

Duration: 160 Mins

Total Marks: 160

Q.ID: ITISKILL9136RV

1. Nitya wanted to discuss an issue with her teammates. What type of communication is it?

- A) Written  
B) Image  
C) Verbal  
D) Video

**Answer: C) Verbal**

2. Choose the correct punctuation mark after the word "Rohan" in the given sentence. "Rohan David and Ram are playing hide and seek" | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯದಲ್ಲಿ □ರೋಹನ್□ ಪದದ ನಂತರ ಸರಿಯಾದ ವಿರಾಮ ಚಿಹ್ನೆಯನ್ನು ಆರಿಸಿ. □ರೋಹನ್ ಡೇವಿಡ್ ಮತ್ತು ರಾಮ್ ಅಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

- A) Period (.)  
B) Hyphen (-)  
C) Slash (/)  
D) Comma (,)

**Answer: D) Comma (,)**

3. You are unable to share your message properly in an email. Which skill should you improve?

- A) Playing  
B) Written communication  
C) Speaking  
D) Reading

**Answer: B) Written communication**

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

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

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

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

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

6. Forms of verbal communication are \_\_\_\_.

- A) Making eye contact  
B) Thinking  
C) Dancing  
D) Writing and Speaking

**Answer: D) Writing and Speaking**

7. Kishore's manager gave him positive and negative feedback. Kishore is feeling confused. What should he do next?

- A) All of these  
B) Try to understand the negative points given by the manager  
C) Try to understand the positive points given by his manager  
D) Calm down and think

**Answer: A) All of these**

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

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

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

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

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

**Answer: D) Aadhaar Card**

10. Time management \_\_\_\_\_ | ಸಮಯ ನಿರ್ವಹಣೆ

- A) hard skill | ಕಠಿಣ ಕೌಶಲ್ಯ  
B) managing time | ಸಮಯವನ್ನು ನಿರ್ವಹಿಸುವುದು  
C) problem solving | ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ  
D) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ

**Answer: D) complete your task on time | ನಿಮ್ಮ ಕೆಲಸವನ್ನು ಸಮಯಕ್ಕೆ ಪೂರ್ಣಗೊಳಿಸಿ**

11. Distance between yourself and the other person is called \_\_\_\_\_.

- A) Close  
B) Informal  
C) Relationship  
D) Spatial distance

**Answer: D) Spatial distance**

12. What can make it difficult to communicate in the workplace?

- A) Language differences  
B) All of these  
C) Differences in communication styles  
D) Use of unfamiliar words

**Answer: B) All of these**

13. 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**

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

A) All of these

B) Creating and editing documents and worksheets

C) Communicating through emails and chat

D) Creating and editing worksheets

**Answer: A) All of these**

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

A) House

B) Friend

C) Party

D) Workplace

**Answer: D) Workplace**

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

A) Check the weather

B) All of these

C) Play music

D) Call phones

**Answer: B) All of these**

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

A) All of these

B) Learning new skills

C) Create a digital resume and forward it to different companies

D) Finding Information about job openings

**Answer: A) All of these**

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

A) informal

B) non- verbal

C) written

D) verbal

**Answer: B) non- verbal**

19. Effective communication needs to be -

A) Simple

B) Complete

C) Clear

D) All of these

**Answer: D) All of these**

20. Shwetha and Rakshit are coworkers. They are angry with each other because they have not completed a project properly. Which is a good way to resolve such conflicts in the workplace?

A) Quit the job

B) File a police complaint

C) Find different ways to solve the problem

D) Ignore each other

**Answer: C) Find different ways to solve the problem**

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

A) ability to work

B) weather

C) environment

D) salary

**Answer: A) ability to work**

22. A formal letter can be used for \_\_\_\_\_ purposes.

A) Friendship

B) Fighting

C) Boring

D) Official

**Answer: D) Official**

23. 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) Subject

B) BCC (Blind Carbon Copy)

C) CC(Carbon Copy)

D) Attach file

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

24. 'Reg' in the letter means \_\_\_\_.

