

ITI Quiz - 19-May-2026

07:11 PM

Q. ID: ITISKILL7614XT

May 2026

Question Paper

Duration: 30 Mins

Total Marks: 100

ID: ITISKILL7614XT

Student Name: _____ Roll No: _____

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

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

A) By shutting down the computer

C) By reinstalling the windows

B) By looking at the opening screen

D) By uninstalling the windows

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

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

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

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

3. 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

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

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

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

- A) X
- B) Z
- C) ?
- D) Y

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

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

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

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

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

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

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

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

14. _____ website can be used to find information on schemes and initiatives across all sectors, from tourism to employment to agriculture.

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

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

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

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

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

8. 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) Bank account
- D) Amazon account

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

- A) The average of numbers in cells from B4 to G4 is calculated
- B) The number from G4 will be copied

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

- C) The number from B4 will be copied D) The number in B4 is deleted

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

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

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

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

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

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

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

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

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

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

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

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

23. 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

24. Post-covid we adopted the virtual world. Meeting that happens online through the internet are called as _____.

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

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

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

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

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

27. Internet is the best place to be a _____.

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

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

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

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

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

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

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

31. _____ is called the library of internet.

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

32. 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) CC(Carbon Copy) B) BCC (Blind Carbon Copy)
C) Subject D) Attach file

33. Full form for OS is _____.

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

34. 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 . india.gov.in/swayam.gov.in/> D) <http://www . india.gov.in/>

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

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

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

- A) Click on ?Type here to search?
- B) Use Bluetooth
- C) Restart the computer
- D) Search on Play Store

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

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

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

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

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

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

40. 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

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

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

42. Which website to use to book the train tickets

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

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

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

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

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

45. Saleem needs to talk about digital skills that are required

at work. Which of these works needs digital skills?

- A) Creating and editing worksheets
- B) Communicatin g through emails and chat
- C) Creating and editing documents and worksheets
- D) All of these

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

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

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

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

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

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

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

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

50. 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) Web Camera
- B) Remote
- C) Printer
- D) Trackpad

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

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

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

- A) Stay Safe Don?t Meet up Accepting Files Reliable Tell Someone
- B) None of these
- C) Stay Simple Meet Up Acceptable Reachable Tell about yourself
- D) Stay Simple Manageable Attractive Reasonable Timely

53. For online meetings, you can share ___for the people to join the meeting.

- A) Meeting Link or ID B) Personal mobile number
C) Location D) email id

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

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

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

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

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

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

57. _____ is a profile that can show your education qualifications, your skills and your experience.

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

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

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

59. 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

60. What is the shortcut key for Undo?

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

61. 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. B) Always close/ lock your computer when you are not using it
C) All of these D) Set a strong password for your computer.

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

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

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

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

64. Choose the mobile app form the following options.

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

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

- A) <http://www.igod.gov.in> B) None of these
C) <http://www.india.gov.in/> D) <http://www.swayam.gov.in/>

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

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

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

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

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

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

69. Which of the following is a smart device?

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

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

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

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

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

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

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

73. 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
- C) Create a company account
- D) None of these

74. Sam wants to learn computer coding skills for free and his friend has recommended _____ website for the same.

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

75. What is the shortcut key for Print?

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

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

- A) Sharing verified news
- B) Mentoring and supporting people
- C) Encouraging people to donate money for the social cause
- D) Sharing Jokes on a particular religion

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

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

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

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

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

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

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

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

81. Khan Academy is the most recommended website for _____.

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

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

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

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

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

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

85. What does CPU stand for?

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

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

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

87. To find list of Participants in a Zoom meeting, click on participants option on _____ of the screen.

- A) Left Side
- B) Right Side
- C) Top
- D) Bottom

88. _____ is an organisation that uses digital technology to help people in rural India.

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

89. In MS Word, you can change the text in the document to look different. This process is called _____?.

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

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

- A) Do not share information with unknown people
- B) All of these

C) Do not send a rude or mean comment

D) Do not share personal information

C) www. cybercrime.gov. in

D) www. cybercrimeindia. gov.in

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

A) Portrait

B) Undo

C) Cut

D) Landscape

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

A) 'Web pages' act as internet

B) None of these

C) 'Web pages' act as a library

D) 'Web pages' act as a search engine

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

A) Codecademy

B) Duolingo

C) LinkedIn

D) All of these

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

A) Play music

B) Check the weather

C) All of these

D) Call phones

95. 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.ccrime. gov.in

B) www. indiacybercrime. gov.in

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

A) Mobile Banking

B) Email

C) YouTube

D) Whatsapp

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

A) Use a dictionary app

B) Grocery app

C) Cosmetics store app

D) Shopping app

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

A) Printer

B) MS Office

C) Windows

D) Router

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

A) Use Google search

B) Sell the earphones

C) Throw away the earphones

D) Purchase new earphones

100. Alexa is a ____ assistant.

A) Home Assistant

B) Digital voice controlled

C) None of these

D) Office Assistant