

**Duration: 180 Mins**

**Total Marks: 50**

**Q.ID: ITISKILL3392KR**

1. Each new page in the excel worksheet is called a\_\_\_\_\_.

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

**Answer: A) Sheet**

2. 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) Remote
- B) Printer
- C) Trackpad
- D) Web Camera

**Answer: D) Web Camera**

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

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

**Answer: A) All of these**

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

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

**Answer: D) All of these**

5. In MS Word, you can change the text in the document to look different. This process is called\_\_\_\_\_?.

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

**Answer: D) Formatting**

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

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

**Answer: D) By looking at the opening screen**

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

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

**Answer: A) Use Google search**

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

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

**Answer: C) Bluetooth**

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

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

**Answer: A) ?**

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

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

**Answer: B) Ctrl+S**

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

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

**Answer: C) Tablet**

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

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

**Answer: A) Italic**

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

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

**Answer: A) All of these**

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

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

**Answer: C) On the CPU**

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

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

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

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

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

**Answer: B) Ctrl+C**

17. Harsha has selected a single line of cells from top to bottom. She has selected a \_\_\_\_\_?.

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

**Answer: D) Column**

18. 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) Creating and editing worksheets  
C) All of these      D) Communicatin g through emails and chat

**Answer: C) All of these**

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

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

**Answer: C) Ctrl+B**

20. What does CPU stand for?

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

**Answer: A) Central Processing Unit**

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

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

**Answer: A) Painting a wall**

22. \_\_\_\_\_ is a tool to organize a large amount of data in an easy and understandable way.

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

**Answer: D) Excel**

23. Mohit wants to move from one cell to another. He can do that by using the \_\_\_\_\_? on the keyboard.

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

**Answer: B) Arrow keys**

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

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

**Answer: D) All of these**

25. \_\_\_\_\_ is the software that is put in a computer so that one can use it.

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

**Answer: A) Operating System**

26. What is the shortcut key for Print?

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

**Answer: B) Ctrl+P**

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

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

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

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

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

**Answer: C) By pressing Ctrl and S on the keyboard**

29. What is the shortcut key for Undo?

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

**Answer: A) Ctrl+Z**

30. The \_\_\_\_\_ tab helps to change the type of page. (portrait or landscape)

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

**Answer: D) Layout**

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

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

**Answer: C) Portrait**

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

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

**Answer: D) Ctrl+U**

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

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

**Answer: D) Trackpad**

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

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

**Answer: B) All of these**

35. \_\_\_\_\_ is the most commonly used word for switching off a computer.

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

**Answer: B) Shut Down**

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

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

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

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

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

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

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

**Answer: A) Antenna**

39. Full form for OS is\_\_\_\_\_.

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

**Answer: A) Operating System**

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

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

**Answer: D) All of these**

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

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

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

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

- A) MS Office
- B) Printer
- C) Router
- D) Windows

**Answer: D) Windows**

43. 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) Save the files with a clear name.
- C) Always close/ lock your computer when you are not using it
- D) Set a strong password for your computer.

**Answer: A) All of these**

44. If one can use a computer and the internet comfortably. It is called \_\_\_\_\_?.

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

**Answer: D) Digital Literacy**

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

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

**Answer: A) E5**

46. 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**

47. \_\_\_\_\_ is at the top of the MS Word screen.

A) Space Bar

B) Menu Bar

C) Scroll bar

D) Taskbar

**Answer: B) Menu Bar**

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

A) Undo

B) Save

C) Cut

D) Print

**Answer: A) Undo**

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**49.** Which of the following are the top benefits of using the internet?

A) All of these

B) Safety

C) Speed of communication

D) Access to information

**Answer: A) All of these**

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**50.** \_\_\_\_\_ is called as the brain of the computer.

A) Monitor

B) Web Camera

C) Trackpad

D) Central Processing Unit

**Answer: D) Central Processing Unit**

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