A) Subject

B) Greetings

C) Body

D) Regarding

**Answer: D) Regarding**

25. During criticism we must remain \_\_\_\_\_ and \_\_\_\_\_ to the person.

A) happy and joyful

B) calm and listen

C) shout and cry

D) fight and cry

**Answer: B) calm and listen**

26. 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) Do not share personal information

C) All of these

D) Do not send a rude or mean comment

**Answer: C) All of these**

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

A) learning a new language for free

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

C) Online meetings

D) Job search

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

28. Hard skill \_\_\_\_\_. | ಕಠಿಣ ಕೌಶಲ್ಯ \_\_\_\_\_

A) time management | ಸಮಯ ನಿರ್ವಹಣೆ

B) spoken english | ಇಂಗ್ಲಿಷ್ ಮಾತನಾಡುವ

C) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ

D) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ

**Answer: C) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ**

29. \_\_\_\_\_ is an organisation that uses digital technology to

help people in rural India.

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

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

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

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

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

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

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

**Answer: C) All of these**

**32.** \_\_\_\_\_ is a brief statement about purpose and principles of the constitution. | \_\_\_\_\_ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

- A) Syllabus | ಪಠ್ಯಕ್ರಮ      B) The preamble | ಪೀಠಿಕೆ  
C) Unit | ಘಟಕ      D) Module | ಮಾಡ್ಯೂಲ್

**Answer: B) The preamble | ಪೀಠಿಕೆ**

**33.** To grow yourself you must \_\_\_\_\_. | ನೀವೇ ಬೆಳೆಯಲು ನೀವು ಮಾಡಬೇಕು \_\_\_\_\_

- A) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ      B) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ  
C) know your office | ನಿಮ್ಮ ಕಛೇರಿ ತಿಳಿದಿದೆ      D) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ

**Answer: B) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ**

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

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

**Answer: D) Click on ?Type here to search?**

**35.** You are scared to communicate with others. What are some ways to solve this problem?

- A) Find your weakness about communication      B) Find ways to improve & learn more about your weakness  
C) Find your strengths about communication      D) All of these

**Answer: D) All of these**

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

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

**Answer: C) E-mail**

**37.** James had to meet his team members Suraj, Reena and Nagma on Friday. James called Suraj and Reena. But he did not inform Nagma. This is an example of\_\_\_\_\_.

- A) Poor communication      B) Stress  
C) Poor listening      D) Typing error

**Answer: A) Poor communication**

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

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

**Answer: D) Settings**

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

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

**Answer: B) Trackpad**

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

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

**Answer: C) Codecademy**

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

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

**Answer: B) Operating System**

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

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

**Answer: B) Safe search**

**43.** Tom received a letter, but it did not have any details of who sent it. The letter was missing the\_\_\_\_\_?address.

- A) Greetings      B) Sender?s  
C) Receiver?s      D) Subject

**Answer: B) Sender?s**

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

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

Answer: B) On the CPU

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

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

Answer: C) Display Participants contact number

46. Which one of the following is a describing word? | ಕೆಳಗಿನವುಗಳಲ್ಲಿ ಯಾವುದು ವಿವರಿಸುವ ಪದವಾಗಿದೆ?

- A) Hot | ಬಿಸಿ B) Repair | ದುರಸ್ತಿ  
C) Eat | ತಿನ್ನು D) Soup | ಸೂಪ್

Answer: A) Hot | ಬಿಸಿ

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

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

Answer: D) Arrow keys

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

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

Answer: A) Internet connection

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

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

Answer: D) All of these

50. Which among these is a type of communication?

- A) Verbal B) Non-Verbal  
C) Visual D) All of these

Answer: D) All of these

51. When is capital letter used? | ದೊಡ್ಡ ಅಕ್ಷರವನ್ನು ಯಾವಾಗ ಬಳಸಲಾಗುತ್ತದೆ?

- A) Names of places | ಸ್ಥಳಗಳ ಹೆಸರುಗಳು B) All the above | ಮೇಲಿನ ಎಲ್ಲಾ  
C) Beginning of a sentence | ಒಂದು ವಾಕ್ಯದ ಆರಂಭ D) Names of persons | ವ್ಯಕ್ತಿಗಳ ಹೆಸರುಗಳು

Answer: B) All the above | ಮೇಲಿನ ಎಲ್ಲಾ

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

- A) Ctrl+X B) Ctrl+V

C) Ctrl+S

D) Ctrl+P

Answer: C) Ctrl+S

53. \_\_\_\_\_ are the most convenient way to do something online.

