

## Essential Digital Skills

1). Which one is an input device?

- (A) Speaker
- (B) Joystick
- (C) Monitor
- (D) Printer

Correct Answer : B

2). An illegal activity committed on the internet is called \_\_\_\_\_.

- (A) virus
- (B) cyber crime
- (C) search engine
- (D) social networking

Correct Answer : B

3). A computer system consists of \_\_\_\_\_.

- (A) software and program
- (B) hardware and software
- (C) mouse and keyboard
- (D) circuit diagram

Correct Answer : B

4). Which one is a social networking site?

- (A) Outlook express
- (B) Face book
- (C) Lotus notes
- (D) Mozilla

Correct Answer : B

5). The expansion of RAM is \_\_\_\_\_.

- (A) Read Octet Machine
- (B) Random Access Memory
- (C) Read Access Memory
- (D) Random Access Machine

Correct Answer : B

6). In Excel, the intersection of a row and column is called a \_\_\_\_\_.

- (A) cell
- (B) label
- (C) square
- (D) worksheet

Correct Answer : A

7). Which shortcut is used to save a word file in MS-Word?

- (A) Ctrl + N
- (B) Ctrl + B
- (C) Alt + S
- (D) Ctrl + S

Correct Answer : D

8). Spread sheets are saved with extension \_\_\_\_\_.

- (A) .pdf
- (B) .doc
- (C) .xls
- (D) .mp3

Correct Answer : C

9). What is the cell address of 4th row and 4th column?

- (A) 4D
- (B) E4
- (C) D4
- (D) B4

Correct Answer : C

10). What is a shortcut key for "Cut" command?

- (A) Ctrl + C
- (B) Ctrl + V
- (C) Ctrl + A
- (D) Ctrl + X

Correct Answer : D

11). Which one is the disadvantage of social networking sites?

- (A) Instant communication
- (B) Make addictive
- (C) Access to information
- (D) Online marketing for business

Correct Answer : B

12). In an email, where will you add the recipient email address whom you want to send the copy of an email?

- (A) To
- (B) CC

- (C) Bcc
- (D) Subject

Correct Answer : B

13). \_\_\_\_\_ tab is used to insert charts, graphs, images and page number into a word file.

- (A) Standard tab
- (B) Formatting tab
- (C) Insert tab
- (D) Review pane

Correct Answer : C

14). The expansion of LAN is \_\_\_\_\_.

- (A) Local Area Name
- (B) Local Area Network
- (C) Logical Area Network
- (D) Legal Area Network

Correct Answer : B

15). Which one is NOT a storage device?

- (A) Printer
- (B) Video tape
- (C) USB flash drive
- (D) Memory card

Correct Answer : A

16). \_\_\_\_\_ is the brain of the computer.

- (A) Desktop
- (B) Window
- (C) Central Processing unit (CPU)
- (D) Keyboard

Correct Answer : C

17). In MS Excel, to insert a formula in cell, we must begin the entry with an operator \_\_\_\_\_.

- (A) =
- (B) \$
- (C) @
- (D) #

Correct Answer : A

18). In which orientation, the text is printed length wise?

- (A) Landscape
- (B) Margin
- (C) Portrait
- (D) Width

Correct Answer : C

19). What does 'ASAP' stand for, in SMS language?

- (A) As Silent As Probable
- (B) As Soon As Probable
- (C) As Soon As Possible
- (D) As Simple As Possible

Correct Answer : C

20). Which one is an output device of the computer?

- (A) Printer
- (B) MIC
- (C) Mouse
- (D) Keyboard

Correct Answer : A

21). Which one of the following options shows the synonyms for a word, we type in MS word?

- (A) Thesaurus
- (B) Spell check
- (C) Hyperlink
- (D) Style

Correct Answer : A

22). What is a shortcut key for "Copy" command?

- (A) Ctrl + C
- (B) Ctrl + V
- (C) Ctrl + A
- (D) Ctrl + X

Correct Answer : A

23). A software application used to enable computer users to locate and access web page is called \_\_\_\_\_.

- (A) web browser
- (B) web server
- (C) website
- (D) email

Correct Answer : A

24). What is the expansion of "FYI" SMS?

- (A) For Your Information
- (B) For Your Identification
- (C) For Your Internet
- (D) For Your Innocence

Correct Answer : A

25). A program that infects other program by modifying them is called \_\_\_\_\_ .

