

Assessment – 1 Introduction of Computer

1. Which generation of computers uses Integrated Circuits (LCS)?
 - a) First
 - b) Second
 - c) **Third**
 - d) Fourth

2. The ability to do many tasks simultaneously is called.
 - a) Diligence
 - b) **Varsality**
 - c) Reliability
 - d) All of the above

3. When and where was India's first computer installed?
 - a) Indian Institute of Science, Bangalore, 4953
 - b) Indian Institute of Technology, Delhi, 1496)
 - c) **Indian Statistical Institute, Calcutta, 1955**
 - d) Indian Institute of Technology Delhi, 1957

4. What is meant by dedicated computer?
 - a) **Which is designed for only one task.**
 - b) Which uses 4 types of software.
 - c) Which is used by only 4 people.
 - d) Designed for application software.

5. LCD means
 - a) **Liquid Crystal Display**
 - b) Liquid Color Display
 - c) None of the above

6. Who started the personal computer industry?
 - a) HCL
 - b) Apple
 - c) **IBM**
 - d) Compaq

7. Which component was used as CPU in the second generation computers?
 - a) Vacuum tubes
 - b) **Transistor**
 - c) LSI Chip
 - d) VLSI Chip

8. What name has been given to the molecular scale computer?
 - a) Super computer

- b) Microcomputer
- c) **Nano computer**
- d) Fermo computer

9. Which of the following are valid types of computers based on data management capabilities?

- a) Analog computer
- b) Digital computer
- c) Hybrid computer
- d) **All of the above**

10. Which of the following is the smallest and fastest computer that can imitate the functioning of the brain?

- a) Super computer
- b) **Quantum computer**
- c) Mainframe computer
- d) PDA

11. India's first supercomputer?

- a) Fire
- b) Flow solver
- c) **Param**
- d) Trishul

12. All modern computers work on?

- a) Field
- b) Word
- c) E-formation
- d) **Data**

13. Desktop and personal computers are also known as.....

- a) Super computer
- b) Quantum computer
- c) Mainframe computer
- d) **Microcomputer**

14. Stored program concept was developed by.....?

- a) Maurice Wilkes
- b) **John von Neumann**
- c) Charles Babbage
- d) None of the above

15. Which of the following is not a classification of computers on the basis of application?

- a) **Electronic computer**
- b) Digital computer
- c) Neither of them
- d) All of the above

16. What is the correct order of the four main functions of a computer?
- a) Process--Output-Input-Storage
 - b) **Input-Process-Output-Storage**
 - c) Input-Output-Process-Storage
 - d) Process-Storage-Input-Output
17. Where did the word computer originate?
- a) Greek
 - b) German
 - c) Sanskrit
 - d) **Latin**
18. By whom was the basic architecture of computer first developed?
- a. Blaise Pascal
 - b. Garden Moor
 - c. Charles Babbage
 - d. **John von Neumann**
19. Which of the following is a handheld operating system?
- a) Super computer
 - b) Laptop
 - c) Mainframe computer
 - d) **PDA**
20. What technology was the VLSI technology converted to during the fifth generation?
- a. **ULSI**
 - b. CLSI
 - c. KLSI
 - d. LSI

Assessment-2 Computer System

1.keyboards are more compact.
- a) Kwerty
 - b) Macintosh
 - c) **Laptop**
 - d) Windows
2. The output quality of a printer is measured by-
- a) Dot per square inch
 - b) **Dots Per Inch**
 - c) Dots printed per unit
 - d) All of the above
3. By what is the conversion of input into output done?

- a) **CPU**
- b) Memory
- c) Storage
- d) All of the above

4. Floppy disks are

- a) Fast storage
- b) **Flexible storage**
- c) Permanent storage
- d) None of the above

5. Microprocessor can be used for manufacturing industry.

- a) Computer
- b) Digital System
- c) Calculator
- d) **All of the above**

6. Responds to commands coming through #7 of the computer.

- a) **Control section**
- b) Cache memory
- c) Primary memory
- d) External memory

7. CPU does not work

- a) Logical operation
- b) **Transfer of data**
- c) Arithmetic calculation
- d) All of the above

8. What is the function of control unit in CPU?

- a) Decoding the primary instruction
- b) Transferring data to primary storage
- c) **To conduct logical operations**
- d) Storing program instructions

9. A small or intelligent device is so called because it contains

- a) Computer
- b) **Microcomputer**
- c) Programmer
- d) Sensor

10. It is the brain of any computer system.

- a) ALU
- b) Memory
- c) **CPU**
- d) Control Unit

11. RAM is called:

- a) Non-volatile storage
- b) **Read/Write memory**
- c) core memory
- d) none of the above

12. The data feed into the computer is called.

- a) Output
- b) Algorithm
- c) **Input**
- d) Flow chart

13. Who used punch cards practically for the first time in the history of computers?

- a) Charles-Babge
- b) harked.aken
- c) **Herman Hollerith**
- d) Joseph Jacquard

14. Which of the following has the largest memory size?

- a) **Terabyte**
- b) KILOBYTE
- c) Gigabyte
- d) Megabyte

15. Which of the following are input devices?

- a) Scanner
- b) Mouse
- c) JOYSTICK
- d) **All of the above**

16. Cache memory acts as a buffer between?

- a) RAM and ROM
- b) **RAM and CPU**
- c) ROM and CPU
- d) Hard disk and CPU

17. Laser printer speeds are measured

- a) CPM
- b) **DPI**
- c) PPM
- d) LPM

18. What is light pen?

- a) Optical output device
- b) Electronic output device
- c) **Optical input device**
- d) Electronic input device

19. Main storage is also called this.

Register

- a) **Memory**
- b) CPU
- c) Control unit
- d) None of the above

20. Which swapping device is used to store images of pages in main memory?

- a) Punch card
- b) OMR
- c) **Paging drum**
- d) None of the above

21. OMR represents-

- a) Optical manual reader
- b) **Optical mark recognition**
- c) Operator Mark Reader
- d) Optional mark reader

22. Hard disks are coated on both sides by-

- a) Optical metallic oxide
- b) Carbon layer
- c) **Magnetic metallic oxide**
- d) All of the above

Assessment-3 Exploring Your Computer

1. Which of the following is not an operating system?

- a) Windows
- b) DOS
- c) **Oracle**
- d) Linux

2. Full form of NTFS is.

- a) New Type File System
- b) New Terminated File System
- c) **New Technology File System**
- d) Never Terminated File System

3. In Control Panel, there is an icon used to change the screen saver.

- a) **System setting**
- b) Regional setting
- c) Aid program
- d) Display

4. The screen background and main area in Windows where you can open and manage files and programs, is called-

- a) Background
- b) **Desktop**

- c) Wallpaper
- d) None of the above

5-.WYSIWYG

- a) What you see is what you gain
- b) What you see is what you get**
- c) What you see is what you gain
- d) What you see is what you gain

6. The date and time is displayed.

- a) **Taskbar**
- b) Status Bar
- c) System Tray
- d) Launch Pad

7. To permanently delete a file or folder in the computer, we use it.

- a) Enter+Delete
- b) Ctrl+Delete
- c) Shift+Delete**
- d) Alt+Delete

8. Software agents are also known by these names.

- a) Transagents
- b) Nobots
- c) Blizzards
- d) Softbots**

9. What is the main objective of the redesigned Microsoft Store in Windows 11?

- a) Selling hardware
- b) Distributing software**
- c) Streaming movies
- d) All of the above

10. Which technology integrated into Windows 11 enables users to run Android apps on their PC?

- a) Windows Store**
- b) Microsoft Edge
- c) Project Late
- d) Windows Defender

11. Which of the following Windows does not have a Start button?

- a) Windows 8**
- b) Windows Vista
- c) Windows 7
- d) None of the above

12. Map.net GIS software product works onOperating System.

- a) Windows**
- b) Linux

- c) Redhead
- d) Mac

13. Microsoft Windows is a.....

- a) Database program
- b) Word growing
- c) Graphic program
- d) Operating system**

