

Duration: 60 Mins

Total Marks: 51

ID: ITISKILL4509BV

Student Name: _____ Roll No: _____

1. 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 |

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

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

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

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

4. What happens when we use this function?

=AVERAGE(B4:G4)

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

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

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

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

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

7. What is the shortcut key for Undo?

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

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

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

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

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

10. 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) Communicating through emails and chat | D) All of these |

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

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

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

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

13. 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 |

14. 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) Gas oven | D) Tablet |

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

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

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

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

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

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

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

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

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

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

20. 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
C) Always close/ lock your computer when you are not using it
- B) Set a strong password for your computer.
D) Save the files with a clear name.

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

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

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

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

23. Full form for OS is_____.

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

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

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

25. What does CPU stand for?

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

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

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

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

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

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

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

29. 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.
C) Connect to any WiFi network shared by a stranger.
- B) Connect to any WiFi network available
D) Connect to a Wi-Fi network he is familiar with

30. Each new page in the excel worksheet is called a_____.

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

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

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

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

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

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

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

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

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

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

36. _____ is called the library of internet.

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

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

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

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

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

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

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

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

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

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

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

42. What is the shortcut key for Print?

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

43. 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) Web Camera
- C) Remote
- D) Printer

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

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

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

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

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

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

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

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

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

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

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

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

50. 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

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

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