

Duration: 30 Mins**Total Marks: 50****Q.ID: ITISKILL52567F**

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

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

Answer: C) All of these

2. The way we sit, our facial expression and body language show _____ communication.

- A) verbal
B) non- verbal
C) written
D) informal

Answer: B) non- verbal

3. What does CPU stand for?

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

Answer: D) Central Processing Unit

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

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

Answer: C) Arrow keys

5. Meena is using google meet for the first time. She can use the same login account details as her _____.

- A) Zoho account
B) Amazon account
C) Bank account
D) Gmail account

Answer: D) Gmail account

6. _____ is called the library of internet.

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

Answer: A) Search Engine

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

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

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

8. Which of the following is not a social media app?

- A) Amazon
B) WhatsApp
C) Instagram
D) LinkedIn

Answer: A) Amazon

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

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

Answer: A) On the CPU

10. Which of the following is a correct Gmail id?

- A) xyz@gmail. com
B) xyz@gmail
C) gmail@xyz
D) xyz@ outlook.gmail

Answer: A) xyz@gmail. com

11. _____ are the most convenient way to do something online.

- A) Mobile apps
B) Monitor
C) Keypad
D) Desktop

Answer: A) Mobile apps

12. 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

13. Conflict in workplace affects _____?

- A) ability to work
B) weather
C) salary
D) environment

Answer: A) ability to work

14. Conflict usually creates _____?

- A) Negative emotions
B) Positive emotions
C) Happy emotions
D) Enjoyment

Answer: A) Negative emotions

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

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

Answer: B) Central Processing Unit

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

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

Answer: C) Bluetooth

17. Azim has received a new mail from his teacher. Where can he check the mail received?

- A) Inbox
- B) Sent
- C) Draft
- D) Compose

Answer: A) Inbox

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

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

Answer: C) Ctrl+S

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

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

Answer: C) Excel

20. Which is not a type of non-verbal communication ?

- A) Facial expression
- B) E-mail
- C) Eye-contact
- D) Hand movements

Answer: B) E-mail

21. Alexa is a _____ assistant.

- A) None of these
- B) Office Assistant
- C) Home Assistant
- D) Digital voice controlled

Answer: D) Digital voice controlled

22. What is the shortcut key for Print?

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

Answer: B) Ctrl+P

23. Priya wants to apply for her Aadhaar Card as its an important document to be submitted while joining a new job. Which of the following government portals will be helpful for her?

- A) All of these
- B) [http://www .swayam.gov.in/](http://www.swayam.gov.in/)
- C) [http://www . india.gov.in/](http://www .india.gov.in/)
- D) [https:/ myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)

Answer: D) [https:/ myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)

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

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

Answer: D) Sheet

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

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

Answer: B) Shut Down

26. 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 closing the sheet
- D) By writing it

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

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

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

Answer: B) Menu Bar

28. Which of the following is a voice- controlled digital assistant?

- A) All of these
- B) Alexa
- C) Siri
- D) Google Assistant

Answer: A) All of these

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

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

Answer: D) Using a wifi or mobile data connection

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

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

Answer: A) Portrait

31. Komal wants to regularly monitor her body conditions like temperature and heartbeat. Which of the following device can help her?

- A) Calculator
- B) Siri
- C) Smart watch
- D) Mobile Phone

Answer: C) Smart watch

32. Sam wanted to apply for a job. He thought of writing a cover letter to the company. But his friend suggested to attach _____ with the cover letter.

- A) Formal
- B) Brochure
- C) Leave
- D) Resume

Answer: D) Resume

33. Which of the following app is not used for chatting, video calls and group calls

- A) Instagram
- B) WhatsApp

C) None of these D) Telegram

Answer: C) None of these

34. What is the shortcut key for Undo?

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

Answer: C) Ctrl+Z

35. Which communication method should be used to share confidential information and documents in the workplace?

A) Email B) Instagram
C) Phone D) WhatsApp

Answer: A) Email

36. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

A) Create a bussiness account B) Create a company account
C) Create a Personal account D) None of these

Answer: C) Create a Personal account

37. The _____ is a few words that quickly tell what the email is about.

A) Compose B) ID
C) Inbox D) Subject

Answer: D) Subject

38. Laws related to activities on the internet are called _____.

A) Cyber laws B) Criminal laws
C) Labour laws D) Environment protection laws

Answer: A) Cyber laws

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

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

Answer: D) All of these

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

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

Answer: C) Ctrl+C

41. Formal communication is used at ____?

A) House B) Party
C) Workplace D) Friend

Answer: C) Workplace

42. 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

Answer: D) Formatting

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

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

Answer: D) Operating System

44. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

A) Sender?s B) Receiver?s
C) Subject D) Greetings

Answer: A) Sender?s

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

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

Answer: D) All of these

46. Which is not a type of communication?

A) Written B) Verbal
C) Driving D) Non-verbal

Answer: C) Driving

47. Verbal communication is the use of _____.

A) Images B) Words
C) Sign D) Maths

Answer: B) Words

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

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

Answer: A) Undo

49. Full form for OS is _____.

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

Answer: C) Operating System

50. 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