14. What are the requirements to boot a computer?

- a) DBMS
- b) Modem
- c) Operating system**
- d) MS Office

15. In operating systems, response times are very important.

- a) Multitasking
- b) Batch
- c) Real time**
- d) Online

16. Recently deleted files are stored.

- a) Recycle bin**
- b) C:\>
- c) Desktop
- d) My computer

17. Which feature widget in Windows 44 focuses on creating personalized feeds of news and other content?

- a) Live Tiles
- b) Start Menu
- c) Task bar
- d) Widgets**

18. In GUI which is not a feature of a program that makes it easier for the user to learn a program?

- a) WYSIWYG
- b) Dialog box
- c) Details keystrokes and commands**
- d) Icons

19. Loading of operating system is called?

- a) Formatting
- b) Booting**
- c) Debugging
- d) Compiling

20. Which of the following is not a function of OS?

- a) Virus protection**

- b) Memory management
- c) Disk Management
- d) Application Management

21. Booting instructions are stored inside.

- a) RAM
- b) Operating system
- c) Floppy disk
- d) **ROM**

Assessment-4 Introduction of Internet

1. Search results are usually presented in a row of results often called

- a) Tag list
- b) **Search engine result page**
- c) Search engine page
- d) Category

2. Which of the following search engines is especially for scientific information?

- a) Google
- b) Yahoo
- c) **Cyrus**
- d) Alta Vista

3. Which language is generally used to create World Wide Web pages?

- a) URL
- b) IRC
- c) NIH
- d) **HTML**

4. Email contains all the basic elements except the following.

- a) Header
- b) **Footer**
- c) Message
- d) Signature

5. Which of the following is called protocol in <http://www.google.co.in>?

- a) .co
- b) .in
- c) www
- d) **HTTP**

6. If you need to send the same message to more than one person (for information),

- a) So Re-mail each one individually
- b) Use forward option in email
- c) **Use CC option in email**
- d) None of the above

7. There are symbols used in email addresses.

- a) & and,
- b) # and -
- c) **@ and -**
- d) #and,

8. Which software application runs automated tasks on the Internet?
- a) Internet bot
 - b) Web browser**
 - c) Session
 - d) Cookies
9. Due to which factor, coaxial cables are less sensitive to noise?
- a) Inner conductor
 - b) Cable diameter
 - c) Outer conductor
 - d) insulating material**
10. What are search engines?
- a) A program that searches the engine
 - b) A hardware component
 - c) A machinery that searches data
 - d) A program that searches websites**
11. Search engines that take input from users and also send queries to third party search engines for results are.
- a) Advanced search engine
 - b) Meta search engine**
 - c) Search dust
 - d) Boolean search engine
12. Which of the following is not a search engine?
- a) Yahoo
 - b) Bing
 - c) Google
 - d) Windows**
13. WWW means
- a) Word wide web
 - b) Web-Wide Web
 - c) Widest Wide Web
 - d) World Wide Web**
14. Junk email is called-
- a) Spool
 - b) Spam**
 - c) Spoof
 - d) Script
15. E-mail means-
- a) Electronic Gel
 - b) Electronic message mail
 - c) Electronic mail**
 - d) Electromechanical mail
16. What is Mozilla Firefox?
- a) Icon
 - b) Browser**
 - c) File manager
 - d) Internet
17. Which of the following was the first commercial web browser?
- a) Mosaic

- b) Mozilla
 - c) Netscape**
 - d) Internet Explorer
18. URL means.
- a) Uniform Reference Locator
 - b) Uniform Resource Locator**
 - c) Universe Resource Locator
 - d) Unique Reference Label
19. The e-mails you receive appear as follows: 7
- a) Inbox**
 - b) Sent Mail
 - c) Messenger.
 - d) Contacts
20. Saving a file from internet to computer is called.
- a) Downloading**
 - b) Uploading
 - c) Storing
 - d) Weblinking

Assessment-5 Financial Literacy and Digital Payments Applications

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1. Which digital payment platforms are linked to the buy now, pay later (8087.) retention?
- a) PayPal
 - b) Venmo
 - c) After pay**
 - d) JAIL
2. What is the meaning of the term tokenization in mobile payments?
- Conversion of physical currency into digital currency
- a) Encrypt the transmitted payment information**
 - b) Creating virtual representations of credit cards
 - c) Contactless transactions using NFC
 - d) None of the above
3. Which digital payment method generally involves scanning a code 00 for a transaction?
- a) Contactless card
 - b) Mobile banking
 - c) Cryptocurrency
 - d) QR code payment**
4. What is the meaning of the term contactless payer in the context of mobile payment?
- a) Use mobile device*without. pay
 - b) Without physical contact with the payment terminal**
 - c) Making payment through contact list in mobile app
 - d) Money transfer using Bluetooth technology

5. Which of the following are possible risks associated with online banking?
- a) Unlimited access
 - b) Less facilities
 - c) **Phishing attacks**
 - d) Low interest rate
6. When is money transmission processed in RTGS?
- a) For an hour
 - b) Daily
 - c) **Immediately**
 - d) Weekly
7. Which digital payment was launched to promote cashless transactions in India?
- a) Apple Pay
 - b) On Wechat
 - c) Alipay
 - d) **Unified Payments Interface (UPI)**
8. What is the role of Mobile POS (Point of Sale) in mobile payments?
- a) Managing mobile phone settings
 - b) **To make payments at physical stores**
 - c) Customer service center of mobile network provider
 - d) Mobile app development platform
9. Which of the following is an example of a P2P digital payment platform?
- a) Paypal
 - b) **Venmo**
 - c) Apple Pay
 - d) Google Pay
10. Which type of online banking service allows users to take pictures with their mobile devices?
- a) **Mobile banking**
 - b) Internet banking
 - c) E-commerce banking
 - d) Virtual Banking
11. Internet banking facility is called.
- a) Online 58□
 - b) **Net Banking**
 - c) e pe
 - d) SBI Connect
12. What is the purpose of virtual card in online banking?
- a) Physical credit card for online shopping
 - b) A temporary, disposition for securing transactions
 - c) **Digital representation of traditional bank card.**
 - d) A card which can be used for special virtual accommodation
13. RTGS is mainly used for transfer of funds in the following ranges?
- a) Up to Rs 40,000 from small cash transactions
 - b) For medium transactions between Rs 10,000 and Rs 1 lakh
 - c) **For large transactions above Rs 2 lakh**
 - d) All transactions based on amount
14. What is the main objective of phishing attack in the context of online banking?
- a) Stealing physical bank cards
 - b) **Deauthorizing users' account information**

- c) Providing financial advice
 - d) Promoting online banking facilities
15. Which of the following is correct about NEFT transactions?
- a) They are processed in real time?
 - b) These have settlement time throughout the day.**
 - c) They are limited to maximum transactions
 - d) They operate only on weekdays.
16. What does NFC mean in the context of digital payments?
- a) National Finance Corporation
 - b) Near Field Communication**
 - c) Non-fungible currency
 - d) Network File Control
17. What are the main objectives of a payment gateway in online transactions?
- a) Digital receipt storage**
 - b) To facilitate communication between banks
 - c) Converting digital currency into physical cash
 - d) Sending promotional emails
18. What is the purpose of CVV (Card Verification Value) in online credit card transactions?
- a) Card expiry date
 - b) Name of the cardholder
 - c) Security code for authentication**
 - d) Card balance information
19. Which digital payment method is designed for international money transfer and is used for its
- a) Cryptocurrencies PayPal
 - b) Alipay
 - c) Western Union**
 - d) Bitcoin
20. What is the main purpose of digital wallet in online payment?
- a) Physical cash collection
 - b) sending email
 - c) Collection and management of digital payment* information**
 - d) Tracking the trend in the stock market
21. What is the password for online banking transactions?
- a) Logging in to Achiladan Banking Portal
 - b) Confirming specific transactions**
 - c) Changing account settings
 - d) Recovering forgotten password
22. CDC means core banking.
- a) Central Data Center**
 - b) Core Data Center
 - c) Core Development Center
 - d) None of the above