- (A) virus
- (B) antivirus
- (C) web page
- (D) note pad

Correct Answer : A

26). You withdraw Rs.500/- from an ATM. The ATM machine gives out Rs.5000/-. Which of the following would be ethically correct?

- (A) Make a complaint
- (B) Take the money
- (C) Drop the money near ATM
- (D) Give the money to the poor

Correct Answer : A

27). Computer network that spans a regional, national or global area is called \_\_\_\_\_ .

- (A) LAN
- (B) MAN
- (C) WAN
- (D) CAN

Correct Answer : C

28). A wireless technology that connects a laptop to the internet is called \_\_\_\_\_ .

- (A) Bluetooth
- (B) WiFi
- (C) Source Network
- (D) Desktop

Correct Answer : B

29). What is the default name of newly created folder in windows?

- (A) Folder
- (B) New
- (C) New folder
- (D) Blank

Correct Answer : C

30). 1 Byte = \_\_\_\_\_ .

- (A) 2 bits
- (B) 4 bits
- (C) 8 bits
- (D) 16 bits

Correct Answer : C

31). The expansion of ROM is \_\_\_\_\_ .

- (A) Read Octet Machine
- (B) Read Only Memory
- (C) Random Only Memory
- (D) Rewrite Octet Machine

Correct Answer : B

32). Which shortcut key is used to underline the main headings of your resume?

- (A) Ctrl + U
- (B) Ctrl + B
- (C) Ctrl + L
- (D) Ctrl + X

Correct Answer : A

33). Which one is a cybercrime?

- (A) Sending email
- (B) Online purchasing
- (C) Online gambling
- (D) Chatting with friends

Correct Answer : C

34). In MS Paint, which extension is not supported?

- (A) .jpeg
- (B) .doc
- (C) .gif
- (D) .png

Correct Answer : B

35). In MS Excel, collection of work sheet is known as \_\_\_\_\_ .

- (A) worksheet
- (B) workbook
- (C) excel book
- (D) sheet work

Correct Answer : B

36). Which among the following is not an Online payment application?

- (A) Google pay
- (B) BHIM UPI
- (C) Banking applications
- (D) Instagram

Correct Answer : D

37). Which one is a file management tool that comes with windows?

- (A) Control panel

- (B) Window explorer
  - (C) Desktop
  - (D) Notepad
- Correct Answer : B

38). What is shortcut key for "Paste" command?

- (A) Ctrl + C
- (B) Ctrl + V
- (C) Ctrl + A
- (D) Ctrl + X

Correct Answer : B

39). For short distance, which network type should be used?

- (A) LAN
- (B) MAN
- (C) WAN
- (D) CAN

Correct Answer : A

40). Which one is a web browser?

- (A) Face book
- (B) Hot mail
- (C) Internet explorer
- (D) Outlook express

Correct Answer : C

41). The expansion of WAN is \_\_\_\_\_.

- (A) Wide Area Name
- (B) Web Assigned Name
- (C) Wide Area Network
- (D) Web Aided Network

Correct Answer : C

42). In which orientation, the text is printed width wise?

- (A) Width
- (B) Margin
- (C) Portrait
- (D) Landscape

Correct Answer : D

43). Which one is a "Don't" of information security?

- (A) Use hard to guess passwords
- (B) Disclose password to anyone
- (C) Take backup data of your PC periodically
- (D) Encrypt laptop hard drive and mobile devices

Correct Answer : B

44). Which one is a search engine?

- (A) Flicker
- (B) Hotmail
- (C) Face book
- (D) Google

Correct Answer : D

45). \_\_\_\_\_ contains one or more worksheets.

- (A) Workbook
- (B) Workfile
- (C) Address bar
- (D) Document

Correct Answer : A

46). Where all deleted files will be stored?

- (A) CD
- (B) Official folder
- (C) Personal folder
- (D) Recycle bin

Correct Answer : D

47). Which function key allows you to rename a file?

- (A) F1
- (B) F2
- (C) F3
- (D) F4

Correct Answer : B

48). Which device is used to connect telephone line to a PC?

- (A) Modem
- (B) Monitor
- (C) Printer
- (D) Hard disk

Correct Answer : A

49). What is a shortcut key for "Select all" command?

- (A) Ctrl + C
- (B) Ctrl + V
- (C) Ctrl + A
- (D) Ctrl + X

Correct Answer : C

50). CPU stands for \_\_\_\_\_

- (A) Central Programming Unit
- (B) Central Processing Unit
- (C) Central Planning Unit
- (D) Central Progress Unit

Correct Answer : B

