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Score: 28/50 (56.00%)

Code: 7328

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

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

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

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

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

- A) Painting a wall (Correct)** B) Searching for jobs online
C) Watching videos 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 B) Laptop (Incorrect)
C) Tablet **D) All of these**

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 B) Creating and editing documents and worksheets (Incorrect)
C) Creating and editing worksheets **D) All of these**

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

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

7. What does CPU stand for?

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

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

- A) Web Camera B) Trackpad
C) Monitor **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 B) Remote
C) Printer **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 (Correct)** B) Speakers
C) Keyboard D) Desktop

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Ctrl+S
C) Ctrl+U
- B) Ctrl+B (Correct)**
D) Ctrl+I

18. Full form for OS is_____.

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

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

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

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
C) By shutting down the computer
- B) By looking at the opening screen**
D) By reinstalling the windows (Incorrect)

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

- A) Layout (Correct)**
C) Design
- B) Insert
D) Review

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

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

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

- A) Bold
C) Underline
- B) Italic (Correct)**
D) Numbered List

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

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

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

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

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

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

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

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

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

- A) Ctrl+C**
C) Ctrl+S
- B) Ctrl+X (Incorrect)
D) Ctrl+P

32. What is the shortcut key for Undo?

- A) Ctrl+Z**
C) Ctrl+U (Incorrect)
- B) Ctrl+B
D) Ctrl+I

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
C) Click on escape button
- B) Select the file, press Ctrl X to cut and Ctrl V to paste it (Correct)**
D) Click on backspace button

33. What is the shortcut key for Print?

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

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.
C) Save the files with a clear name.
- B) Always close/ lock your computer when you are not using it
D) All of these (Correct)

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

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

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

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

- A) Portrait (Correct)**
C) Cut
- B) Landscape
D) Undo

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

- A) Excel (Correct)**
C) Paint
- B) Chrome
D) Print

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

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

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

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

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

- A) Page
B) Row
C) **Column (Correct)**
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 (Incorrect)
B) **Arrow keys**
C) Ctrl+B
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** (Correct)
B) The number in B4 is deleted
C) The number from B4 will be copied
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)
C) The number from B4 will be copied
D) The number from G4 will be copied

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

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

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
B) E
C) **E5 (Correct)**
D) 5

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

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

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

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

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

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

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

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

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

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