Assessment-6 Internet Applications

1. The dimension of e-commerce that enables commerce across national boundaries is called.....
 - a) goes Interactivity
 - b) Prosperity
 - c) Worldwide Reach**
 - d) Specifically
2. EDI means.
 - a) Electronic data is invisible
 - b) Electronical data is invisible
 - c) Electronic Data Interchange**
 - d) None of the above
3. Was the primary source of financing during the early years of e-commerce.
 - a) Big Retail Companies
 - b) Bank Loan
 - c) Initial public offers
 - d) Venture capital fund**
4. What are the primary features of social networking sites? Which allows users to share images and short videos?
 - a) Status update
 - b) Stories**
 - c) Timeline
 - d) Check in
5. is an early form of e-commerce.
 - a) EDI**
 - b) SCM
 - c) Both of the above
 - d) None of the above
6. Which payment method, abbreviation COD, is commonly associated with online shopping?
 - a) Credit on delivery
 - b) Cash on delivery**
 - c) Check on delivery
 - d) Charge on delivery
7. Which is not an example of G2C services?
 - a) E-Visa
 - b) E-Transportation
 - c) Digital Police Portal
 - d) e-bay.com**
8. eBay is an example of which segment?
 - a) B2B
 - b) C2B
 - c) B2C**
 - d) None of the above
9. Which type of e-commerce focuses on consumers interacting with each other?
 - a) C2B
 - b) C2C**
 - c) B2C
 - d) None of the above

10. Digital signature does not provide..... for the message.
- a) Authentication
 - b) Non-repudiation
 - c) Confidentiality**
 - d) integrityIntegrity
11. Which of the following is not one of the major types of e-commerce?
- a) B2C
 - b) C2B
 - c) B2B
 - d) C2C**
12. What is the purpose of like or heart button on social media platforms?
- a) To bookmark content for later.
 - b) To express approval or appreciation**
 - c) To share content with friends
 - d) Reporting inappropriate content
13. Which social networking site was originally designed for college students but later expanded to the general public?
- a) LinkedIn
 - b) Facebook**
 - c) Instagram
 - d) Twitter (X)
14. A digital signature
- a) The bit string provides the name of the contact.
 - b) A unique identity of the sender**
 - c) By typing specifically for the sender only
 - d) Printed signature of the sender
15. Which social networking site is famous for its character limit in posts?
- a) Facebook
 - b) Twitter (x)**
 - c) LinkedIn
 - d) Pinterest
16. What do the words hashtag represent on social media platforms?
- a) A way to identify spam
 - b) A link to external websites
 - c) cClassification of content**
 - d) Personalized emoji
17. What is the primary purpose of social networking sites?
- a) Online shopping
 - b) Connecting and interacting with others**
 - c) Gumming
 - d) News broadcasting
18. EDI is necessary.
- a) E-Visa
 - b) E-Transportation
 - c) Digital Police Portal
 - d) e-bay.com
19. Digital products are best suited for B2C e-commerce because they are

- a) Extensively customized and personalized
- b) Can be delivered at the time of purchase**
- c) Goods are products like
- d) All of the above

20. Which of the following is a popular online marketplace where individuals and businesses can sell products?

- a) Google
- b) eBay**
- c) Twitter (X)
- d) LinkedIn

Assessment-7 Working with Mobile Devices / Smartphone

1. Wi-Fi will expand

- a) Wireless flash
- b) Wireless fidelity**
- c) Wide fidelity
- d) All of the above

2. Which is the open-source operating system used in mobile devices including smartphones/tablets?

- a) iOS
- b) Windows
- c) Android**
- d) Mac OS

3. The process of GPS signal purification using additional non-GPS data sources is called?

- a) GPS enhancement
- b) GPSGPS Augmentation Augmentation**
- c) GPSGPS Correction correction
- d) GPS Optimization

4. What are the range meters of a typical WiFi network?

- a) 50 meters**
- b) 100 meters
- c) 200 meters
- d) 500 meters

5. What are the primary functions of a fitness tracker as a handheld device?

- a) Gaming
- b) Navigation
- c) Health and activity monitoring**
- d) Document editing

6. Bluetooth has access methods

- a) FDMA
- b) TDD-TDMA**
- c) CDMA
- d) None of the above

7. What is the purpose of Bluetooth Special Interest Group (SIG)?

- a) Developing Bluetooth software
 - b) **Promoting Bluetooth technology and maintaining standards**
 - c) Manufacturing Bluetooth hardware
 - d) Regulating Bluetooth frequencies
8. Which organization is responsible for defining WiFi standards?
- a) **IEEE**
 - b) ISO
 - c) ITU
 - d) IETF
9. What is the maximum data transfer rate of Bluetooth 5.0?
- a) 1 Mbps
 - b) **2 Mbps**
 - c) 5 Mbps
 - d) 10Mbps
10. Which segment of the GPS system consists of ground-based control stations that manage satellites and monitor their signals?
- a) GPS space segment
 - b) **GPS control segment**
 - c) GPS user segment
 - d) Satellite segment
11. Which WiFi devices connect without entering password using push button or PIN method
- a) ~~to~~WEP
 - b) WPA2
 - c) **WPS**
 - d) WPA3
12. In which type of networks Bluetooth technology is used?
- a) **PAN**
 - b) LAN
 - c) WAN
 - d) MAN
13. In Bluetooth terminology, what are pairing codes used for?
- a) **Establishing a connection**
 - b) transmitting data
 - c) encryption
 - d) Power management
14. Which of the following is an example of a handheld device?
- a) Desktop computer
 - b) Laptop
 - c) **Smartphone**
 - d) ~~server~~Server
15. Which of the following is a commonly used WiFi frequency band for short distance and high speed communications?
- a) 900 MHz
 - b) 2.4 GHz
 - c) **5 GHz**
 - d) 10 GHz
16. Which feature allows handheld devices to determine their geographic location?
- a) **Global Positioning System**

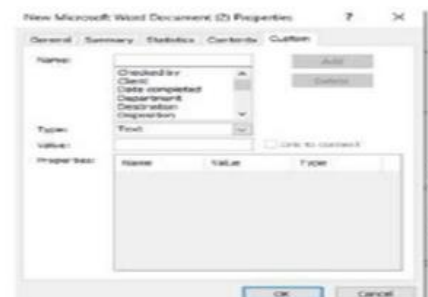
- b) Near Field Communication
 - c) Bluetooth
 - d) Infrared
17. What are the primary purposes of handheld devices?
- a) Heavy computational
 - b) Portable and on-the-go computing**
 - c) Network Administration
 - d) Graphic design
18. What is Bluetooth?
- a) A Wireless Internet Protocol Wireless Internet Protocol
 - b) Short range wireless communication technology**
 - c) Satellite Communication Type of satellite communication
 - d) Fiber Optic Communication Standard
19. What are the primary uses of Bluetooth in Hands-Free Profile (HFP)?
- a) File sharing**
 - b) Audio strumming
 - c) Internet Browsing Internet browsing
 - d) videVideo Calling
- calling20. In which frequency range does Bluetooth technology work?
- a) 2.4 GHz**
 - b) 5 GHz
 - c) 1 GHz
 - d) 10 GHz

Assessment-8 Microsoft Word

1. To modify the basic properties of the document
 - a) Click on file tab->Info->Properties**
 - b) Select advanced properties
 - c) Click on Custom tab. Now type the name box.
 - d) All of the above

2. How many times can you use Format Painter before you have to close it?
 - a) When you click on the Format Painter button
 - b) Double click on the Format Painter button.**
 - c) Press the Ctrl key and click on the Format Painter button.
 - d) Press the Alt key and click on the Format Painter button.

