

Duration: 150 Mins

Total Marks: 30

ID: ITISKILL3354T4

Student Name: _____ Roll No: _____

1. _____ is called as the brain of the computer.
- A) Central Processing Unit B) Trackpad
C) Web Camera D) Monitor
-
2. What is the shortcut key for Undo?
- A) Ctrl+U B) Ctrl+I
C) Ctrl+B D) Ctrl+Z
-
3. The _____ tab helps to change the type of page.
(portrait or landscape)
- A) Layout B) Review
C) Design D) Insert
-
4. Which of these is the short cut for making the text bold?
- A) Ctrl+S B) Ctrl+B
C) Ctrl+U D) Ctrl+I
-
5. Amira wants to underline the title of her document. Which shortcut key should she use?
- A) Ctrl+B B) Ctrl+U
C) Ctrl+S D) Ctrl+I
-
6. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?
- A) Creating and editing worksheets B) Communicatin g through emails and chat
C) Creating and editing documents and worksheets D) All of these
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7. Joseph wants to make the letters in the words slant to one side. Which option should he use?
- A) Underline B) Bold
C) Italic D) Numbered List
-
8. 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) Printer B) Web Camera
C) Remote D) Trackpad
-
9. What is the shortcut key for Print?
- A) Ctrl+U B) Ctrl+P
C) Ctrl+B D) Ctrl+Z
-
10. In MS Word, you can change the text in the document to look different. This process is called _____?
- A) Printing B) Deleting
C) Formatting D) Saving
-
11. _____ is at the top of the MS Word screen.
- A) Space Bar B) Scroll bar
C) Taskbar D) Menu Bar
-
12. Which of the following can be done without the help of internet?
- A) Creating a Digital Resume B) Searching for jobs online
C) Watching videos online D) Painting a wall
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13. Which of the following is the most common operating system?
- A) Printer B) MS Office
C) Router D) Windows
-
14. Rajesh does not know how to connect to earphones using Bluetooth. What should he do?
- A) Throw away the earphones B) Purchase new earphones
C) Use Google search D) Sell the earphones
-
15. In which of the following tasks, do we need digital literacy?
- A) Finding information online B) Creating a Resume
C) All of these D) Communicatio n through emails
-
16. Nayan wants to search for a file quickly on his computer. What should he do?
- A) Use Bluetooth B) Restart the computer

C) Click on ?Type here to search?
D) Search on Play Store

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

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

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

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

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

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

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

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

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

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

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

22. 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

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

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

24. What does CPU stand for?

25. 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 looking at the opening screen
D) By uninstalling the windows

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

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

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

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

28. Full form for OS is_____.

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

29. 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) All of these
B) Set a strong password for your computer.
C) Always close/ lock your computer when you are not using it
D) Save the files with a clear name.

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