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Score: 29/50 (58.00%)

Code: 3338

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

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

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

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

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

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

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

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

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

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

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

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

7. What does CPU stand for?

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

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

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

9. 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
C) Printer
B) Remote
D) Web Camera (Correct)

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

- A) Trackpad**
C) Keyboard
B) Speakers
D) Desktop (Incorrect)

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

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

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

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

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

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

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

- A) Bluetooth**
C) Switch
B) Wire
D) USB (Incorrect)

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

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

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

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

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

- A) Printer
B) MS Office

C) Router (Incorrect)

D) Windows

C) Ctrl+U

D) Ctrl+I

18. Full form for OS is_____.

A) Operating System

B) Opening Screen
(Incorrect)

C) Opening Software

D) Original System

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

A) By uninstalling the windows

B) By looking at the opening screen

C) By shutting down the computer

D) By reinstalling the windows (Incorrect)

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

A) Click on ?Type here to search? (Correct)

B) Search on Play Store

C) Restart the computer

D) Use Bluetooth

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

A) MS Word

B) MS Excel

C) MS Powerpoint (Incorrect) D) All of these

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

A) Ctrl+S

B) Ctrl+X (Incorrect)

C) Ctrl+V

D) Ctrl+P

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

A) Ctrl+C (Correct)

B) Ctrl+X

C) Ctrl+S

D) Ctrl+P

24. 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 (Correct)

C) Click on escape button

D) Click on backspace button

25. 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) Set a strong password for your computer.

B) Always close/ lock your computer when you are not using it (Incorrect)

C) Save the files with a clear name.

D) All of these

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

A) Ctrl+S

B) Ctrl+B (Correct)

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

A) Menu Bar

B) Taskbar

C) Space Bar

D) Scroll bar (Incorrect)

28. The _____ tab helps to change the type of page. (portrait or landscape)

A) Layout

B) Insert

C) Design (Incorrect)

D) Review

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

A) Bold

B) Italic (Correct)

C) Underline

D) Numbered List

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

A) Ctrl+S

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I (Incorrect)

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

A) Printing

B) Saving

C) Deleting

D) Formatting (Correct)

32. What is the shortcut key for Undo?

A) Ctrl+Z (Correct)

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

33. What is the shortcut key for Print?

A) Ctrl+Z

B) Ctrl+B

C) Ctrl+U

D) Ctrl+P (Correct)

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

A) Save

B) Print (Incorrect)

C) Undo

D) Cut

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

A) Portrait (Correct)

B) Landscape

C) Cut

D) Undo

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

A) Excel (Correct)

B) Chrome

C) Paint

D) Print

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

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

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

- A) Sheet (Correct)**
C) Column
- B) Row
D) Cell

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

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

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

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

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

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

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

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

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

- A) ?**
C) X
- B) Z (Incorrect)
D) Y

44. Vanaja wants to save her excel workbook. How can she

do it?

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

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

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

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

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

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

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

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

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

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

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

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

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