApp

Answer: B) None of these

18. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as_____.

- A) Online meeting
- B) Offline Meeting
- C) Physical Meeting
- D) None of these

Answer: A) Online meeting

19. What does CPU stand for?

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

Answer: C) Central Processing Unit

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

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

Answer: A) All of these

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

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

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

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

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

Answer: B) All of these

23. 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

24. The _____ is a few words that quickly tell what the email is

about.

- A) Subject
- B) ID
- C) Compose
- D) Inbox

Answer: A) Subject

25. In MS Word, you can change the text in the document to look different. This process is called_____?

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

Answer: D) Formatting

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

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

Answer: C) All of these

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

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

Answer: D) Italic

28. Which of the following is a voice- controlled digital assistant?

- A) All of these
- B) Alexa
- C) Siri
- D) Google Assistant

Answer: A) All of these

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

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

Answer: C) Antenna

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

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

Answer: D) E5

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

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

Answer: B) Painting a wall

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

- A) Searching jobs online
- B) Use social media to find the latest information.

- C) Posting personal information publicly D) Connecting with professionals from her field

Answer: C) Posting personal information publicly

33. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) CC(Carbon Copy) B) BCC (Blind Carbon Copy)
C) Attach file D) Subject

Answer: B) BCC (Blind Carbon Copy)

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

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

Answer: C) All of these

35. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

- A) Create a company account B) Create a Personal account
C) Create a bussiness account D) None of these

Answer: B) Create a Personal account

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

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

Answer: B) On the CPU

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

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

Answer: C) Ctrl+S

38. Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

- A) www.ccrime.gov.in B) www.cybercrime.gov.in
C) www.indiacybercrime.gov.in D) www.cybercrimeindia.gov.in

Answer: B) www.cybercrime.gov.in

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

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

Answer: A) Arrow keys

40. 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

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

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

Answer: B) Shut Down

42. What is the shortcut key for Undo?

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

Answer: B) Ctrl+Z

43. _____ is a tool that blocks unsafe pages when you are using a search engine.

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

Answer: A) Safe search

44. Which of the following websites is helpful in learning and career growth?

- A) Khan Academy B) Coursera
C) Codecademy D) All of these

Answer: D) All of these

45. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

- A) <http://www.igod.gov.in> B) <http://www.swayam.gov.in/>
C) None of these D) <http://www.india.gov.in/>

Answer: B) <http://www.swayam.gov.in/>

46. Which website to use to book the train tickets

- A) <http://www.irctc.co.in> B) <https://myaadhaar.uidai.gov.in>
C) <http://www.india.gov.in/> D) <http://www.igod.gov.in>

Answer: A) <http://www.irctc.co.in>

47. Internet is the best place to be a _____.

- A) Self learner B) All of these
C) Life long learner D) Continuous learner

Answer: B) All of these

48. Which of the following is a smart device?

- A) Smart Phone B) All of these
C) Smart TV D) Smart Watch

Answer: B) All of these

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

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

Answer: B) All of these

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

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

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

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

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

52. Priya wants to apply for her Aadhaar Card as it's an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) <https://myaadhaar.uidai.gov.in> B) <http://www.india.gov.in/>
C) All of these D) <http://www.swayam.gov.in/>

Answer: A) <https://myaadhaar.uidai.gov.in>

53. Alexa is a ____ assistant.

- A) Digital voice controlled B) Office Assistant
C) Home Assistant D) None of these

Answer: A) Digital voice controlled

54. A mobile application or App is a software that is made to be used on a ____.

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

Answer: D) smart device like a smartphone or tablet

55. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

- A) Smart watch B) Mobile Phone
C) Siri D) Calculator

Answer: A) Smart watch

56. 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) Restart the computer D) Search on Play Store

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

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

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

Answer: D) Use Google search

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

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

Answer: D) Central Processing Unit

59. Which of the following is not an example of using social media and internet in an impactful and successful way?

- A) Sharing Jokes on a particular religion B) Encouraging people to donate money for the social cause
C) Sharing verified news D) Mentoring and supporting people

Answer: A) Sharing Jokes on a particular religion

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

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

Answer: C) Internet connection

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

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

Answer: C) Display Participants contact number

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

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

Answer: B) Menu Bar

63. Khan Academy is the most recommended website for_____.

- A) free online material on school subjects like economics, physics, algebra, etc.
- B) learning a new language for free

- C) Job search
- D) Online meetings

Answer: A) free online material on school subjects like economics, physics, algebra, etc.