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

Answer: D) Mobile apps

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

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

Answer: C) Subject

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

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

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

56. 1st industrial revolution started in \_\_\_\_\_. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು \_\_\_\_\_

- A) 18th century | 18 ನೇ ಶತಮಾನ B) 20th century | 20 ನೇ ಶತಮಾನ  
C) 19th century | 19 ನೇ ಶತಮಾನ D) 21st century | 21 ನೇ ಶತಮಾನ

Answer: A) 18th century | 18 ನೇ ಶತಮಾನ

57. Ram, Vinay and Sandeep are working as a team to finish the geography project. Vinay is sharing his thoughts. What are Vinay and Sandeep supposed to do?

- A) Go around the school B) None of these  
C) Listen actively D) Play

Answer: C) Listen actively

58. When you greet higher official's such as Teacher, Instructor or Supervisor, you should use \_\_\_\_\_. | ಶಿಕ್ಷಕ, ಬೋಧಕ ಅಥವಾ ಮೇಲ್ವಿಚಾರಕನಂತಹ ಉನ್ನತ ಅಧಿಕಾರಿಗಳನ್ನು ನೀವು ಸ್ವಾಗತಿಸಿದಾಗ, ನೀವು \_\_\_\_\_ ಅನ್ನು ಬಳಸಬೇಕು

- A) Hey B) Hi  
C) Hello D) Good morning

Answer: D) Good morning

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

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

Answer: C) Windows

60. Choose the mobile app form the following options.

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

Answer: A) All of these

61. 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

62. What is the shortcut key for Print?

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

Answer: A) Ctrl+P

63. Organizations communicate mainly through \_\_\_\_\_.

- A) Project B) Letters  
C) E-mails D) Unfamiliar words

Answer: C) E-mails

64. Re-arrange the following set of words into meaningful sentence. "teacher / school / worked / she / a / as" \_\_\_\_\_.

| ಕೆಳಗಿನ ಪದಗಳ ಗುಂಪನ್ನು ಅರ್ಥಪೂರ್ಣ ವಾಕ್ಯವಾಗಿ ಮರು ಜೋಡಿಸಿ.

"teacher / school / worked / she / a / as" \_\_\_\_\_

- A) she teacher worked as a school | ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು  
B) school worked as a she teacher | ಶಾಲೆ ಅವಳು ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು  
C) she worked as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು  
D) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

Answer: C) she worked as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

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

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

Answer: D) E5

66. Which one is NOT a vowel? | ಯಾವುದು ಸ್ವರ ಅಲ್ಲ?

- A) e B) a  
C) f D) i

Answer: C) f

67. Which one is a "Don't" of discussion etiquette? | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ?

- A) Argue unnecessary | ಅನಗತ್ಯವಾದ  
B) Be open minded | ಮುಕ್ತ ಮನಸ್ಸಿನವರಾಗಿರಿ  
C) Use moderate tone | ಮಧ್ಯಮ ಸ್ವರವನ್ನು ಬಳಸಿ  
D) Listen to others | ಇತರರ ಮಾತುಗಳನ್ನು ಕೇಳಿ

Answer: A) Argue unnecessary | ಅನಗತ್ಯವಾದ

68. 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

69. \_\_\_\_\_ is major changes takes place in manufacturing. | \_\_\_\_\_ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

- A) Food revolution | ಆಹಾರ ಕ್ರಾಂತಿ  
B) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ  
C) Green revolution | ಹಸಿರು ಕ್ರಾಂತಿ  
D) Water revolution | ಜಲ ಕ್ರಾಂತಿ

Answer: B) Industry revolution | ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ

70. Which one is NOT a benefit of the role playing? | ಪಾತ್ರ ನಿರ್ವಹಣೆಯ ಪ್ರಯೋಜನ ಯಾವುದು?

- A) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ  
B) Develops listening skill | ಕೇಳುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ  
C) Develops creative problem-solving skill | ಸೃಜನಾತ್ಮಕ ಸಮಸ್ಯೆ ಪರಿಹರಿಸುವ ಕೌಶಲ್ಯವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ  
D) Builds confidence | ಆತ್ಮವಿಶ್ವಾಸವನ್ನು ಹೆಚ್ಚಿಸುತ್ತದೆ

Answer: A) Develops boredom | ಬೇಸರವನ್ನು ಅಭಿವೃದ್ಧಿಪಡಿಸುತ್ತದೆ

71. If a person recieves harsh, unfair and very negative criticism, they feel very unhappy. What type of criticism is this?

