

Duration: 30 Mins

Total Marks: 25

Q.ID: ITISKILL9837MC

1. 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 escape 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 backspace button

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

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

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

Answer: A) By looking at the opening screen

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

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

Answer: D) Excel

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

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

Answer: C) Digital Empowerment Foundation (DEF)

5. 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) BCC (Blind Carbon Copy)
 C) Subject D) CC(Carbon Copy)

Answer: B) BCC (Blind Carbon Copy)

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

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

Answer: C) xyz@gmail. com

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

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

Answer: C) Use Google search

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

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

Answer: B) Mobile apps

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

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

Answer: C) All of these

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

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

Answer: D) Sheet

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

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

Answer: B) Menu Bar

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

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

Answer: A) LinkedIn

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

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

Answer: A) Subject

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

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

Answer: B) Layout

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

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

Answer: D) Windows

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

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

Answer: A) All of these

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

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

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

18. 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
- B) Sharing verified news
- C) Mentoring and supporting people
- D) Encouraging people to donate money for the social cause

Answer: A) Sharing Jokes on a particular religion

19. 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) Desktop
- D) Speakers

Answer: B) Trackpad

20. While creating a Gmail account 'Create an account for myself' option will be chosen to _____.

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

Answer: C) Create a Personal account

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

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

Answer: B) Portrait

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

- A) All of these
- B) Duolingo
- C) LinkedIn
- D) Codecademy

Answer: B) Duolingo

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

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

Answer: C) Column

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

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

Answer: C) Formatting

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

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

Answer: B) Antenna