

# ITI Quiz - 19-May-2026

## 07:11 PM

Q. ID: ITISKILL7614XT

May 2026

Answer Key

Duration: 30 Mins

Total Marks: 100

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1. Which of the following feature is not available in online meeting tools?

- A) Display Participants contact number
- B) Everyone can turn on the camera on their own devices
- C) Everyone can speak to each other and hear each other.
- D) After the meeting, the online meeting can be closed and ended.

**Answer: A) Display Participants contact number**

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

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

**Answer: C) Excel**

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

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

**Answer: A) Windows**

4. Choose the mobile app from the following options.

- A) LinkedIn
- B) YouTube
- C) Facebook
- D) All of these

**Answer: D) All of these**

5. Kirti attended a guest lecture. How can she use her mobile phone to understand the difficult words?

- A) Use a dictionary app
- B) Shopping app
- C) Grocery app
- D) Cosmetics store app

**Answer: A) Use a dictionary app**

6. Which of the following websites is helpful in learning and career growth?

- A) Codecademy
- B) All of these
- C) Khan Academy
- D) Coursera

**Answer: B) All of these**

7. What does CPU stand for?

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

**Answer: B) Central Processing Unit**

8. Which of the following is a universal ID card?

- A) Employers ID card
- B) Bank Credit card
- C) PAN Card
- D) Aadhaar Card

**Answer: D) Aadhaar Card**

9. Internet is the best place to be a\_\_\_\_\_.

- A) Life long learner
- B) Self learner
- C) All of these
- D) Continuous learner

**Answer: C) All of these**

10. What is the shortcut key for Print?

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

**Answer: B) Ctrl+P**

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

**Answer: A) Select the file, press Ctrl X to cut and Ctrl V to paste it**

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

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

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

13. Ridhima wants to post something on her social media. What should she do to stay safe on social media?

- A) Avoid sharing any password
- B) Avoid sharing address
- C) Avoid sharing locations
- D) All of these

**Answer: D) All of these**

14. 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?**

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

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

**Answer: A) Ctrl+S**

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

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

**Answer: B) Subject**

17. Which of the following is used to send a copy of an email to another person without the main receiver of the email knowing?

- A) Attach file  
C) CC(Carbon Copy)
- B) BCC (Blind Carbon Copy)  
D) Subject

**Answer: B) BCC (Blind Carbon Copy)**

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

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

**Answer: D) E5**

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

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

**Answer: B) Ctrl+C**

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

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

**Answer: A) Search Engine**

21. Harsha has selected a single line of cells from top to bottom. She has selected a \_\_\_\_\_?

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

**Answer: B) Column**

22. Before sharing the information on social media THINK questions to be asked by oneself;

- A) Is it Helpful?  
C) All of these
- B) Is it True?  
D) Is it Necessary?

**Answer: C) All of these**

23. Which website to use to book the train tickets

- A) <http://www.igod.gov.in>  
C) <http://www.india.gov.in/>
- B) <https://myaadhaar.uidai.gov.in>  
D) <http://www.irctc.co.in>

**Answer: D) <http://www.irctc.co.in>**

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

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

**Answer: D) All of these**

25. Jyothi learned that all the information is stored in 'web pages'. What is the role of web pages?

- A) 'Web pages' act as internet  
C) 'Web pages' act as a search engine
- B) None of these  
D) 'Web pages' act as a library

**Answer: D) 'Web pages' act as a library**

26. It is very important to use the correct words to tell the search engine what to look for. These are called\_\_\_\_\_.

- A) Website  
C) Internet
- B) Keywords  
D) Web page

**Answer: B) Keywords**

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

**Answer: C) All of these**

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

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

**Answer: B) Central Processing Unit**

29. What is the shortcut key for Undo?

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

**Answer: A) Ctrl+Z**

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

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

**Answer: A) Portrait**

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

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

**Answer: A) Arrow keys**

32. Which of the following is a smart device?

- A) Smart Watch
- B) All of these
- C) Smart Phone
- D) Smart TV

**Answer: B) All of these**

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

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

**Answer: A) None of these**

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

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

**Answer: A) Antenna**

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

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

**Answer: A) Ctrl+B**

36. Maya wants to find the capital of Germany, Which of the following search engines can she use to find the information?

- A) Yahoo
- B) Google
- C) All of these
- D) Bing

**Answer: C) All of these**

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

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

**Answer: B) Operating System**

38. \_\_\_\_\_ is a tool that blocks unsafe pages when you are using a search engine.

- A) Telegram
- B) Google
- C) Web page
- D) Safe search

**Answer: D) Safe search**

39. Rama has started using Social Media, as a responsible user what are the things she should not do?

- A) Connecting with professionals from her field
- B) Searching jobs online
- C) Posting personal information publicly
- D) Use social media to find the latest information.

**Answer: C) Posting personal information publicly**

40. A mobile application or App is a software that is made to be used on a \_\_\_\_\_.

- A) Washing machine
- B) Calculator
- C) All of these
- D) smart device like a smartphone or tablet

**Answer: D) smart device like a smartphone or tablet**

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

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

**Answer: A) Italic**

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

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

**Answer: C) Painting a wall**

43. Khan Academy is the most recommended website for\_\_\_\_\_.

- A) Online meetings
- B) learning a new language for free
- C) Job search
- D) free online material on school subjects like economics, physics, algebra,etc.

**Answer: D) free online material on school subjects like economics, physics, algebra,etc.**

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

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

**Answer: A) Undo**

45. \_\_\_\_\_ is at the top of the MS Word screen.