- A) Helpful criticism B) Positive criticism  
C) Unfair criticism D) Fair criticism

Answer: C) Unfair criticism

72. We start communicating when we are \_\_\_\_\_.

- A) Old B) Parents  
C) Adults D) Children

Answer: D) Children

73. A written description of duties and responsibilities to be carried out in a job is called \_\_\_\_\_. | ಕೆಲಸದಲ್ಲಿ ನಿರ್ವಹಿಸಬೇಕಾದ ಕರ್ತವ್ಯಗಳು ಮತ್ತು ಜವಾಬ್ದಾರಿಗಳ ಲಿಖಿತ ವಿವರಣೆಯನ್ನು \_\_\_\_\_ ಎಂದು ಕರೆಯಲಾಗುತ್ತದೆ

- A) job application | ಕೆಲಸದ ಅರ್ಜಿ  
B) CV  
C) resume | ಪುನರಾರಂಭ  
D) job description | ಕೆಲಸದ ವಿವರ

Answer: D) job description | ಕೆಲಸದ ವಿವರ

74. Fill in the blank with proper pronoun. "I made this cake \_\_\_\_\_. | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "I made this cake \_\_\_\_\_"

- A) himself B) yourself  
C) myself D) itself

**Answer: C) myself**

75. Which is not a type of communication?

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

**Answer: D) Driving**

76. The word □ when □ denotes \_\_\_\_\_. | when (ಉದಾಹರಣೆ) □  
ಎಂಬ ಪದವು \_\_\_\_\_ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

- A) place | ಸ್ಥಳ B) thing | ವಿಷಯ  
C) person | ವ್ಯಕ್ತಿ D) time | ಸಮಯ

**Answer: D) time | ಸಮಯ**

77. Exchange of ideas happen through \_\_\_\_\_.

- A) Singing B) Communication  
C) Watching D) Listening

**Answer: B) Communication**

78. For online meetings, you can share \_\_\_ for the people to join the meeting.

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

**Answer: D) Meeting Link or ID**

79. Fill in the correct question word. " \_\_\_\_\_ is the speaker at the function". | ಸರಿಯಾದ ಪ್ರಶ್ನೆ ಪದವನ್ನು ಭರ್ತಿ ಮಾಡಿ.

" \_\_\_\_\_ is the speaker at the function?"

- A) Why B) What  
C) Who D) When

**Answer: C) Who**

80. Conflict usually creates \_\_\_\_\_.?

- A) Negative emotions B) Positive emotions  
C) Happy emotions D) Enjoyment

**Answer: A) Negative emotions**

81. 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) Leave B) Formal  
C) Resume D) Brochure

**Answer: C) Resume**

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

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

**Answer: A) Gmail account**

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

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

**Answer: B) Excel**

84. Fill in the blank with comparative adjective. "Your pencil is \_\_\_\_\_ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ.

"Your pencil is \_\_\_\_\_ than mine"

- A) blunt B) sharper  
C) sharp D) thick

**Answer: B) sharper**

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

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

**Answer: A) Layout**

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

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

**Answer: C) Email**

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

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

**Answer: D) Cyber laws**

88. In a meeting, Surya speaks in Hindi. Some of his team members understand both English & Hindi, while others only know English. What should Surya do?

- A) Speak in English B) Scold people  
C) Speak in Hindi D) Stop talking

**Answer: A) Speak in English**

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

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

**Answer: D) Words**

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

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

**Answer: C) Inbox**

91. Jobs that have become outdated in the past 5 years

\_\_\_\_\_. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು \_\_\_\_\_

- A) uber | ಉಬರ್  
C) swiggy | ಸಿಗ್ಗಿ
- B) STD booth | STD ಬೂತ್  
D) ola | ಓಲ

**Answer: B) STD booth | STD ಬೂತ್**

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

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

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

**93.** Fill in the blank with suitable place preposition. "My house is \_\_\_\_\_ the third floor". | ಸೂಕ್ತವಾದ ಸ್ಥಳ ಪೂರ್ವಭಾವಿ ಸ್ಥಾನದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "My house is \_\_\_\_\_ the third floor"

