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Score: 26/100 (26.00%)

Code: 0218

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

- A) Sports Literacy (Incorrect) B) **Digital Literacy**
C) Cultural Literacy D) Language Literacy

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

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

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

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

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

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

5. Saleem needs to talk about digital skills that are required at work. Which of these works needs digital skills?

- A) Communication through emails and chat (Incorrect) B) Creating and editing documents and worksheets
C) Creating and editing worksheets D) **All of these**

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

- A) Monitor B) **Antenna**
C) Web Camera D) Mouse (Incorrect)

7. What does CPU stand for?

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

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

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

9. 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 (Incorrect) B) Remote
C) Printer D) **Web Camera**

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

- A) **Trackpad (Correct)** B) Speakers
C) Keyboard D) Desktop

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

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

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

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

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

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

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

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

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

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

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

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

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

- A) Printer B) MS Office (Incorrect)

C) Router

D) Windows

18. Full form for OS is_____.

A) Operating System

B) Opening Screen

C) Opening Software
(Incorrect)

D) Original System

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

A) By uninstalling the windows

B) By looking at the opening screen

C) By shutting down the computer (Incorrect)

D) By reinstalling the windows

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

A) Click on ?Type here to search?

B) Search on Play Store

C) Restart the computer (Incorrect)

D) Use Bluetooth

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

A) MS Word (Incorrect)

B) MS Excel

C) MS Powerpoint

D) All of these

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

A) Ctrl+S

B) Ctrl+X (Incorrect)

C) Ctrl+V

D) Ctrl+P

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

A) Ctrl+C

B) Ctrl+X (Incorrect)

C) Ctrl+S

D) Ctrl+P

24. 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

25. 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) Set a strong password for your computer. (Incorrect)

B) Always close/ lock your computer when you are not using it

C) Save the files with a clear name.

D) All of these

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

A) Ctrl+S (Incorrect)

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

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

A) Menu Bar

B) Taskbar

C) Space Bar (Incorrect)

D) Scroll bar

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

A) Layout

B) Insert

C) Design (Incorrect)

D) Review

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

A) Bold (Incorrect)

B) Italic

C) Underline

D) Numbered List

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

A) Ctrl+S

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I (Incorrect)

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

A) Printing (Incorrect)

B) Saving

C) Deleting

D) Formatting

32. What is the shortcut key for Undo?

A) Ctrl+Z (Correct)

B) Ctrl+B

C) Ctrl+U

D) Ctrl+I

33. What is the shortcut key for Print?

A) Ctrl+Z

B) Ctrl+B

C) Ctrl+U

D) Ctrl+P (Correct)

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

A) Save (Incorrect)

B) Print

C) Undo

D) Cut

35. 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

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

A) Excel

B) Chrome

C) Paint (Incorrect)

D) Print

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

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

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

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

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

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

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

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

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

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

42. What happens when we use this function?
=AVERAGE(B4:G4)

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

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

- A) ?**
C) X
B) Z
D) Y (Incorrect)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

51. _____ is called the library of internet.

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

52. We need an _____ and a search engine to access the information on the web.

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

53. It is very important to use the correct words to tell the search engine what to look for. These are called _____.

- A) Keywords**
C) Website
B) Web page
D) Internet (Incorrect)

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

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

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

A) 'Web pages' act as a search engine (Incorrect)

C) 'Web pages' act as internet

B) 'Web pages' act as a library

D) None of these

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

A) Bank Credit card

B) PAN Card

C) Aadhaar Card (Correct)

D) Employers ID card

57. Which website to use to book the train tickets

A) [http://www . india.gov.in/](http://www.india.gov.in/)

B) [https:// myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in) (Incorrect)

C) [http:// www .irctc. co.in](http://www.irctc.co.in)

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

58. _____website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.

A) [http://www . india.gov.in](http://www.india.gov.in/) (Incorrect)

B) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)

C) [http: /www . igod.gov.in](http://www.igod.gov.in)

D) [http://www . education.gov. in/](http://www.education.gov.in/)

59. Anju wants to upskill herself in designing and stitching, which of the following portals will be relevant for the same?