64. Which of the following websites is helpful to learn new languages for free?

- A) Codecademy
- B) All of these
- C) LinkedIn
- D) Duolingo

Answer: D) Duolingo

65. Before sharing the information on social media THINK questions to be asked by oneself;

- A) All of these
- B) Is it Necessary?
- C) Is it True?
- D) Is it Helpful?

Answer: A) All of these

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

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

67. What does SMART tips for internet safety stands for?

- A) None of these
- B) Stay Simple Meet Up Acceptable Reachable Tell about yourself
- C) Stay Simple Manageable Attractive Reasonable Timely
- D) Stay Safe Don't Meet up Accepting Files Reliable Tell Someone

Answer: D) Stay Safe Don't Meet up Accepting Files Reliable Tell Someone

68. _____ is a profile that can show your education qualifications, your skills and your experience.

- A) Google mail
- B) Telegram
- C) WhatsApp
- D) LinkedIn

Answer: D) LinkedIn

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

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

Answer: A) Tablet

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

- A) Cultural Literacy
- B) Language Literacy

- C) Sports Literacy

- D) Digital Literacy

Answer: D) Digital Literacy

71. 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
- B) Remote
- C) Printer
- D) Web Camera

Answer: D) Web Camera

72. It is very important to use the correct words to tell the search engine what to look for. These are called _____.

- A) Keywords
- B) Internet
- C) Website
- D) Web page

Answer: A) Keywords

73. 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) Save the files with a clear name.
- C) Set a strong password for your computer.
- D) All of these

Answer: D) All of these

74. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Inbox
- B) Draft
- C) Sent
- D) Compose

Answer: A) Inbox

75. Which of the following tasks can be performed by Alexa?

- A) All of these
- B) Play music
- C) Call phones
- D) Check the weather

Answer: A) All of these

76. For online meetings, you can share ____ for the people to join the meeting.

- A) Personal mobile number
- B) Meeting Link or ID
- C) Location
- D) email id

Answer: B) Meeting Link or ID

77. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as a library
- B) 'Web pages' act as a search engine
- C) None of these
- D) 'Web pages' act as internet

Answer: A) 'Web pages' act as a library

78. _____ is the software that is put in a computer so

that one can use it.

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

Answer: A) Operating System

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

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

Answer: D) Digital Empowerment Foundation (DEF)

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

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

Answer: B) All of these

81. _____ website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.

- A) <http://www.igod.gov.in>
- B) <http://www.india.gov.in>
- C) <http://www.education.gov.in/>
- D) <http://www.swayam.gov.in/>

Answer: A) <http://www.igod.gov.in>

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

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

Answer: C) Column

83. 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) Trackpad
- D) Speakers

Answer: C) Trackpad

84. _____ is called the library of internet.

- A) Hardware
- B) Mouse
- C) Software
- D) Search Engine

Answer: D) Search Engine

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

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

Answer: D) Bluetooth

86. 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 bluetooth
- D) Use a printer

Answer: A) Using a wifi or mobile data connection

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

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

Answer: D) Sheet

88. To find list of Participants in a Zoom meeting, click on participants option on _____ of the screen.

- A) Right Side
- B) Left Side
- C) Bottom
- D) Top

Answer: C) Bottom

89. What is the shortcut key for Print?

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

Answer: B) Ctrl+P

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

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

Answer: B) Excel

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

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

Answer: C) All of these

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

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

Answer: C) All of these

93. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Grocery app
- B) Use a dictionary app
- C) Cosmetics store app
- D) Shopping app

Answer: B) Use a dictionary app

94. Maya wants to find the capital of Germany, Which of the following search engines can she use to find the information?

- A) Google
- B) All of these

C) Yahoo

D) Bing

Answer: B) All of these

95. Full form for OS is_____.

A) Operating System

B) Opening Screen

C) Original System

D) Opening Software

Answer: A) Operating System

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

A) MS Office

B) Windows

C) Printer

D) Router

Answer: B) Windows

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

A) All of these

B) Avoid sharing address

C) Avoid sharing locations

D) Avoid sharing any password

Answer: A) All of these

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

A) Whatsapp

B) YouTube

C) Mobile Banking

D) Email

Answer: B) YouTube

99. Choose the mobile app from the following options.

A) YouTube

B) Facebook

C) LinkedIn

D) All of these

Answer: D) All of these

100. Which of the following is a correct Gmail id?

A) gmail@xyz

B) xyz@gmail

C) xyz@gmail. com

D) xyz@ outlook.gmail

Answer: C) xyz@gmail. com