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

**Answer: D) Menu Bar**

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

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

**Answer: A) On the CPU**

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

**Answer: C) Web Camera**

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



- A) Digital Empowerment Foundation (DEF)      B) Digital Education Foundation (DEF)  
C) Digital Empowerment (DE)      D) Digital Education Fund (DEF)

**Answer: A) Digital Empowerment Foundation (DEF)**

**64.** 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) Zoho account      D) Gmail account

**Answer: D) Gmail account**

**65.** In MS Word, you can change the text in the document to look different. This process is called\_\_\_\_\_?.

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

**Answer: D) Formatting**

**66.** While creating a Gmail account 'Create an account for myself' option will be chosen to \_\_\_\_\_.

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

**Answer: C) Create a Personal account**

**67.** Sam wants to learn computer coding skills for free and his friend has recommended\_\_\_\_\_ website for the same.

- A) NPTEL      B) Duolingo  
C) Khan Academy      D) Codecademy

**Answer: D) Codecademy**

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

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

**Answer: C) All of these**

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

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

**Answer: D) All of these**

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

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

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

**71.** Which of the following can be done using Excel?

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

**Answer: D) All of these**

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

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

**Answer: A) All of these**

**73.** What does SMART tips for internet safety stands for?

- A) None of these      B) Stay Simple Manageable Attractive Reasonable Timely  
C) Stay Simple Meet Up Acceptable Reachable Tell about yourself      D) Stay Safe Don't Meet up Accepting Files Reliable Tell Someone

**Answer: D) Stay Safe Don't Meet up Accepting Files Reliable Tell Someone**

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

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

**Answer: C) Cyber laws**

**75.** Alexa is a \_\_\_\_\_ assistant.

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

**Answer: B) Digital voice controlled**

**76.** \_\_\_\_\_ is a profile that can show your education qualifications, your skills and your experience.

- A) LinkedIn      B) WhatsApp  
C) Google mail      D) Telegram

**Answer: A) LinkedIn**

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

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

**Answer: D) Digital Literacy**

**78.** The safe search tool can be switched on and off for any search engine by changing the \_\_\_\_\_.

- A) Web page      B) Computer/ Device  
C) View Mode      D) Settings

**Answer: D) Settings**

**79.** We need an \_\_\_\_\_ and a search engine to access the

information on the web.

- A) Data cable
- B) Mouse
- C) Internet connection
- D) Key board

**Answer: C) Internet connection**

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

- A) Connect to any WiFi network available
- B) Connect to any WiFi network shared by a stranger.
- C) Do not connect to any Wifi network that needs a password. It may not be safe.
- D) Connect to a Wi-Fi network he is familiar with

**Answer: D) Connect to a Wi-Fi network he is familiar with**

**81.** The \_\_\_\_\_ tab helps to change the type of page. (portrait or landscape)

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

**Answer: B) Layout**

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

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

**Answer: C) Using a wifi or mobile data connection**

**83.** Preeti wants to find a video on pasta recipe. Which of the following mobile apps can she use for the same?

- A) Email
- B) Whatsapp
- C) YouTube
- D) Mobile Banking

**Answer: C) YouTube**

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

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

**Answer: B) By looking at the opening screen**

**85.** Which of the following tasks can be performed by Alexa?

- A) Check the weather
- B) Call phones
- C) Play music
- D) All of these

**Answer: D) All of these**

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

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

**Answer: D) Inbox**

**87.** Naina wants to take a few safety Measures on Social media. What does that refers to?

- A) Do not send a rude or mean comment
- B) All of these
- C) Do not share information with unknown people
- D) Do not share personal information

**Answer: B) All of these**

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

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

**Answer: C) Trackpad**

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

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

**Answer: D) Sheet**

**90.** Which of the following is a correct Gmail id?

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

**Answer: A) xyz@gmail. com**

**91.** Ritika received a message about a bank transaction she did not make. Her friends told her to report it as cybercrime. Which portal can she use to file her complaint?

- A) www. cybercrimeindia. gov.in
- B) www. indiacybercrime. gov.in
- C) www. cybercrime.gov. in
- D) www.ccrime. gov.in

**Answer: C) www. cybercrime.gov. in**

**92.** Full form for OS is\_\_\_\_\_.

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

**Answer: C) Operating System**

**93.** Radha wants to use social media for her professional growth. She could join groups according to her \_\_\_\_\_.

- A) mood
- B) career or subject interests
- C) qualification
- D) age

**Answer: B) career or subject interests**

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

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

**Answer: C) All of these**

**95.** \_\_\_\_\_website can be used to find information on

schemes and initiatives across all sectors, from tourism to employment to agriculture.

- A) [http://www . education.gov. in/](http://www.education.gov.in/)                      B) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)  
C) [http://www . india.gov.in](http://www.india.gov.in)            D) [http: /www . igod.gov.in](http://www.igod.gov.in)

**Answer: D) [http: /www . igod.gov.in](http://www.igod.gov.in)**

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

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

**Answer: C) Tablet**

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

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

**Answer: A) Shut Down**

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**98.** Which of the following are the top benefits of using the internet?

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

**Answer: C) All of these**

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**99.** Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as\_\_\_\_\_.

- A) None of these                              B) Online meeting  
C) Physical Meeting                         D) Offline Meeting

**Answer: B) Online meeting**

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**100.** Which of the following websites is helpful to learn new languages for free?

- A) LinkedIn                                     B) Duolingo  
C) All of these                                 D) Codecademy

**Answer: B) Duolingo**

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