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Self-Made Assignment - Cloud Storage and Online Collaboration Tools

Introduction to Online Collaboration Tools

Solve this MCQ Questions

1. What are online collaboration tools?
 - a) Tools to play games online
 - b) Tools to shop online
 - c) Digital platforms that help people work together online
 - d) Tools to build houses online
2. Which of the following is a popular online collaboration platform by Google?
 - a) Microsoft Office 365
 - b) Google Workspace
 - c) Yahoo Mail
 - d) Zoom
3. What do you need to use Google Workspace?
 - a) A Facebook account
 - b) A Microsoft account
 - c) A Google account (like Gmail)
 - d) An Apple ID
4. Which Google Workspace tool is used for creating presentations?
 - a) Google Sheets
 - b) Google Drive
 - c) Google Slides
 - d) Gmail
5. Which tool in Microsoft Office 365 is used for email and calendar?
 - a) Word
 - b) Teams
 - c) Outlook
 - d) Excel
6. What does Google Drive help with?
 - a) Playing games
 - b) Creating videos
 - c) Storing and sharing files
 - d) Drawing pictures
7. Which feature allows people to work on the same file at the same time?
 - a) Offline editing
 - b) Auto-save

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- c) Real-time editing
d) File printing
8. Where are files stored in Microsoft Office 365?
a) Google Drive
b) Dropbox
c) OneDrive
d) iCloud
9. Which tool in Office 365 is used for video meetings and online classes?
a) Teams
b) Excel
c) Outlook
d) Word
10. Which of these is NOT a feature of online collaboration tools?
a) Cloud storage
b) Real-time editing
c) Teleportation
d) Easy sharing
11. What is the benefit of auto-save?
a) Saves money
b) Makes printing faster
c) Prevents losing work
d) Blocks emails
12. Which tool is like MS Excel in Google Workspace?
a) Google Slides
b) Google Sheets
c) Google Docs
d) Google Meet
13. How can you share files in Google Workspace or Office 365?
a) Only by email
b) By printing
c) Using a shareable link
d) Through WhatsApp only
14. What is an example of using Google Docs for collaboration?
a) Playing games
b) Editing a group project with teammates
c) Watching videos
d) Listening to music

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15. Why are online collaboration tools useful for students?

- a) They help in building houses
- b) They help in group assignments and learning
- c) They are good for cooking
- d) They help play music

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