3. Which ribbon in Microsoft Word 2019 contains commands related to inserting a table?



- a) Home
 - b) Insert**
 - c) Page layout
 - d) References
- All of the above

4. Which extension is given to MS Word by default?

- a) .EXT
- b) .DOC/DOCx**
- c) .COM
- d) All of the above

5. The picture given below shows?

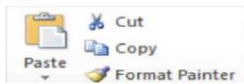
- a) Mini Toolbar
- b) Print toolbar



- c) Search toolbar
- d) None of the above**

6. The picture given below shows.

- a) Clipboard Command Group**
- b) Windows Media Group
- c) Document Group

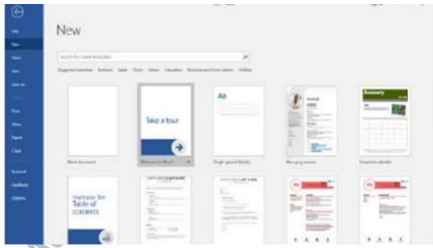


- d) None of the above

7. Which of the following is not a font style?

- a) Bold
- b) Italic
- c) Regular
- d) SuperScript

8. To create a new document



- Click on File tab, click on New. Inside Backstage View
- Click on Blank Document from the available templates. to open a new file
- You can also create a new document by pressing Ctrl + N key.
- All of the above**

9. A letter of general content in MS Word should be sent to 100 recipients. If adding individual recipient address to each letter we will use

- Embedding
- Mail merge**
- Letters code
- Hyperlink

10. To apply styles

10. स्टाइल्स अप्लाई करने के लिए



- Home> styles group, select normal, no spacing**
 - Home>Editing>styles group, select normal, no spacing
 - Insert>styles group, select normal, no spacing
 - Review>styles group, select normal, no spacing
11. What is the purpose of Find and Replace feature in MS Word 2019?
- Spell checking
 - Formatting text
 - Searching specific words or phrases**
 - Inserting hyperlink
12. To wrap text around an object
- Select the object and go to Arrange group
 - Go to Picture Format or Format Position and go to Format with Text Wrapping as per requirement.
 - Both 1 and 2**
 - None of the above
13. To modify print settings
- Click on File > Print
 - Settings (Print All Pages), click on the drop down.
 - Both 1 and 2**
 - None of the above
14. How can you change line spacing in Microsoft Word 2019?

- a) By adjusting the page margins
- b) Use of line spacing option in Home tab
- c) by changing font size changing the font size
- d) By applying paragraph style

15. Which of the following entities is not related to word processing?

- a) Character
- b) Words
- c) **Sales**
- d) Paragraph

16. What are gutter margins?

- a) **The margin which is on the left while printing**
- b) The margin which is on the right while printing margin which is on the right side while printing
- c) Margin which is clicking on the left side of the page while printing.
- d) Margin which is clicking on the out side of the page while printing.

Margins that extend outside while printing and clicking

17. Which shortcut key is used to undo the last action in Word 2019?

- a) **Ctrl+Z**
- b) Ctrl+Y
- c) Ctrl+X
- d) Ctrl+C

18. Displays the Quick Access Toolbar



- a) **Commonly, frequently used commands**
- b) This is done by arranging the commands on different types.
- c) These are present at the top of the ribbon and are directly accessible
- d) Groups of related commands on the displayed tab

19. Which view in MS Word 2019 allows you to see how the document will look when printed?

- a) Normal
- b) **Print layout**
- c) Outline
- d) Web layout

20. Watermark option found in MS Word 2019

- a) Insert tab --> Illustration group
- b) Insert tab --> Links group
- c) Design tab --> Page Background tab
- d) **Page Layout tab --> Theme Group**

21. To save a document for the first time

- a) Click the Save button on the Quick Access Toolbar or
- b) The place where the file is placed in the left navigation section
- c) Type a name for the document in the File name box.
- d) **abovAll of the above**

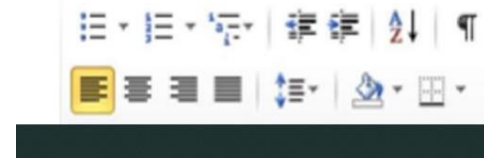
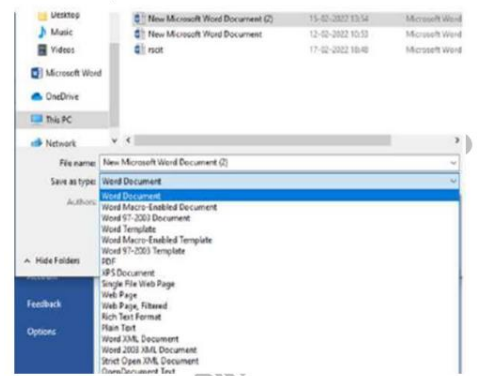
22. MS Word is an example of

- a) Operating system

- b) **Word processing**
 - c) Application software
 - d) Input device
23. SmartArt for adding graphic content
- a) **Select Insert 'a SmartArt, select Layout type.**
 - b) Select Home 'a SmartArt, select the layout type.
 - c) Select Layout 'a SmartArt, select the layout type.
 - d) Select Mailings' a SmartArt, select a layout type.
24. The picture The picture below shows
- a) Advance Property Window Advanced Properties Window
 - b) **Other Other File Formatsfile formats**
 - c) Print Setting pint settings
 - d) Quick Quick Access Toolbar Access Toolbar
25. The picture The picture below shows below shows
- a) **Home Tab Window**
 - b) Layout Tab
 - c) Insert Tab
 - d) Mailing Tab Access Toolbar

Assessment-9 Microsoft Excel

1. What is the purpose of Goal Seek feature in Excel?
 - a) Analyzes a range of data
 - b) **To achieve the desired result**
 - c) Create a goal-oriented dashboard
 - d) Finds the average of a range of values
2. Which of the following functions is not in MS Excel?
 - a) MAX ()
 - b) **AVG()**
 - c) MIN()
 - d) SUM()
3. Which key is used to create a new line within a cell in Excel?
 - a) Enter
 - b) Shift
 - c) **Alt**
 - d) Ctrl
4. How do you rearrange data in ascending or descending order in MS Excel 2019?
 - a) Data>Form
 - b) Data > Table
 - c) **Data > Sort**
 - d) Data>Subtotal



5. What does the AGGREGATE function do in Excel 2019?
- Adds values to the range
 - Aggregate analysis performers on range of data**
 - Multiplies the values in the range
 - Adds text to the range
6. Anand wants to autosum in cell A7 in his worksheet, for this he wants to use the autosum shortcut key ALT+=. Look at the picture given here and choose the correct answer from the given options.
- The error will appear in cell A7 because the range
 - The sum of the range A5 : A6 will appear in cell A7.**
 - The sum of the range A2:A6 will appear in cell A7.
 - A message appears asking you to enter a number in cell A4.
7. Which language is used to create macro in Excel?
- C
 - VB**
 - Visual C++
 - Java
8. Which function is used to find the highest value in Excel 2019?
- MAX ()**
 - MIN()
 - SUM()
 - AVG()
9. Which of the following formulas is not entered correctly in Excel?
- =97+445
 - =C8*B1
 - 97+45**
 - = C9+16
10. Which menu option can be used to split windows in Excel 2019?
- Review>Window>Split
 - Page Layout>Split
 - Review>Split
 - View > Split**
11. Columns are labeled in Excel.
- 1,2,3...
 - A1, A2.... SA1, SA2....
 - A, B, C...**
12. The title of the worksheet is visible in cell A1, but Suresh wants it to appear in the center from cell A1 to cell F1, what should Suresh do for this?
- Write the title in cell C1
 - Select cells A1 to F1 and press Merge & Center.**
 - (cc) cellSelect A1 to F1 and send the title
 - Write the title in cell C1 and increase the indent.
13. Using the example shown in the figure below, what will be the result of the formula?
=IF(MAX(A2:A8)>A5,MAX(A2:A8)*MIN(B2:B8)
- 9
 - 1
 - 72

