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Iti

Question Paper

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Student Name: _____

Roll No: _____

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

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

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

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

3. What does CPU stand for?

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

4. _____ is called the library of internet.

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

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

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

6. For online meetings, you can share _____ for the people to join the meeting.

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

7. Verbal communication is the use of _____.

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

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

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

9. We start communicating when we are _____.

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

10. The way we sit, our facial expression and body language show _____ communication.

- A) written
B) non- verbal
C) verbal
D) informal

11. Whenever we are communicating we have to be dressed appropriately, maintain our body language and maintain _____?

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

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

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

13. Fill in the blank with proper pronoun. "I made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿ. "I made this cake _____"

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

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

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

15. The word □ when □ denotes _____. | when (ಉದಾಹರಣೆ) □ ಎಂಬ ಪದವು _____ ಅನ್ನು ಸೂಚಿಸುತ್ತದೆ

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

16. Effective communication needs to be -

- A) Complete
B) Simple
C) All of these
D) Clear

17. 'Reg' in the letter means ____.

- A) Greetings
C) Body

- B) Regarding
D) Subject

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

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

19. _____ is major changes takes place in manufacturing. | _____ ತಯಾರಿಕೆಯಲ್ಲಿ ಪ್ರಮುಖ ಬದಲಾವಣೆಗಳು ನಡೆಯುತ್ತವೆ.

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

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

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

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

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

22. Fill in the blank with proper interrogative adjective. _____ are you going | ಸರಿಯಾದ ಪ್ರಶ್ನಾರ್ಹ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. _____ are you going?

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

23. Hard skill _____. | ಕಠಿಣ ಕೌಶಲ್ಯ_____

- A) spoken english | ಇಂಗ್ಲೀಷ್ ಮಾತನಾಡುವ
C) quick learner | ತ್ವರಿತ ಕಲಿಯುವವ
B) 60 WPM typing speed | 60 WPM ಟೈಪಿಂಗ್ ವೇಗ
D) time management | ಸಮಯ ನಿರ್ವಹಣೆ

24. Negative comments made about our action or performance is called _____.

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

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

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

26. A resume should be _____. | ಪುನರಾರಂಭವು

ಆಗಿರಬೇಕು

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

27. 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) had passed
C) was passing
B) passed
D) is passing

28. 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
C) What
B) Who
D) When

29. Distance between yourself and the other person is called _____.

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

30. 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) Eye movements
C) Hand movements
B) Tone of voice
D) Smile

31. Jobs that have become outdated in the past 5 years _____. | ಕಳೆದ 5 ವರ್ಷಗಳಲ್ಲಿ ಹಳತಾದ ಕೆಲಸಗಳು _____

- A) swiggy | ಸ್ವಿಗ್ಗಿ
C) STD booth | STD ಬೂತ್
B) uber | ಉಬರ್
D) ola | ಓಲಾ

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

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

33. 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 description | ಕೆಲಸದ ವಿವರ
B) CV

C) resume | ಪುನರಾರಂಭ

D) job application | ಕೆಲಸದ ಅರ್ಜಿ

34. Choose the correct tense of the verb. "I _____ music when I was child". | ಕ್ರಿಯಾಪದದ ಸರಿಯಾದ ಉದ್ದಿಗತೆಯನ್ನು ಆರಿಸಿ. "I _____ music when I was child"

A) am learning

B) learn

C) had learnt

D) will learn

35. Formal communication is used at ___?.

A) Workplace

B) House

C) Friend

D) Party

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

A) Verbal

B) Video

C) Written

D) Image

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

A) All of these

B) Khan Academy

C) Coursera

D) Codecademy

38. A formal letter can be used for _____ purposes.

A) Friendship

B) Boring

C) Fighting

D) Official

39. _____ is a brief statement about purpose and principles of the constitution. | _____ ಸಂವಿಧಾನದ ಉದ್ದೇಶ ಮತ್ತು ತತ್ವಗಳ ಸಂಕ್ಷಿಪ್ತ ಹೇಳಿಕೆಯಾಗಿದೆ.