- A) on  
C) in
- B) under  
D) at

**Answer: A) on**

**94.** The concept of \_\_\_\_\_ best describes importance of teamwork.

- A) Team  
C) Group
- B) Synergy  
D) Conflict

**Answer: B) Synergy**

**95.** Negative comments made about our action or performance is called \_\_\_\_\_.

- A) Appreciation  
C) Criticism
- B) Reward  
D) Congratulations

**Answer: C) Criticism**

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

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

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

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

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

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

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

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

**Answer: D) Undo**

**99.** Vinod met his new manager at his workplace. He had to \_\_\_\_\_ himself first.

- A) Appreciate  
C) Thank
- B) Praise  
D) Introduce

**Answer: D) Introduce**

**100.** Ethics means \_\_\_\_\_ | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ \_\_\_\_\_

- A) name of a city | ಒಂದು ನಗರದ ಹೆಸರು  
C) not relevant to society | ಸಮಾಜಕ್ಕೆ ಸಂಬಂಧಿಸಿಲ್ಲ
- B) decide what is right and wrong for a human conduct | ಮಾನವ ನಡವಳಿಗೆ ಯಾವುದು ಸರಿ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ  
D) employability skills | ಉದ್ಯೋಗ ಕೌಶಲ್ಯಗಳು

**Answer: B) decide what is right and wrong for a human conduct | ಮಾನವ ನಡವಳಿಗೆ ಯಾವುದು ಸರಿ ಮತ್ತು ತಪ್ಪು ಎಂದು ನಿರ್ಧರಿಸಿ**

**101.** Which one is an exclamatory sentence? | ಆಶ್ಚರ್ಯಕರ ವಾಕ್ಯ ಯಾವುದು?

- A) Is it a beautiful house?  
C) Your house is beautiful.
- B) What a beautiful house it is!  
D) It is a beautiful house.

**Answer: B) What a beautiful house it is!**

**102.** Clear communication leads to \_\_\_\_\_.

- A) Opposite work  
C) Different work
- B) Slow work  
D) Faster work

**Answer: D) Faster work**

**103.** Fill in the blank with correct future tense of verb. "We \_\_\_\_\_ to the zoo after Breakfast ". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ ಕ್ರಿಯಾವದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We \_\_\_\_\_ to the zoo after Breakfast "

- A) went  
C) had gone
- B) are going  
D) will go

**Answer: D) will go**

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

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

**Answer: A) Digital Literacy**

**105.** Cherry is going for an interview. What should she not do?

- A) Apply too much makeup or perfume  
C) Wear clean clothes
- B) Wear formal dress  
D) Take her resume

**Answer: A) Apply too much makeup or perfume**

**106.** Riya does not know which version of windows is

installed on her laptop. How can she identify the version?

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

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

**107.** 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) Printer  
B) Trackpad  
C) Remote  
D) Web Camera

**Answer: D) Web Camera**

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

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

**Answer: C) Shut Down**

**109.** 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 B4 will be copied  
C) The number from G4 will be copied  
D) The number in B4 is deleted

**Answer: A) The average of numbers in cells from B4 to G4 is calculated**

**110.** Rita talks to her customers. But she is unable to understand what they say. What should she do?

- A) Stop talking to them  
B) Stop her business  
C) Fight with customers  
D) Improve her listening skills

**Answer: D) Improve her listening skills**

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

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

**Answer: B) Tablet**

**112.** Seetha is speaking to her customers to understand how to improve her business. What type of communication is this?

- A) No Communication  
B) Written communication  
C) Non-Verbal Communication  
D) Verbal Communication

**Answer: D) Verbal Communication**

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

- A) Print the document  
B) Make complicated calculations with numbers

C) Save the document  
D) All of these

**Answer: D) All of these**

**114.** Which of the following is the symbol of AutoSum?

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

**Answer: A) ?**

**115.** 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/](http://www.swayam.gov.in/)  
C) [http://www . india.gov.in/](http://www .india.gov.in/)  
D) All of these

**Answer: A) [https:// myaadhaar.uidai.gov.in](https://myaadhaar.uidai.gov.in)**

**116.** Tina and Lyra's team are working together to finish the school painting project. What should both the teams do to finish the project?

- A) Resist  
B) Fight  
C) Share responsibility  
D) Argue

**Answer: C) Share responsibility**

**117.** Fill in the blank with suitable adjective for the given sentence "The little girl's \_\_\_\_\_ eyes revealed her mischief". | ಕೊಟ್ಟಿರುವ ವಾಕ್ಯಕ್ಕೆ ಸೂಕ್ತವಾದ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ "The little girl's \_\_\_\_\_ eyes revealed her mischief"

- A) short sighted  
B) weak  
C) chubby  
D) twinkling

**Answer: D) twinkling**

**118.** Fill in the blank with proper interrogative adjective. \_\_\_\_\_ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. \_\_\_\_\_ are you going?

