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

- A) non- verbal (Correct)** B) verbal
C) informal D) written

2. Verbal communication is the use of ____.

- A) Sign **B) Words (Correct)**
C) Maths D) Images

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

- A) Receiver?s **B) Sender?s (Correct)**
C) Greetings D) Subject

4. 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) Brochure B) Leave
C) Formal **D) Resume (Correct)**

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

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

6. Which is not a type of communication?

- A) Verbal B) Non-verbal
C) Written **D) Driving (Correct)**

7. Formal communication is used at ____?.

- A) Friend B) House
C) Party **D) Workplace (Correct)**

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

- A) WhatsApp **B) Email (Correct)**
C) Instagram D) Phone

9. Conflict usually creates ____?.

- A) Negative emotions (Correct)** B) Positive emotions
C) Happy emotions D) Enjoyment

10. Conflict in workplace affects ____?.

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

11. 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

12. What does CPU stand for?

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

13. _____is called as the brain of the computer.

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

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

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

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

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

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

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

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

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

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

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

19. Full form for OS is_____.

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

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

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

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

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

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

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

23. 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 (Correct)**
C) Click on escape button D) Click on backspace button

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

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

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

- A) Printing B) Saving
C) Deleting **D) Formatting (Correct)**

26. What is the shortcut key for Undo?

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

27. What is the shortcut key for Print?

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

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

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

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

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

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

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

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

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

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

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

33. 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

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

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

35. 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

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

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

37. _____ is called the library of internet.

- A) Software **B) Search Engine (Correct)**
C) Hardware D) Mouse

38. 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) [http://www . india.gov.in/](http://www.india.gov.in/) **B) [https:/ myaadhaar.uidai. gov.in \(Correct\)](https://myaadhaar.uidai.gov.in/)**
C) [http://www . swayam.gov.in/](http://www.swayam.gov.in/) D) All of these

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

- A) Instagram B) WhatsApp
C) LinkedIn **D) Amazon (Correct)**

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

- A) Instagram B) WhatsApp
C) Telegram **D) None of these (Correct)**

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

- A) Labour laws **B) Cyber laws (Correct)**
C) Environment protection laws D) Criminal laws

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

- A) [xyz@gmail](mailto:xyz@gmail.com) (Incorrect) **B) [xyz@gmail. com](mailto:xyz@gmail.com)**
C) [xyz@ outlook. gmail](mailto:xyz@outlook.com) D) gmail@xyz

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

- A) Create a bussiness account **B) Create a Personal account (Correct)**
C) Create a company account D) None of these

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

- A) Compose **B) Subject (Correct)**
C) Inbox D) ID

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

- A) Inbox (Correct)** B) Sent
C) Draft D) Compose

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

- A) Mobile apps (Correct)** B) Desktop
C) Monitor D) Keypad

47. Alexa is a _____ assistant.

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

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

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

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

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

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

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