A) [http://www . swayam.gov.in /](http://www.swayam.gov.in/)

B) [http: /www . igod.gov.in](http://www.igod.gov.in)

C) [http://www . india.gov.in/](http://www.india.gov.in/)

D) None of these (Incorrect)

60. 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](https://myaadhaar.uidai.gov.in)

C) [http://www . swayam.gov.in/](http://www.swayam.gov.in/)

D) All of these (Incorrect)

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

A) Instagram

B) WhatsApp

C) LinkedIn (Incorrect)

D) Amazon

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

A) Instagram

B) WhatsApp (Incorrect)

C) Telegram

D) None of these

63. _____is a profile that can show your education qualifications, your skills and your experience.

A) Google mail

B) LinkedIn

C) WhatsApp (Incorrect)

D) Telegram

64. Naina wants to take a few safety Measures on Social

media. What does that refers to?

A) Do not share information with unknown people (Incorrect)

B) Do not share personal information

C) Do not send a rude or mean comment

D) All of these

65. 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 (Incorrect)

D) All of these

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

A) Is it True?

B) Is it Necessary?

C) Is it Helpful?

D) All of these (Correct)

67. Which of the following is not an example of using social media and internet in an impactful and successful way?

A) Sharing Jokes on a particular religion (Correct)

B) Encouraging people to donate money for the social cause

C) Mentoring and supporting people

D) Sharing verified news

68. _____is an organisation that uses digital technology to help people in rural India.

A) Digital Empowermen t (DE) (Incorrect)

B) Digital Empowermen t Foundation (DEF)

C) Digital Education Foundation (DEF)

D) Digital Education Fund (DEF)

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

A) Posting personal information publicly (Correct)

B) Connecting with professionals from her field

C) Searching jobs online

D) Use social media to find the latest information.

70. Radha wants to use social media for her professional growth. She could join groups according to her _____.

A) mood

B) qualification

C) career or subject interests (Correct)

D) age

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

A) Labour laws

B) Cyber laws

C) Environment protection laws

D) Criminal laws (Incorrect)

72. What does SMART tips for internet safety stands for?

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

73. _____ is a tool that blocks unsafe pages when you are using a search engine.

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

74. The safe search tool can be switched on and off for any search engine by changing the _____.

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

75. 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. cybercrime.gov. in (Correct)**
B) www.ccrime. gov.in
C) www. indiacybercrime. gov.in
D) www. cybercrimeindia. gov.in

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

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

77. 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
B) Subject
C) CC(Carbon Copy)
D) **BCC (Blind Carbon Copy) (Correct)**

78. 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

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

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

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

- A) **Inbox**
B) Sent

C) Draft (Incorrect)

D) Compose

81. A mobile application or App is a software that is made to be used on a _____.

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

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

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

83. Choose the mobile app form the following options.

- A) Linkedin
B) YouTube
C) Facebook (Incorrect)
D) **All of these**

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

- A) Whatsapp (Incorrect)
B) Email
C) **YouTube**
D) Mobile Banking

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

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

86. Which of the following is a smart device?

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

87. Alexa is a _____ assistant.

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

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

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

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

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

90. 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 (Incorrect)

D) Smart watch

91. For online meetings, you can share ___ for the people to join the meeting.

A) Personal mobile number

B) Location

C) email id (Incorrect)

D) Meeting Link or ID

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

A) Display Participants contact number

B) Everyone can speak to each other and hear each other.

C) Everyone can turn on the camera on their own devices (Incorrect)

D) After the meeting, the online meeting can be closed and ended.

93. To find list of Participants in a Zoom meeting, click on participants option on ____? of the screen.

A) Top

B) Bottom (Correct)

C) Left Side

D) Right Side

94. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as_____.

A) Online meeting (Correct)

B) Physical Meeting

C) Offline Meeting

D) None of these

95. 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

D) Zoho account (Incorrect)

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

A) LinkedIn

B) Duolingo

C) Codecademy

D) All of these (Incorrect)

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

A) Codecademy (Incorrect)

B) Khan Academy

C) Coursera

D) All of these

98. Sam wants to learn computer coding skills for free and his friend has recommended_____ website for the same.

A) Duolingo (Incorrect)

B) Khan Academy

C) NPTEL

D) Codecademy

99. Khan Academy is the most recommended website for_____.

A) free online material on school subjects like economics, physics, algebra, etc.

B) Online meetings (Incorrect)

C) learning a new language for free

D) Job search

100. Internet is the best place to be a_____.

A) Life long learner

B) Self learner

C) Continuous learner

D) All of these (Correct)