	A
1	Numbers
2	5
3	4
4	
5	2
6	1
7	

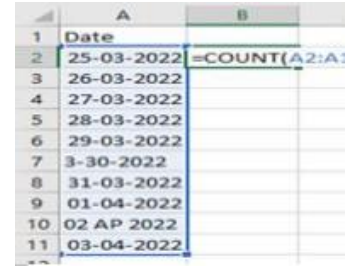
d) 14

14. What do you mean by Excel Workspace?

- a) Row's group
- b) Group of worksheets**
- c) Group of workbooks
- d) Group of columns

15. What does the function COUNT() do in Excel 2019?

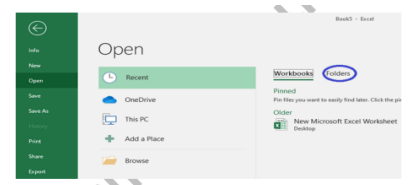
- a) Counts the number of cells in a range**
- b) Adds values into a range
- c) Finds the average of a range
- d) Multiplies values in a range



	A	B
1	Date	
2	25-03-2022	=COUNT(A2:A:
3	26-03-2022	
4	27-03-2022	
5	28-03-2022	
6	29-03-2022	
7	3-30-2022	
8	31-03-2022	
9	01-04-2022	
10	02-AP-2022	
11	03-04-2022	

16. Shortcut key Ctrl+R is used in Excel.

- a) To right align the contents of a cell rightalign the contents of a cell
- b) To fill the selection of active cells to the right**
- c) Deleting the contents of selected cells
- d) None of the above



17. Looking at the diagram of the database, choose the correct formula that can be used to calculate the fields in the database. Should be written in B10, where class is Biology and instructor is Vijay

- a) #NAME?
- b) =DCOUNT (A1 :D8, 4, F2:G3)
- c) =DCOUNT(A1:D8, Marks, F2:G3)
- d) Both 1 and 2 are correct

18. For the example of DSUM shown in the figure, which of the given statements are true?

- a) DSUM calculates total profit: Tree having Apple
- b) DSUM calculates total profit: Tree Mango having
- c) Both 1 or 2
- d) None of the above**

19. Which statement is true for the folder option marked in blue circle in the picture?

- a) All recent file locations where you saved the workbook**
- b) Properties of workbook
- c) Neither 1 nor 2 statements are true
- d) Both statements 1 and 2 are true

20. How is the HLOOKUP function different from the VLOOKUP function in Excel 2019?

- a) HLOOKUP searches horizontally, while VLOOKUP searches vertically.**
- b) HLOOKUP is used for text, and VLOOKUP is used for
- c) HLOOKUP always returns an exact match, whereas VLOOKUP always returns an exact match.
- d) HLOOKUP and VLOOKUP are interchangeable, they perform the same function.

21. Which feature in Excel 2019 can be used to visualize data through bars, lines or pie slices?

to submit Is it done for?

- a) Conditional formatting
- b) Pivot Tables
- c) Charts**
- d) Data validation

22. Which is the correct formula to calculate the largest number among the numbers kept in cells B1 to B7?

- a) =LARGE(B1,B7)
- b) =LARGE(B1:B7)
- c) (s) = LARGE (B1, B7,1)
- d) = LARGE (B1:B7,1)**

23. Cell G2 to cell M12 are the correct references for the cell range?

- a) G2M12
- b) G2;M12
- c) G2:M12**
- d) G2-M12

24. The COUNT function can also count dates if written properly in the correct format Rose wants to count how many date entries there are in Column A of her Excel worksheet, see the picture and what will be the value displayed in cell B2?

SR No.	Class	Instructor	Marks
A1	Biology	Suresh	88
A2	Biology	Suresh	72
B1	Physics	Vikas	75
B4	Physics	Vikas	85
A3	Physics	Vinay	91
A4	Physics	Vinay	73
B3	Biology	Vijay	60

- a) 10**
- b) 9
- c) 7
- d) 8

25. Ankit wants to calculate the average of marks of Biology class where Suresh is the instructor. Look at the figure shown below and select the correct criteria which should be given in the yellow highlighted cells to get the desired result?

- a) Biology and Suresh**
- b) Biology and Suresh, Vijay
- c) Biology and Vijay
- d) All of the above

SR No.	Class	Instructor	Marks
A1	Biology	Suresh	88
A2	Biology	Suresh	72
B1	Physics	Vikas	75
B4	Physics	Vikas	85
A3	Physics	Vinay	91
A4	Physics	Vinay	73
B3	Biology	Vijay	60

26. As shown in the figure below, what does the DSUM function use?

- a) OR
- b) AND
- c) Both statements 1 and 2 are true**
- d) None of the above

criteria

27. Look at the picture and choose the correct answer which should be displayed in cell D2?

- a) 16
- b) 160**
- c) 26
- d) 30

28. In the following example, the field argument is omitted, if the formula =DCOUNT(A1:D8, F2:G3) is typed in cell B10, find the correct answer by looking at the figure below.

- a) 8
- b) 3
- c) 0
- d) D entry formula is wrong
formulas are incorrect

Assessment- 10 Microsoft PowerPoint

1. Which short cut key inserts a new slide in the current presentation?
 - a) Ctrl+N
 - b) Ctrl + M**
 - c) Ctrl+S
 - d) All the given
2. Which of the following allows you to select more than 1 slide in a presentation?
 - a) Shift + Click on each slide
 - b) ALT+Click on each slide
 - c) Ctrl + Click on each slide**
 - d) Shift+Drag on each slide
3. Which shortcut key is used to start the presentation from the current slide?
 - a) Alt+F5
 - b) Shift + F5**
 - c) Shift+F2
 - d) F5
4. Which shortcut key to use to copy highlighted text in PowerPoint 2019 are done,
 - a) Ctrl+C**
 - b) Ctrl+V
 - c) Ctrl+A
 - d) Ctrl+Z
5. What is the purpose of SmartArt feature in PowerPoint 2019?
 - a) Inserting animated shapes
 - b) Creating dynamic charts
 - c) Making graphical representation of information**
 - d) On the imageAdd 3D effects
6. To open the presentation
 - a) Click on the File tab and select Open.
 - b) Select that Folders on the right side of the Open dialog box drive the left pane of the Open dialog box.
 - c) Folder in the right pane of the Open dialog box.
 - d) All of the above**
7. Which shortcut key is used to duplicate the selected slide in PowerPoint?
 - a) Ctrl+T
 - b) Ctrl+D**
 - c) Ctrl+C
 - d) Alt+D
8. Which shortcut key is used to duplicate summary zoom slides?

- a) Insert --> Links group --> Zoom drop down menu
- b) Click on Summary Zoom
- c) Select the slide and click on Insert
- d) All of the above



9. How can you password protect a PowerPoint presentation?

- a) Using Save As dialog
- b) Go to File tab, select Info and Presentation.**
- c) Providing password protection in PowerPoint
- d) None of the above

10. What does the Record Slideshow feature in PowerPoint 2019 allow you to do?

- a) Recording audio narration for each slide
- b) Recording mouse movements during the presentation
- c) The entire presentation like video
- d) **All of the Above**

11. When using PowerPoint to run a PowerPoint show from scratch, select .

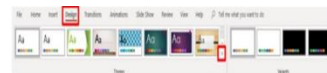
- a) View, Slide
- b) Slide Show from beginning**
- c) View Outline
- d) All of the above

12. To apply the design theme

- a) Select the Design tab and select the Theme group
- b) Click on the desired theme.
- c) Both 1 and 2**
- d) None of the above

13. What is the purpose of eyedropper tool in PowerPoint?

- a) Measures color accuracy on slides
- b) Formatting one object to another object of object to another object
- c) Zooms Freezes in on specific slide elements
- d) Adjusts the brightness of the presentation



one
in c

14. How can you customize the color scheme of handouts in PowerPoint?

- a) Using the color picker tool in the Handout Master
- b) By going to the Design tab and selecting the color scheme.**
- c) Handout color scheme automatically slides design
- d) Format background in Handout Master