A) The preamble | ಪೀಠಿಕೆ

B) Syllabus | ಪಠ್ಯಕ್ರಮ

C) Unit | ಘಟಕ

D) Module | ಮಾಡ್ಯೂಲ್

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

A) Google

B) Telegram

C) Safe search

D) Web page

41. Clear communication leads to _____.

A) Faster work

B) Different work

C) Slow work

D) Opposite work

42. To grow yourself you must _____. | ನೀವೇ ಬೆಳೆಯಲು ನೀವು ಮಾಡಬೇಕು _____

A) know your office | ನಿಮ್ಮ ಕಛೇರಿ ತಿಳಿದಿದೆ

B) know yourself | ನಿನ್ನನ್ನು ನೀನು ತಿಳಿಯಿರಿ

C) know your institute | ನಿಮ್ಮ ಸಂಸ್ಥೆಯನ್ನು ತಿಳಿಯಿರಿ

D) know your country | ನಿಮ್ಮ ದೇಶವನ್ನು ತಿಳಿಯಿರಿ

43. 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 worked as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

B) school worked as a she teacher | ಶಾಲೆ ಅವಳು ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

C) she teacher worked as a school | ಅವಳು ಶಿಕ್ಷಕ ಶಾಲೆಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

D) worked she as a school teacher | ಅವಳು ಶಾಲಾ ಶಿಕ್ಷಕಿಯಾಗಿ ಕೆಲಸ ಮಾಡುತ್ತಿದ್ದಳು

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

A) Try to understand the negative points given by the manager

B) Try to understand the positive points given by his manager

C) All of these

D) Calm down and think

45. 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) , (comma)

B) ? (question mark)

C) ! (exclamation)

D) . (full stop)

46. Which among these is a type of communication?

A) Verbal

B) Non-Verbal

C) Visual

D) All of these

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

A) Ctrl+P

B) Ctrl+X

C) Ctrl+V

D) Ctrl+S

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

A) Repair | ದುರಸ್ತಿ

B) Soup | ಸೂಪ್

C) Eat | ತಿನ್ನು

D) Hot | ಬಿಸಿ

49. 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) Connecting with professionals from her field

D) Posting personal information publicly

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

A) Bold

B) Italic

C) Underline

D) Numbered List

51. 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

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

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

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

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

54. 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 ಆಡಗಿಕೊಂಡು ಆಡುತ್ತಿದ್ದಾರೆ□

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

55. 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) in
B) under
C) at
D) on

56. Letter is a form of _____ communication.

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

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

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

58. Organizations communicate mainly through _____.

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

59. 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

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

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

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

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

62. 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

63. Fill in the blank with correct future tense of verb. "We _____ to the zoo after Breakfast". | ಭವಿಷ್ಯದ ಭವಿಷ್ಯದ

ಕ್ರಿಯಾಪದದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿರಿ. "We _____ to the zoo after Breakfast "

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

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

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

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

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

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

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

67. 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) Stress
B) Poor communication
C) Typing error
D) Poor listening

68. On a computer, a file can be created using which of these

applications?

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

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

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

70. Fill in the blank with comparative adjective. "Your pencil is _____ than mine". | ತುಲನಾತ್ಮಕ ವಿಶೇಷಣದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ.
"Your pencil is _____ than mine"

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

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

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

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

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

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

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

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

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

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

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

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

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

77. 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
C) Trackpad
- B) Web Camera
D) Remote

78. Ethics means _____. | ನೀತಿಶಾಸ್ತ್ರ ಎಂದರೆ _____

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

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

80. Choose the mobile app form the following options.

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

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

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

82. Conflict in workplace affects ____?.

- A) ability to work
C) environment
- B) weather
D) salary

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

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

84. 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) Fight
C) Resist
- B) Argue
D) Share responsibility

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

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

86. What is the shortcut key for Undo?

- A) Ctrl+I
C) Ctrl+Z

- B) Ctrl+U
D) Ctrl+B

C) Design

D) Insert

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

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

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

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

89. Time management _____. | ಸಮಯ ನಿರ್ವಹಣೆ

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

90. 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

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

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

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

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

93. Exchange of ideas happen through _____.

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

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

- A) Review B) Layout

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

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

96. Tom received a letter, but it did not have any details of who sent it. The letter was missing the _____?address.

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

97. 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

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

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

99. Fill in the blank with proper pronoun. "She made this cake _____". | ಸರಿಯಾದ ಸರ್ವನಾಮದೊಂದಿಗೆ ಖಾಲಿ ತುಂಬಿಸಿ. "She made this cake _____"

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

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

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

101. Vinod met his new manager at his workplace. He had to _____ himself first.

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

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

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

103. What is the shortcut key for Print?

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

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

- A) Listen B) All of these

C) Understand

D) Thank her manager

105. To be in a job or work is _____. | ಕೆಲಸ ಅಥವಾ ಕೆಲಸದಲ್ಲಿ ಇರುವುದು ಎಂದರೆ _____

A) knowledge | ಜ್ಞಾನ

B) skill | ಕೌಶಲ್ಯ

C) aptitude | ಯೋಗ್ಯತೆ

D) employ | ಉದ್ಯೋಗಿ

106. When talking to our co-workers, we should not stand or sit _____ to them.

A) In front of

B) next to

C) opposite

D) too close

107. You can speak to your friend_____.

A) By reading their mind

B) By dancing

C) Informally

D) Formally

108. 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 shutting down the computer

