

ITI Quiz - 17-Apr-2026

06:35 AM

Q. ID: ITISKILL9837MC

February 2026

Manvi

Question Paper

Duration: 30 Mins

Total Marks: 25

ID: ITISKILL9837MC

Student Name: _____ Roll No: _____

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

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

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

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

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

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

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

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

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

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

6. Each new page in the excel worksheet is called a_____.

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

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

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

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

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

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

10. 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

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

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

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

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

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

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

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

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

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

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

16. 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

17. 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

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

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

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

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

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

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

21. _____is at the top of the MS Word screen.

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

22. The_____tab helps to change the type of page. (portrait or landscape)

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

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

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

24. _____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 Education Fund (DEF)
- D) Digital Empowermen t (DE)

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

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