15. What is the maximum number of slides per page you can include in handouts?

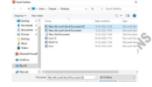
- a) 2 slides
- b) 3 slides
- c) 6 slides
- d) 9 slides**

16. What is the purpose of animation patten in PowerPoint?

- a) Painting the animation directly on the slide
- b) Animation from one object to another**
- c) Changing the color of the animation

d) Creating custom animation

17. Which shortcut key is used to activate the pen tool during slide show in PowerPoint 2019?



- a) Use Alt+P
- b) Ctrl+P**
- c) Alt+P
- d) Ctrl+T

18. Which key is used to open the Animation tab in Power Point 2019?

- a) Ctrl+A**
- b) Alt+A
- c) Ctrl+A
- d) Ctrl+X

19. How can you add video to Power Point 2019 slide?

- a) Using the Insert Video option in the Insert tab.**
- b) Copying and pasting the URL of the video in the slide
- c) Dragging and dropping a video file
- d) On a slide Videos can't be added to PowerPoint



added in Power Po

20. Which key can be used to view a slide show?

- a) F5**
- b) F2
- c) F6
- d) F10

21. Which shortcut key is used to go to the first slide?

- a) **Home**
- b) End
- c) Ctrl + Home
- d) Tab

22. Which shortcut is used to open all the slide dialog boxes during a slide show in PowerPoint 2019?

- a) F5
- b) Ctrl+S**
- c) F1
- d) Ctrl+A

23. How can you change the aspect ratio of a PowerPoint presentation?

- a) Go to Slide Show tab and select Aspect Ratio**
- b) Using the slide size option in the Design tab
- c) Change the screen resolution of your computer
- d) Aspect threads are not modified in power point.

24. In which tab is the red marked label feature present?

- a) Home tab**
- b) Insert tab
- c) Animation tab
- d) Design tab

25. To create a blank PowerPoint presentation

- a) Click on the Start button
- b) Click on the PowerPoint 2019 icon from the options panel.

- c) Select Choose black presentation option on PowerPoint template the blantion option on the PowerPoint template.
- d) **All of the above**
26. How to import a Word document outline into Slides?
- a) **Select Home -> New Slide and select Slide Below Outline.**
- b) Select the Insert Outline dialog box. Selectsert Outline dialog box.
- c) Both 1 and 2
- d) None of the above

Assessment-11 Cyber Security and Awareness

1. Which type of attack involves sending deceptive emails to reveal sensitive information, including passwords?
- a) Brute force attack
- b) Phishing attack**
- c) Dictionary attack
- d) Rainbow table attack
2. A malicious code hidden inside a seemingly harmless code is called malicious code.
- a) Worm
- b) Bomb
- c) Trojan Horse**
- d) Virus
3. What is the name of viruses that force users to download and execute applications pretending to be useful?
- a) Kayaker
- b) Worm
- c) Trojan Horse**
- d) Keylogger
4. Which of the following is a type of software that contains self-replicating software that replicates files and systems?
- a) Virus
- b) Trojan Horse**
- c) Bots
- d) wormsVamrse
5. What does HTTPS mean in a website URL?
- a) Hyper Text Transfer Protocol Secure**
- b) Hyper Text Transfer Protocol Stand
- c) SHyper Text Transmission Protocol Secure
- d) Hyper Text Transfer Policy and Secure



6. A website URL that begins with https:// and includes a padlock icon in the address bar indicates that
- The website uses outdated security protocols
 - A secure connection with website encryption
 - The website is safe from all types of cyber threats**
 - The website is offline
7. Full form of VPN is?
- Virtual Private Network**
 - Very Private Navigator
 - Verified Public Network
 - Visual Proxy Network
8. What are the uses of firewall?
- Filters packets coming from the Internet**
 - Filtering packets coming from the Internet
 - Filtering packets transmitted over the Internetcoming
 - Packet Faster Traffic for faster e-commerce
9. Distributed denial-of-service (DOS) attacks are aimed at
- GainingGAINING unauthorized access to a system unauthorized ccess to a system
 - icious softwareMalicious software on computeron the computer
 - Fills the system with traffic**
 - Encrypting the file and demanding ransom
10. Which of the following is an independent malicious program that does not require any host program?
- Virus
 - Logic bomb
 - Worm**
 - Trap doors
11. What is the purpose of regularly clearing browser cache and cookies for safe browsing?
- Increasing website performance
 - Deleting saved passwords
 - Websites monitor user activity**
 - Disabling browser extensions
12. When hackers flood a website with useless traffic to put pressure on the network, it is called.
- DoS attacks**
 - Spoofing
 - Fishing
 - None of the above
13. Who among the following monitors the activities of users on the Internet and transmits it to someone else?
- Adware
 - Spyware**
 - malwareMaleware
 - None of the above
14. Which virus sent people emails with the subject I LOVE YOU in the year 2000?
- Love Letter**
 - Lovebug
 - Valentine connection
 - Darling Link

15. Which of the following is a common security feature found in reputable online payment portals?
Request for payment in cryptocurrency only
- a) Using HTTP instead of HTTPS
 - b) Two Factor Authentication for User Accounts
 - c) Pop up ads during payment process
 - d) None of the above
16. What is the primary goal of a credential phishing attack?
- a) Installing malware on a device
 - b) intercepting the password during transmission
 - c) gaining unauthorized access to a network
 - d) **Obtaining sensitive information like user name and password.**
17. Malicious programs that do not replicate automatically are called
- a) **Trojan Horse**
 - b) Worm
 - c) Zombie
 - d) Virus
18. What is it called when a person tries to harm a group of people by using a computer?
- a) Cracker
 - b) Social Engineer
 - c) **Cyber Terrorist**
 - d) Wide Hat Intruder
19. What are keyloggers in the context of password attacks?
- a) Software that generates random passwords.
 - b) Malicious software that harms someone software that causes harm to someone
 - c) A tool to crack password hash tool for cracking password hashes
 - d) A type of phishing attack
20. What is the primary target of a man-in-the-middle (MITM) attack?
- a) **stealing personal information**
 - b) Intercepting or altering communications between two parties
 - c) Overloading a system with traffic Deleting files from a computer
 - d) None of the above
21. Which computer virus records every activity happening on your computer?
- a) DOS
 - b) malware android
 - c) Trapper
 - d) **Keylogger**
22. What does the presence of www in a website URL indicate?
- a) Websites are more reliable
 - b) **Websites are using old technology**
 - c) The website is less secure
 - d) This is just a naming convention and is meant for security.
23. Was there a virus which was first found on ARPANET?
- a) **Creeper**
 - b) Stuxnet
 - c) Concept
 - d) None of the above

Assessment-12 Other Office Tools

1. What does WPS mean in WPS Office?
 - a) Word processing software
 - b) Workplace Suite
 - c) Wide Spread Presentation System
 - d) Writer, Presentation, Spreadsheet**
2. What does the WPS Office Switch feature allow users to do?
 - a) Changing the interface language
 - b) Toggling between different office applications
 - c) Switching between dark and light model
 - d) Enabling and disabling automatic updates
3. What is the purpose of Styles and Formatting feature in Open Office Writer?
 - a) Adjusting document margins
 - b) Applying pre-defined style to text**
 - c) Inserting hyperlink
 - d) None of the above
4. What is the main objective of Open Office Impress?
 - a) Word processing**
 - b) Spreadsheet creation
 - c) Presentation Design
 - d) Database Management
5. Which file format is usually associated with Open Office Writer documents?
 - a) .odp
 - b) .ods
 - c) .odt**
 - d) .odb
6. What is the main purpose of Google Drive in Google Workplace?
 - a) Sending and receiving e-mail
 - b) Storing and sharing files and documents**
 - c) Creating and editing spreadsheet
 - d) Organizing online meetings
7. In Google Workspace, which app is suitable for creating and managing surveys and quizzes?
 - a) Google Forms**
 - b) Google Sheets
 - c) Google Slides
 - d) Google Docs
8. Which feature in WPS Office allows collaboration on documents in real time?
 - a) Co-Editing**
 - b) Track change
 - c) Live editing
 - d) Chat integration
9. Which of the following is a component of WPS Office?
 - a) Excel