C) By looking at the opening screen

D) By uninstalling the windows

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 in B4 is deleted

D) The number from G4 will be copied

110. 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

111. Which of the following is a smart device?

A) Smart Watch

B) Smart TV

C) All of these

D) Smart Phone

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

A) Landline phone

B) Tablet

C) Gas oven

D) Washing machine

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

A) Wire

B) Switch

C) Bluetooth

D) USB

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

A) Paint

B) Chrome

C) Print

D) Excel

115. 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 numbers in cells from B4 to G4 are added

D) The number in B4 is deleted

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

A) paper

B) please

C) sorry

D) thanks

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

A) Restart the computer

B) Search on Play Store

C) Use Bluetooth

D) Click on ?Type here to search?

118. Meena is using google meet for the first time. She can use the same login account details as her_____.

A) Bank account

B) Gmail account

C) Zoho account

D) Amazon account

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

A) Eye-contact

B) Facial expression

C) E-mail

D) Hand movements

120. We can share our thoughts, ideas and feelings through ____?.

A) Communication

B) Watching

C) Hearing

D) Reading

121. 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) Click on backspace button

C) Click on escape button

D) Select the file, press Ctrl X to cut and Ctrl V to paste it

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

A) Phone

B) WhatsApp

C) Email

D) Instagram

123. Full form for OS is_____.

A) Operating System

B) Opening Screen

C) Opening Software

D) Original System

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

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

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

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

126. Values are _____. | ಮೌಲ್ಯಗಳು _____

- A) all have same value | ಎಲ್ಲಾ ಒಂದೇ ಮೌಲ್ಯವನ್ನು ಹೊಂದಿವೆ
B) very costly | ಬಹಳ ದುಬಾರಿ
C) not punctual | ಸಮಯಪ್ರಜ್ಞೆಯಿಲ್ಲ
D) motivates our attitude and action | ನಮ್ಮ ವರ್ತನೆ ಮತ್ತು ಕ್ರಿಯೆಯನ್ನು ಪ್ರೇರೇಪಿಸುತ್ತದೆ

127. 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) chubby B) weak
C) short sighted D) twinkling

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

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

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

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

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

131. During criticism we must remain _____ and _____ to the person.

- A) happy and joyful B) shout and cry
C) fight and cry D) calm and listen

132. Argument or disagreement between two groups of people is called _____.

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

133. Sharing will help everyone feel involved and _____.

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

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

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

135. Which is not a type of communication?

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

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

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

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

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

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

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

139. Forms of verbal communication are _____.

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

140. 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) Hello B) Hi
C) Hey D) Good morning

141. 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

142. 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) All of these
B) https://myaadhaar.uidai.gov.in
C) http://www.swayam.gov.in/
D) http://www.india.gov.in/

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

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

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

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

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

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

146. 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) Ignore each other
C) File a police complaint
D) Find different ways to solve the problem

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

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

148. 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) Stop talking
B) Speak in Hindi
C) Speak in English
D) Scold people

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

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

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

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

151. At workplace, communication must follow the _____.

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

152. The concept of _____ best describes importance of teamwork.

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

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

- A) Sound pollution | ಧ್ವನಿ ಮಾಲಿನ್ಯ
B) Water pollution | ಜಲ ಮಾಲಿನ್ಯ
C) Green pollution | ಹಸಿರು ಮಾಲಿನ್ಯ
D) Air pollution | ವಾಯು ಮಾಲಿನ್ಯ

154. A person with a growth mindset is always willing to _____. | ಬೆಳವಣಿಗೆಯ ಮನಸ್ಥಿತಿ ಹೊಂದಿರುವ ವ್ಯಕ್ತಿಯು ಯಾವಾಗಲೂ _____ ಸಿದ್ಧರಿದ್ದಾರೆ.

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

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

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

156. Khan Academy is the most recommended website for_____.

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

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

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

158. 1st industrial revolution started in _____. | 1 ನೇ ಕೈಗಾರಿಕಾ ಕ್ರಾಂತಿ ಪ್ರಾರಂಭವಾಯಿತು _____

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

159. Conflict usually creates _____?

- A) Happy emotions
B) Negative emotions

C) Positive emotions

D) Enjoyment

A) www.ccrime. gov.in

B) www. indiacybercrime.
gov.in

160. 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?

C) www. cybercrimeindia.
gov.in

D) www. cybercrime.gov. in