- A) What  
B) Which  
C) Where  
D) Who

**Answer: C) Where**

**119.** \_\_\_\_\_ is called the library of internet.

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

**Answer: B) Search Engine**

**120.** 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.indiacybercrime.gov.in](http://www.indiacybercrime.gov.in)  
B) [www.ccrime.gov.in](http://www.ccrime.gov.in)  
C) [www.cybercrime.gov.in](http://www.cybercrime.gov.in)  
D) [www.cybercrimeindia.gov.in](http://www.cybercrimeindia.gov.in)

**Answer: C) [www.cybercrime.gov.in](http://www.cybercrime.gov.in)**

121. Letter is a form of \_\_\_\_\_ communication.

- A) Non-verbal B) Written  
C) Spoken D) Telephone

Answer: B) Written

122. We can share our thoughts, ideas and feelings through \_\_\_\_\_?

- A) Hearing B) Watching  
C) Reading D) Communication

Answer: D) Communication

123. 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

124. Argument or disagreement between two groups of people is called \_\_\_\_\_.

- A) Fun B) Happiness  
C) Teamwork D) Conflict

Answer: D) Conflict

125. After receiving interview call, what is the next step? | ಸಂದರ್ಶನ ಕರೆ ಸ್ವೀಕರಿಸಿದ ನಂತರ, ಮುಂದಿನ ಹಂತ ಯಾವುದು?

- A) Send application letter | ಅರ್ಜಿ ಪತ್ರ ಕಳುಹಿಸಿ  
B) Prepare the resume | ಪುನರಾರಂಭವನ್ನು ತಯಾರಿಸಿ  
C) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ  
D) Send resume | ಪುನರಾರಂಭವನ್ನು ಕಳುಹಿಸಿ

Answer: C) Appear at interview | ಸಂದರ್ಶನದಲ್ಲಿ ಕಾಣಿಸಿಕೊಳ್ಳಿ

126. Choose the odd word. | odd (ಬೆಸ) ಪದವನ್ನು ಆರಿಸಿ.

- A) please B) thanks  
C) paper D) sorry

Answer: C) paper

127. A person with a growth mindset is always willing to \_\_\_\_\_. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಥಿತಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ \_\_\_\_\_ ಸಿದ್ಧರಿದ್ದಾರೆ.

- A) become rich | ಶ್ರೀಮಂತರಾಗುತ್ತಾರೆ  
B) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ  
C) keep quiet | ಮೌನವಾಗಿರಿ  
D) relax | ವಿಶ್ರಾಂತಿ

Answer: B) grow, change, learn | ಬೆಳೆಯಿರಿ, ಬದಲಿಸಿ, ಕಲಿಯಿರಿ

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

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

Answer: A) Using a wifi or mobile data connection

129. Priya received constructive (helpful) criticism from her manager about her latest project. What should she do?

- A) Understand B) Listen  
C) All of these D) Thank her manager

Answer: C) All of these

130. A resume should be \_\_\_\_\_. | ಪುನರಾರಂಭವು \_\_\_\_\_ ಆಗಿರಬೇಕು

- A) having acronyms and abbreviation | ಸಂಕ್ಷಿಪ್ತ ರೂಪಗಳು ಮತ್ತು ಸಂಕ್ಷೇಪಣವನ್ನು ಹೊಂದಿದೆ  
B) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ  
C) having long and detailed information | ದೀರ್ಘ ಮತ್ತು ವಿವರವಾದ ಮಾಹಿತಿಯನ್ನು ಹೊಂದಿದೆ  
D) fancy and colourful | ಅಲಂಕಾರಿಕ ಮತ್ತು ವರ್ಣಮಯ

Answer: B) short and precise | ಸಣ್ಣ ಮತ್ತು ನಿಖರ

131. What is the shortcut key for Undo?

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

Answer: D) Ctrl+Z

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

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

Answer: D) All of these

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

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

Answer: B) Painting a wall

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

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

Answer: A) Keywords

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

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

Answer: C) LinkedIn

136. You can speak to your friend \_\_\_\_\_.

- A) By dancing B) By reading their mind  
C) Informally D) Formally

Answer: C) Informally

137. Fill in the blank with proper pronoun. "She made this cake \_\_\_\_\_". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ.

