ITI Quiz - 09-Feb-2026
02:02 PM

Q. ID: ITISKILL4509BV

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Answer Key

Duration: 60 Mins   **Total Marks: 51**   **Q.ID: ITISKILL4509BV**

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

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

Answer: B) All of these

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

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

Answer: D) Using a wifi or mobile data connection

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3. What is the shortcut key for Undo?

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

Answer: B) Ctrl+Z

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

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

Answer: B) ?

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

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

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

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6. _____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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7. Each new page in the excel worksheet is called a_____.

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

Answer: C) Sheet

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8. The_____tab helps to change the type of page. (portrait or landscape)

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

Answer: B) Layout

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

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

Answer: A) Ctrl+U

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

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

Answer: D) Undo

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11. Full form for OS is_____.

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

Answer: B) Operating System

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

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

Answer: A) Ctrl+B

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

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

Answer: B) Tablet

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14. 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) Web Camera   B) Trackpad
C) Remote   D) Printer

Answer: A) Web Camera

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

A) By pressing Ctrl and S on the keyboard   B) By deleting it

C) By writing it   D) By closing the sheet

Answer: A) By pressing Ctrl and S on the keyboard

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16. 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

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17. _____is the most commonly used word for switching off a computer.

A) Power On   B) Hang Up

C) Shut Down   D) Switch On

Answer: C) Shut Down

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

A) Ctrl+P   B) Ctrl+S

C) Ctrl+X   D) Ctrl+C

Answer: D) Ctrl+C

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

A) Restart the computer   B) Use Bluetooth

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

Answer: C) Click on ?Type here to search?

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

A) Create a digital resume and forward it to different companies   B) Learning new skills

C) All of these   D) Finding Information about job openings

Answer: C) All of these

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

A) All of these   B) Communicatio n through emails

C) Finding information online   D) Creating a Resume

Answer: A) All of these

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22. 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

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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

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

A) MS Office   B) Printer

C) Windows   D) Router

Answer: C) Windows

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

A) Speakers   B) Trackpad

C) Desktop   D) Keyboard

Answer: B) Trackpad

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

A) On the CPU   B) On the Speaker

C) On the Keyboard   D) On the Mouse

Answer: A) On the CPU

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

A) All of these   B) Creating and editing worksheets

C) Communicatin g through emails and chat   D) Creating and editing documents and worksheets

Answer: A) All of these

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

A) Connect to any WiFi network shared by a stranger.   B) Do not connect to any Wifi network that needs a password. It may not be safe.

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

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29. 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

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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) Click on power off button   B) Select the file, press Ctrl X to cut and Ctrl V to paste it

C) Click on escape button   D) Click on backspace button

Answer: B) Select the file, press Ctrl X to cut and Ctrl V to

paste it

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

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

Answer: D) Italic

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

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

Answer: B) All of these

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

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

Answer: C) Use Google search

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

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

Answer: C) Column

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

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

Answer: C) Antenna

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

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

Answer: B) Bluetooth

37. What does CPU stand for?

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

Answer: C) Central Processing Unit

38. _____is called the library of internet.

A) Search Engine
B) Hardware
C) Software
D) Mouse

Answer: A) Search Engine

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

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

Answer: B) Portrait

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

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

Answer: D) Excel

41. 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

Answer: B) Digital Literacy

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

A) The number from G4 will be copied
B) The number in B4 is deleted
C) The number from B4 will be copied
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

43. 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

Answer: B) All of these

44. _____is the software that is put in a computer so that one can use it.

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

Answer: B) Operating System

45. What is the shortcut key for Print?

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

Answer: D) Ctrl+P

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

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

Answer: A) All of these

47. 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 uninstalling the windows

C) By looking at the opening screen

D) By shutting down the computer

Answer: C) By looking at the opening screen

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

A) Ctrl+S

B) Ctrl+V

C) Ctrl+P

D) Ctrl+X

Answer: A) Ctrl+S

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49. _____is called as the brain of the computer.

A) Web Camera

B) Monitor

C) Central Processing Unit

D) Trackpad

Answer: C) Central Processing Unit

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

A) Deleting

B) Saving

C) Formatting

D) Printing

Answer: C) Formatting

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51. 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

C) All of these

D) Save the files with a clear name.

Answer: C) All of these