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Question Paper

Duration: 180 Mins

Total Marks: 50

ID: ITISKILL3392KR

Student Name: _____ Roll No: _____

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

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

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

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

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

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

4. What is the shortcut key for Print?

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

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

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

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

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

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

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

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

- A) Safety B) All of these

- C) Access to information D) Speed of communication

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

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

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

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

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

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

12. 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

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

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

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

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

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

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

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

- A) Column B) Cell

C) Sheet

D) Row

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

A) Speakers

B) Earphones

C) Mouse

D) All of these

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

A) Wire

B) Bluetooth

C) Switch

D) USB

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

A) Ctrl+S

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

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

A) E5

B) E

C) 5

D) E1

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

A) On the Speaker

B) On the CPU

C) On the Mouse

D) On the Keyboard

22. 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) Web Camera

D) Printer

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

A) Connect to a Wi-Fi network he is familiar with

B) Do not connect to any Wifi network that needs a password. It may not be safe.

C) Connect to any WiFi network available

D) Connect to any WiFi network shared by a stranger.

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 backspace button

B) Click on escape button

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

D) Click on power off button

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

A) Laptop

B) Tablet

C) Computer

D) All of these

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

A) Windows

B) MS Office

C) Printer

D) Router

27. 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 looking at the opening screen

C) By shutting down the computer

D) By uninstalling the windows

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

A) MS Excel

B) All of these

C) MS Word

D) MS Powerpoint

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

A) The number in B4 is deleted

B) The number from G4 will be copied

C) The number from B4 will be copied

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

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

A) By writing it

B) By pressing Ctrl and S on the keyboard

C) By deleting it

D) By closing the sheet

31. What is the shortcut key for Undo?

A) Ctrl+Z

B) Ctrl+U

C) Ctrl+B

D) Ctrl+I

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

A) Restart the computer

B) Search on Play Store

C) Use Bluetooth

D) Click on ?Type here to search?

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

A) Print the document

B) All of these

C) Make complicated calculations with numbers

D) Save the document

34. Full form for OS is_____.

A) Opening Software

B) Operating System

C) Opening Screen

D) Original System

35. What does CPU stand for?

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Web Camera
- B) Monitor

C) Antenna

D) Mouse

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

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

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

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

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

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

46. 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) Landline phone
- D) Washing machine

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

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

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

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

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

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

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

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