

1. What does an upright (straight) body posture convey/show?

- (a) pride.
- (b) Professionalism.
- (c) Confidence. (Ans)
- (d) Humility.

2. Which of these sentences is capitalized correctly?

- (a) Ravi & i are going to the movies.
- (b) Salim is visiting India in July.
- (c) The tiger is a strong animal.
- (d) She is arriving on Monday. (Ans)

3. Visua identify the indirect object in the sentence, 'The band played music for the audience'.

- (a) The band.
- (b) played.
- (c) music.
- (d) audience.

4. The Latin word communicate means to share.

- (a) to deliver.
- (b) to present.
- (c) to share. (Ans)
- (d) to sacrifice.

5. Which of the following is an example of oral communication?

(a) Newspaper.

(b) Letters.

(c) phone call. (Ans).

(d) e-mail.

6. Ravi works hard to get the best student award at the end of year. What type of motivation is this?

(a) Internal.

(b) External.

(c) both a & b. (Ans).

(d) not any specific type of motivation.

7. Stress refers to _____ strain / tension.

(a) physical.

(b) mental.

(c) Emotional.

(d) all of these. (Ans).

8. Sonika gets up at 6am & goes for her hobby classes. Then she comes back home & finishes her h.w. before going to school. She does all work by herself. No one tells her to do so. This is called

(a) Self-awareness.

(b) Self-motivation. (Ans).

(c) Self-regulation.

(d) Discipline.

9. Self Reliance means

- (a) Ability to work independently.
- (b) Take ownership of the task assigned & leave no stone unturned in accomplishing the task.
- (c) Both a & b. (Ans).
- (d) none of these.

10. Which of the following is not a stress management technique?

- (a) Taking nature walk.
- (b) Focusing on negative aspects of life. (Ans).
- (c) Maintaining a positive attitude towards life.
- (d) none of these.

11. Which of the following functions is not performed using a mouse?

- (a) Turn on. (Ans).
- (b) Hover.
- (c) Right click.
- (d) Drag & Drop.

12. What is the term used when you press & hold the left mouse key & move the mouse around?

- (a) Highlighting.
- (b) Dragging (Ans).
- (c) Selecting.
- (d) Moving.

Q13. An operating system is a computing environment that reacts to input within a specific period of time.

- (a) Single user.
- (b) Multi-user.
- (c) Real Time. (Ans).
- (d) Distribute.

Q14. Identify the measure to protect computer from threats & viruses:

- (a) Sharing password with friends.
- (b) Allow anyone to use your device.
- (c) Use Antivirus. (Ans)
- (d) Leave computer without logging out.

Q15. Which one of the following shortcut keys is used to paste a file?

- (a) Ctrl + C.
- (b) Ctrl + P.
- (c) Ctrl + V. (Ans).
- (d) Ctrl + X.

Q16. Style & formatting window is available in _____ menu.

- (a) Format. (Ans)
- (b) Insert.
- (c) Tools.
- (d) View.

Q17. Transparency is particularly useful when creating a watermark/wrapping the image in the background in a document.

- (a) Transparency. (Ans) -
- (b) Fill.
- (c) Filters.
- (d) Crop.

Q18. We can create style by.

- (a) New style from a selection.
- (b) Dragging & Dropping.
- (c) Both a & b. (Ans) -
- (d) none of the above.

Q19. We can create style by:

- (a) New style from a selection.
- (b) Dragging & Dropping.
- (c) Both a & b. (Ans) -
- (d) none of above.

Q20. To quit fill format mode, press the _____ key.

- (a) Enter.
- (b) Ctrl.
- (c) Shift.
- (d) Esc. (Ans) -

Q21. The Latin word *communicare* means to share..

- (a) To deliver.
- (b) To present.
- (c) To share. (Ans)
- (d) To sacrifice.

Q22. Scenario option is available in _____ Tools. menu.

- (a) Data.
- (b) Tools. (Ans)
- (c) Insert.
- (d) Windows.

Q23. Which of the 1st scenario created in sheet 1 of calc is _____

- (a) sheet1 scenario 1.
- (b) sheet1 scenario 1. (Ans)
- (c) sheet1. 1 scenario 1.
- (d) sheet1. 1 scenario 1

Q24. Which of following functions are available in consolidate window?

- (a) Max.
- (b) Min.
- (c) count.
- (d) all of these. (Ans).