"She made this cake \_\_\_\_\_"

- A) herself B) itself  
C) himself D) myself

**Answer: A) herself**

138. To find list of Participants in a Zoom meeting, click on participants option on \_\_\_\_?of the screen.

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

**Answer: D) Bottom**

139. To be in a job or work is \_\_\_\_\_. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ \_\_\_\_\_

- A) employ | ಉದ್ಯೋಗಿ B) skill | ಕೌಶಲ್ಯ  
C) knowledge | ಜ್ಞಾನ D) aptitude | ಯೋಗ್ಯತೆ

**Answer: A) employ | ಉದ್ಯೋಗಿ**

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

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

**Answer: C) Bluetooth**

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

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

**Answer: C) Smart watch**

142. 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) Shopping app D) Cosmetics store app

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

143. Which of the following is a smart device?

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

**Answer: C) All of these**

144. When talking to our co-workers, we should not stand or sit \_\_\_\_\_ to them.

- A) opposite B) next to  
C) too close D) In front of

**Answer: C) too close**

145. At workplace, communication must follow the \_\_\_\_\_.

- A) 6Cs B) Close  
C) Text D) Ideas

**Answer: A) 6Cs**

146. Sharing will help everyone feel involved and \_\_\_\_\_.

- A) Close B) Motivated  
C) Happy D) Sad

**Answer: B) Motivated**

147. How should you respond to constructive feedback from someone?

- A) Feel nervous B) Listen and understand  
C) Argue with the person D) Ignore the feedback

**Answer: B) Listen and understand**

148. What does CPU stand for?

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

**Answer: A) Central Processing Unit**

149. Fill in the blank with present progressive tense of the verb. "The train \_\_\_\_\_ through the tunnel". | ಕ್ರಿಯಾಪದದ ಪ್ರಸ್ತುತ ಪ್ರಗತಿಶೀಲ ಉದ್ವಿಗ್ನತೆಯೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "The train \_\_\_\_\_ through the tunnel"

- A) is passing B) was passing  
C) passed D) had passed

**Answer: A) is passing**

150. Identify the improper term. | ಅಸಮರ್ಪಕ ಪದವನ್ನು ಗುರುತಿಸಿ.

- A) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ B) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ

- C) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ D) Water pollution | ಜಲ ಮಾಲಿನ್ಯ

**Answer: C) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ**

151. Shouting shows we are angry. Talking very slowly shows we are tired or sleepy. What part of non-verbal communication helps us understand this?

- A) Smile B) Eye movements  
C) Tone of voice D) Hand movements

**Answer: C) Tone of voice**

152. Raj and Tej talk to each other only on the phone. What type of communication is this?

- A) Sign communication B) Written communication  
C) Non-Verbal Communication D) Verbal Communication

**Answer: D) Verbal Communication**

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

- A) Sign communication B) Written communication  
C) Non-Verbal Communication D) Verbal Communication

**Answer: D) Verbal Communication**

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

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

**Answer: C) All of these**

**154.** 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) Use social media to find the latest information.  
C) Searching jobs online                                      D) Posting personal information publicly

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

**155.** Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain \_\_\_?.

- A) silence    B) a very loud volume  
C) eye contact    D) make up

**Answer: C) eye contact**

**156.** Which punctuation mark should be used in the following sentence? Is there any site engineer here. | ಕೆಳಗಿನ

ವಾಕ್ಯದಲ್ಲಿ ಯಾವ punctuation mark (ವಿರಾಮಚಿಹ್ನೆಯನ್ನು)

ಬಳಸಬೇಕು? Is there any site engineer here

- A) ? (question mark)    B) ! (exclamation)  
C) . (full stop)    D) , (comma)

**Answer: A) ? (question mark)**

**157.** Values are \_\_\_\_\_. | ಮೌಲ್ಯಗಳು \_\_\_\_\_

- A) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ      B) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ

C) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ

D) very costly | ಬಹಳ ದುಬಾರಿ

**Answer: A) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ**

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

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

**Answer: B) Column**

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

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

**Answer: A) Portrait**

**160.** Choose the correct tense of the verb. "I \_\_\_\_\_ music when I was child". | ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ಧಿಗತೆಯನ್ನು ಆರಿಸಿ. "I \_\_\_\_\_ music when I was child"

- A) will learn    B) had learnt  
C) am learning     D) learn

**Answer: B) had learnt**