

Student Name: _____	Roll No: _____
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1. For online meetings, you can share \_\_\_ for the people to join the meeting.

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

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

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

3. We should \_\_\_\_\_ instructions in the classroom.

- A) learn                          B) listen to  
C) forget                          D) ignore

4. Action words are also called \_\_\_\_\_.

- A) Is                                B) Are  
C) Verbs                          D) Center

5. Good time management helps in improving \_\_\_\_\_ at work.

- A) Weakness                      B) Stress  
C) Pressure                      D) Performance

6. A person who respects and follows the law of a country is a \_\_\_\_\_.

- A) Bad Employee                B) Responsible Citizen  
C) Businessman                D) Small Kid

7. John does not agree with his coworker about a task. How should he communicate his disagreement?

- A) I will just do it my way.      B) You are wrong!  
C) You don't know anything.    D) I respectfully disagree with what you are saying.

8. Add comma wherever it is necessary. After the meeting we will go out.

- A) After the meeting, we will go out.      B) After the, meeting we will go, out.  
C) After the meeting we will go out.      D) After, the meeting, we will go out.

9. Scientists are warning us that the rise in earth's

temperature causes \_\_\_\_\_.

- A) Land sliding                      B) Pollution  
C) Global warming                D) Deforestation

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

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

11. Which of these is an e-learning portal?

- A) Netflix                          B) ASEEM  
C) Bharat Skills Portal            D) NAPS portal

12. 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) <http://www .swayam.gov.in/>  
C) All of these                      D) [http://www . india.gov.in/](http://www .india.gov.in/)

13. Major changes took place in the manufacturing world with \_\_\_\_\_.

- A) Milk revolution                B) Green revolution  
C) White revolution              D) Industrial revolution

14. Teacher Meena advised her students to write down 2 or 3 sentences when she explains the lesson. How does it help the students?

- A) Speak                          B) Write  
C) Read                              D) Recollect what she said

15. Soni is trying to fix the download problem on the laptop. She did not succeed on the first attempt. What should she do?

- A) Quit the task                      B) Quit the job  
C) Never solve the problem      D) Try another way

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

- A) Gmail account                      B) Zoho account



36. What does CPU stand for?

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

37. Addition of harmful smoke, gases and chemicals to the environment in large quantities is called \_\_\_\_\_

- A) Pollution
- B) Air
- C) Wind
- D) Storm

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

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

39. What are the advantages of time management?

- A) Complete tasks on time
- B) All of these
- C) Achieve daily goals
- D) Reduce stress

40. Rita had to attend a group discussion on behalf of her company. What is she supposed to do before the meeting?

- A) Attend classes
- B) Attend party
- C) Be prepared about the topic
- D) Take leave

41. Ram wants to start his own business. He is considering two options - opening an audio cassette shop or starting an online retail business. Which of these options would you suggest?

- A) Audio cassette shop
- B) Anything is fine
- C) Online retail
- D) Video rental store

42. In today's world, \_\_\_\_\_ have become a basic skill requirement in many jobs.

- A) Digital skills
- B) Painting skills
- C) Dancing skills
- D) Acting skills

43. Document which has details of a job is \_\_\_\_?

- A) Resume
- B) Letter
- C) Job Description
- D) Report

44. 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) Whatsapp
- D) YouTube

45. The time blocked for work is called a \_\_\_\_\_ technique.

- A) Domo
- B) Doro
- C) Pomodoro
- D) Pomo

46. Mr. Johnson wants to employ an 8 year old girl for household work. In India, which fundamental right would not allow it?

- A) Right against exploitation
- B) Right to information
- C) Right to freedom of religion
- D) Right to equality

47. 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 escape button
- C) Click on power off button
- D) Click on backspace button

48. We need an \_\_\_\_\_ and a search engine to access the information on the web.

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

49. Which are the two skills needed for good career growth?

- A) Watching TV & Making friends
- B) Technical Skills & Employability Skills
- C) Traveling & Shopping
- D) Playing video games & cooking skills

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

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

51. The Constitution Of India is also called as \_\_\_\_\_.

- A) Bharatiya Academy
- B) Novel
- C) Bhartiya Samvidhan
- D) Newspaper

52. Which of these is an advantage of learning online?

- A) Make friends with classmates
- B) No need to study
- C) Have shorter classes
- D) Learn anytime & anywhere

53. \_\_\_\_\_ is a way of thinking to solve a problem.

- A) Self confidence
- B) Critical thinking
- C) Negative attitude
- D) Time Management

54. A child was working in the computer lab which had many computers. The word 'computers' is in the \_\_\_\_\_ form.

- A) Plural
- B) Less
- C) Minimum
- D) Maximum

55. Gopi is always willing to learn and improve in his work. He has a \_\_\_\_\_?

- A) Marksheet
- B) Growth mindset

C) Certificate

D) Fixed mindset

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

A) Employers ID card

B) PAN Card

C) Bank Credit card

D) Aadhaar Card

57. Cutting down of trees for farming and housing purposes is called \_\_\_\_\_.

A) Deforestation

B) Forestation

C) Reforestation

D) Afforestation

58. Indian constitution is a set of \_\_\_\_\_ of our country.

A) Languages

B) Keys

C) Laws and rules

D) Tools

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

A) Click on ?Type here to search?

B) Restart the computer

C) Search on Play Store

D) Use Bluetooth

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

A) Communication through emails

B) Creating a Resume

C) Finding information online

D) All of these

61. Green Jobs are important because\_\_\_\_\_.

A) they help protect the environment

B) they require no skill

C) they pay more money

D) they harm the environment

62. The police were questioning about his crime. What type of sentence is it?

A) None of these

B) Declarative (.)

C) Exclamatory (!)

D) Interrogative (?)

63. An exclamatory sentence ends with the \_\_\_\_\_.

A) Comma (,)

B) Full stop (.)

C) Exclamatory mark (!)

D) Question mark (?)

64. Swaraj is looking for internet-based/data entry jobs. What is the most important skill he needs?

A) Wood cutting skills

B) Beautician skills

C) Basic computer skills

D) Entrepreneurial skills

65. Meena likes to learn music in her free time. It is one of her \_\_\_\_\_to improve.

A) Value

B) Weakness

C) Interests

D) Logics