- b) Power point
 - c) Writer**
 - d) Outlook
10. Which Open Office application is used to create and manage databases?
- a) Writer
 - b) Calc
 - c) **Base** base
 - d) Draw
11. Which Google Workspace app is designed for team messaging and collaboration?
- a) Google Meet
 - b) Google Chat**
 - c) Google Calendar
 - d) Google Keep
12. How do you insert a new sheet in Open Office Calc?
- a) Right click on the Sheet tab and select Insert Sheet.**
 - b) Use Insert menu and select Insert Sheet Press Ctrl+N
 - c) Double click on the sheet tab
 - d) None of the above
13. Open Office Impress What is the purpose of the Master Slides feature,
- a) Creating animation in slides
 - b) Designing the overall layout and format of the slides**
 - c) Embedding multimedia content embedding multimedia content
 - d) Generating slide transition
14. What is the primary function of WPS spreadsheet?
- a) Create and edit text documents
 - b) Design to Presentation designing the presentation
 - c) Analyzing and putting data into tables
 - d) To editing images and ,Graphics Editing images and graphics**
15. What is the primary goal of Zoom apps?
- a) To traditional office communication devices
 - b) Towards entertainment equipment during meetings
 - c) Collaboration and copy within the Zoom platform**
 - d) Replacement with social media platforms
16. What is the primary function of Google Calendar in Google Workspace?
- a) Document collaboration
 - b) e-mail communication
 - c) Scheduling and organizing events**
 - d) Spreadsheet creation
17. In WPS Office, what is the purpose of PDF to Word feature?
- a) Converting PDF files to Word documents**
 - b) Exporting Word files to PDF format
 - c) Merging multiple PDFs into one document
 - d) Creating password protected PDF
18. Which file format is used to save Open Office Calc spreadsheet?
- a) .xlsx
 - b) .ods**
 - c) .odp
 - d) .odt

19. What is the function of Open Office Draw application?

Making vector graphics and diagrams

- a) Composing music
- b) Editing photos
- c) Writing code
- d) None

20. Which of the following is not a part of Open Office Suite?

- a) Draw
- b) Base
- c) equationEquation
- d) Outlook**

21. Which of the following is an advantage of Zoom apps?

- a) Integration with social media platforms
- b) Advanced security features
- c) In-app collaboration and productivity tools**
- d) VirtualTo organize Events and Appointment

Reality Meeting Experie

22. What is the main function of Google Meet in Google Workspace?

- a) Creating and editing the document
- b) Organizing video meetings and conferences**
- c) Managing project tasks
- d) Organizing events and appointments

23. Which Open Office applications are suitable for creating and editing vector graphics?

- a) Writer
- b) Calc
- c) Draw**
- d) Impress

24. What is Microsoft Teams mainly used for?

- a) Video gaming
- b) Project Management
- c) Team collaboration and communication**
- d) Graphic design

25. What types of meetings can be organized in Microsoft Teams?

- a) Audio only meetings
- b) Video meetings
- c) Both 1 and 2**
- d) Text based meetings

26. What is the function of SUM() formula in Open Office Calc?

- a) Counting the number of cells
- b) To find the average of the cell
- c) toTo Add value of range cell range
- d) Multiplying values in a range of cells

27. In which file format can WPS Writer documents be saved?

- a) .doc
- b) .odt
- c) Both 1 and 2**
- d) None of the above

24. Which Google Workspace app is used to create and deliver presentations?

- a) Google Docs
- b) Forms Forms
- c) Google Slides
- d) Google SheetsGoogle Slides

Assessment-13 Useful Application of IT

1. What is the primary purpose of creating a system restore point in Windows?
- a) Freeing up disk space
 - b) Updating the operating system
 - c) **If any issue arises then go to the old statement of the system.**
 - d) To increase internet speed

Increasing internet speed

2. What is the purpose of a projector screen in a presentation setup?

- a) To protect the projector
 - b) To increase the audio output
 - c) **Providing a surface to project images**
 - d) To control the temperature of the room.
3. Which connector is usually used to connect a computer to an LCD projector?
- a) HDMI
 - b) **VGA**
 - c) USB
 - d) Ethernet
4. What is the purpose of the write-protect switch on some USB flash drives?
- a) To increase data transfer speed
 - b) **To prevent accidental deletion or modification of the data;**
 - c) To transfer wireless data
 - d) `ssstransf` To format the USB drive
5. What is the purpose of print preview feature in word processing software?
- a) To print the document directly
 - b) **How will the document appear when printed?**
 - c) To scan the document for errors
 - d) To convert the document into a different format.
6. Which file format is generally used to prepare the document for printing?
- a) **PDF**
 - b) JPEG
 - c) MP3
 - d) TXT

7. What is the purpose of print view in computer system?
- a) To store printed documents
 - b) **To manage print jobs in order** managehe sequence of print jobs
 - c) To scan documents for printing.
 - d) To clean the printer heads
8. How to transfer data from computer to USB flash drive?
- a) **By dragging and dropping files**

- b) By printing the data
 - c) By scanning the data
 - d) By copying and pasting the text
9. What types of file systems are commonly used for CDs and DVDs?
- a) **NTFS**
 - b) FAT32
 - c) ISO 9660
 - d) exFAT
10. Which word refers to the process of copying the entire content of a CD or DVD to the hard drive of a computer?
- a) Disk formatting
 - b) **Disk cloning**
 - c) Disk authoring
 - d) Disk compression
11. What is the purpose of the Finalize option when burning a CD or DVD?
- a) **To finalize on disk**
 - b) Closing the disk for further writing
 - c) To adapt the disc for speed
 - d) To change the color of the disc
12. What is the function of keystone correction feature in projector?
- a) Adjusting color saturation
 - b) Adjusts the projected screen according to the size of the screen.
 - c) **Controlling screen brightness**
 - d) To enhance 3D effect
13. What is the aspect ratio of a standard widescreen presentation?
- a) 4:3
 - b) **16:9**
 - c) 2:1
 - d) 1:1
14. Which command is used to safely eject a USB drive on Windows?
- a) CTRL+E
 - b) ALT+F4
 - c) **Right Click --> Eject**
 - d) Windows Key+R-->Eject
15. What is the purpose of USB hub?
- a) To charge USB devices
 - b) **To increase the number of available USB ports**
 - c) To encrypt USB data
 - d) To format the USB drive
16. In terms of resolution, what does XGA mean?
- a) **Extended Graphics Array**
 - b) Extra Good Expectation
 - c) Xerox Graphic Adapter
 - d) Xerox gamma adjustment
17. Which USB version from the options given below provides the fastest data transfer speed?
- a) USB 1.1
 - b) USB 2.0
 - c) USB 3.0

- d) **USB 4.0**
18. Norton.
- a) **Anti virus**
 - b) Vaccine
 - c) Antidote
 - d) Both 2 and 3
19. What is the primary function of the printer connected to the computer?
- a) Scanning
 - b) Copying
 - c) **printing**Printing
 - d) ~~faxing~~Faxing
20. Which file system is commonly used for USB flash drives?
- a) **NTFS**
 - b) FAT32
 - c) HFS+
 - d) ext4
21. In CD/DVD burning, what is meant by the term burn speed?
- a) Temperature required to burn the disc
 - b) Time taken to burn a disc
 - c) **The speed taken to write data on the disk**
 - d) The amount of fuel used in the burning process.
22. CD's are full
- a) Central Database
 - b) **Compact Disk**
 - c) Computer Drive
 - d) Code Developer
23. Which printing option allows you to print multiple pages of a document on a single sheet of paper?
- a) ~~allows~~ **Collated**
 - b) Duplex
 - c) Orientation
 - d) Zoom
24. What is the maximum data transfer speed of USB 3.0?
- a) 480 Mbps
 - b) 1 Gbps
 - c) **5 Gbps**
 - d) 10 Gbps

