

Duration: 30 Mins

Total Marks: 50

ID: ITISKILL52567F

Student Name: \_\_\_\_\_ Roll No: \_\_\_\_\_

1. The \_\_\_\_\_ is a few words that quickly tell what the email is about.

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

2. Which is not a type of communication?

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

3. \_\_\_\_\_ is the software that is put in a computer so that one can use it.

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

4. \_\_\_\_\_ is called as the brain of the computer.

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

5. \_\_\_\_\_ is called the library of internet.

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

6. 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

7. \_\_\_\_\_ is the most commonly used word for switching off a computer.

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

8. What does CPU stand for?

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

9. Full form for OS is \_\_\_\_\_.

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

10. While creating a Gmail account 'Create an account for

myself' option will be chosen to \_\_\_\_\_.

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

11. 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  
C) Greetings  
D) Subject

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

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

13. Laws related to activities on the internet are called \_\_\_\_\_.

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

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

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

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

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

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

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

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

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

18. \_\_\_\_\_ is a tool to organize a large amount of data in an easy and understandable way.

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

19. Alexa is a \_\_\_\_ assistant.

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

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

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

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

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

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

23. If one can use a computer and the internet comfortably. It is called \_\_\_\_\_?.

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

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

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

25. 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) Formal
- C) Resume
- D) Leave

26. The way we sit, our facial expression and body language show\_\_\_\_\_ communication.

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

27. Conflict usually creates \_\_\_\_\_?.

- A) Happy emotions
- B) Positive emotions

- C) Negative emotions
- D) Enjoyment

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

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

29. Meena is using google meet for the first time. She can use the same login account details as her\_\_\_\_\_.

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

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

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

31. Verbal communication is the use of \_\_\_\_\_.

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

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

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

33. 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 escape button
- B) Click on backspace button
- C) Click on power off button
- D) Select the file, press Ctrl X to cut and Ctrl V to paste it

34. Conflict in workplace affects \_\_\_\_?.

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

35. \_\_\_\_\_is at the top of the MS Word screen.

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

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

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

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

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

38. Formal communication is used at \_\_\_?

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

39. What is the shortcut key for Print?

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

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

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

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

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

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

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

43. \_\_\_\_\_are the most convenient way to do something online.

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

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

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

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

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

46. What is the shortcut key for Undo?

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

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

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

48. Each new page in the excel worksheet is called a \_\_\_\_\_.

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

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

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

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

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