Assessment-14 Exploring Common Citizen Centric Services

1. What does PNR mean in the context of IRCTC ticket booking?
- a) Passenger Name Reservation
 - b) personal number record
 - c) Pooled Number Reservation
 - d) **Passenger Name Record**
2. Which of the following are the main benefits of creating an account on the RSRCT platform?
- a) Fast buses

- b) priority seating
 - c) Special discounts and offers**
 - d) Free cancellation
3. What is the primary purpose of Aadhaar card in India?
- a) Driving license
 - b) Identity**
 - c) Passport
 - d) Voter ID card
4. Which ITR form is used by individuals and HUFs having income from business and profession?
- a) ITR-1 (Sehaj)
 - b) ITR-2
 - c) ITR-3**
 - d) ITR-4
5. Which institution is responsible for issuing Aadhaar cards in India?
- a) State government
 - b) Election
 - c) Unique Identification Authority of India (UIT)**
 - d) Reserve Bank of India (RBI)
6. What is the validity period of PAN card?
- a) 5 years
 - b) 10 years
 - c) Lifetime**
 - d) Depending on the age of the cardholder
7. What information is mentioned in the PAN card?
- a) Name and address onl PAN number and date of birth
 - b) PAN number, name and photo**
 - c) Antivirus
 - d) None
8. What safety measures are generally advised to LPG users in Rajasthan to detect gas leakage at home?
- a) Using scented candles
 - b) Spraying water around the gas stove
 - c) Checking for smell of excess sulfur
 - d) Ignoring minor leaks as normal**
9. During the registration process on the RSRCT platform, what information are generally required to be provided by the users?
- a) Name, email, and phone number**
 - b) Aadhaar card details
 - c) Physical address and business
 - d) Social media profile
10. Which term is used for waitlisted tickets that are automatically confirmed due to cancellation by other passengers?
- a) RAC
 - b) PQWL
 - c) GNWL**
 - d) CKWL
11. What is the purpose of captcha during IRCTC ticket booking process?
- a) Passenger verification
 - b) Stopping automated bots**

- c) Payment confirmation
 - d) Ticket cancellation
12. What are the assessment years for financial year 2022-23?
- a) 2022-23
 - b) **2023-24**
 - c) 2024-25
 - d) 2025-26
13. Describe the steps involved in booking RSRTC e-ticket online and the documents required for verification during journey.
- a) **Only ID proof is required**
 - b) Aadhaar card and PAN card are required
 - c) Register an account in the booking process
 - d) Any document for online booking
14. What is the meaning of IRCTC?
- a) Indian Railway Centralized Ticketing Corporation
 - b) Indian Railway Catering and Ticketing Corporation
 - c) **Indian Railways Catering and Tourism Corporation**
 - d) Indian Railway Centralized Tourism Corporation
15. In case of change in address, how can you update your PAN card information?
- a) **By going online through NSDL website**
 - b) By visiting the nearest Aadhaar enrollment center
 - c) Submit a written request to the Election Commission
 - d) None of the above
16. Which of the following are valid modes of payment for booking tickets on the IRCTC website?
- a) Bitcoin
 - b) **Credit/Debit Card, Net Banking**
 - c) Paypal only
 - d) Cash on delivery
17. What is the meaning of PAN?
- a) Personal Authentication Number
 - b) **Permanent Account Number**
 - c) Public Access Network
 - d) Primary Authorization Node
18. What is the primary objective of the National Voter Service Portal (NVSP) in India?
- a) Railway ticket booking
 - b) Filing income tax
 - c) **Voter registration and electoral services**
 - d) Passport application

Assessment-15 Major eGovernance Services & Schemes for Citizen of Rajasthan

1. Which department in the Government of Rajasthan is primarily responsible for implementing e-governance initiatives?
 - a) Education Department
 - b) Agriculture Department**
 - c) **Information**Department of Technology and Communications
 - d) Health Department
2. How is the eligibility of beneficiaries under Ayushman Yojana determined?
 - a) On the basis of income only
 - b) Only on the basis of age
 - c) Based on a combination of socio-economic factors**
 - d) Voluntary selection
3. What is the role of Rajasthan Sampark mobile application?
 - a) Train ticket booking
 - b) Environmental Violation Reporting
 - c) Between citizens and government departments**
 - d) MobileMobile Banking Service
4. What is the primary objective of Rajasthan Sampark Portal?
 - a) To facilitate increased social media interaction
 - b) Communication between government and citizens**
 - c) Online gaminggaming
 - d) E-commerce transaction
5. What is the importance of linking Jan Aadhaar Scheme with bank accounts in Rajasthan?
 - a) Taking advantage of discounts on shopping
 - b) Facility of direct benefit transfer**
 - c) Opening a fixed deposit
 - d) Access to international banking services
6. What is e-Mitra platform known for in Rajasthan?
 - a) Online gaming services
 - b) E-Governance Services and Citizen Based Services**
 - c) Digital currency transactions
 - d) Cyber security awareness campaign
7. What is the meaning of the term e-governance in the context of government services of Rajasthan?
 - a) Efficient governance
 - b) Electronic governance**
 - c) Effective governance
 - d) Exemplary governance
8. Which initiative in Rajasthan focuses on providing digital literacy and computer education in schools?
 - a) Digital Rajasthan
 - b) e-education
 - c) Digital Gram Panchayat
 - d) Rajasthan e-learning program**
9. What security issues are associated with SSO?
 - a) Digital Rajasthan
 - b) Credential stuffing attack**
 - c) Simplified user management
 - d) Advanced data encryption

10. What is the role of Ayushman Mitra in the implementation of Ayushman Bharat Mahatma Gandhi Rajasthan Health Insurance Scheme?
- a) Running a health awareness campaign**
 - b) Management of insurance premium
 - c) Cashless hospitalization facility
 - d) Providing educational scholarships
11. For whom has Rajasthan Sampark Portal been created?
- a) Online shopping
 - b) Government Service Delivery**
 - c) Entertainment Services
 - d) Social networking
12. What is the purpose of session token in SSO?
- a) Storing user passwords
 - b) Verifying user identity
 - c) Encrypting data during transmission**
 - d) User authentication between applications
13. What is the objective of Rajasthan Single Sign-On (SSO) system?
- a) Access to multiple government services from a single login**
 - b) Secure password management for citizens Secure password management for citizens
 - c) Single Window Approval for Business Registrationwindow approval for business registration
 - d) Signing electronic documents
14. What is the primary goal of Single Sign-On (SSO)?
- a) Increasing network speed
 - b) Handling the user authentication burden**
 - c) Improving data encryption
 - d) Increasing system complexity
15. What is the role of Common Service Center (CSC) in Rajasthan Sampark Portal?
- a) Hosting of entertainment programs
 - b) Providing digital literacy programs
 - c) To act as a service point for the portal**
 - d) Management of agricultural services
16. Which of the following services can be availed through Rajasthan Sampark Portal?
- a) Bill payments
 - b) Apply for government job
 - c) Movie ticket booking
 - d) All of the above**
17. What type of information is available on Jansuchna Portal?
- a) Personal social media
 - b) Government circulars**
 - c) Movie review
 - d) E-commerce transactions
18. What is the primary objective of Ayushman Bharat Mahatma Gandhi Rajasthan Health Insurance Scheme?
- a) Financial inclusion
 - b) Universal healthcare coverage**

- c) Digital literacy
- d) Agricultural subsidy

19. Which services can be availed using Jan Aadhaar card in Rajasthan?

- a) Public transport booking
- b) PDS ration distribution**
- c) Digital literacy
- d) Mobile recharge

20. What is the objective of Rajasthan Sampark Portal in Rajasthan?

- a) Increasing network speed
- b) Minimizing user Authentication**
- c) Improve data encryption **authentication burden To**
- d) Increasing system complexity