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Test Series

Self-Made Assignment - Employability Skills

Essential Digital Skills

Simple Questions:-

1. What is the purpose of digital skills?
 - a) To play games
 - b) To use digital tools for daily life and work
 - c) To avoid using technology
 - d) To watch movies only
2. Which device can be used to attend online classes?
 - a) Washing machine
 - b) Television
 - c) Smartphone
 - d) Refrigerator
3. Which app is used to send and receive emails?
 - a) YouTube
 - b) Gmail
 - c) Paytm
 - d) Netflix
4. What is one safe practice when using a browser?
 - a) Use public Wi-Fi without passwords
 - b) Leave accounts logged in on shared devices
 - c) Only visit websites with "https://"
 - d) Share passwords with friends
5. What helps protect your device from viruses?
 - a) Watching online videos
 - b) Installing antivirus software
 - c) Using public USB drives
 - d) Turning off firewall
6. Which of the following is an example of responsible online behavior?
 - a) Forwarding fake news
 - b) Posting rude comments
 - c) Sharing personal details of others
 - d) Being respectful and thinking before posting
7. Which tool is used to create a data table or do calculations?
 - a) Microsoft Word
 - b) Microsoft Excel
 - c) Google Meet
 - d) Gmail
8. What is the benefit of using virtual collaboration tools like Zoom or Google Docs?
 - a) You work alone

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- b) You avoid using the internet
- c) You work together in real-time from different places
- d) You don't need to join meetings

9. What is two-factor authentication used for?

- a) Logging out of accounts
- b) Editing documents
- c) Adding extra security to logins
- d) Creating presentations

10. What is Microsoft PowerPoint used for?

- a) Browsing the internet
- b) Creating spreadsheets
- c) Making slides and presentations
- d) Sending emails

Hard Questions:-

1. Why is it risky to use the same password for all your accounts?

- a) It saves time
- b) It makes accounts more secure
- c) If one account is hacked, all others can be hacked too
- d) It helps you remember passwords easily

2. What could happen if you click on a suspicious link in an unknown email?

- a) You get a prize
- b) Your device may get a virus or your data can be stolen
- c) The email will be deleted
- d) Nothing happens

3. Which of these is the best example of working safely with online documents?

- a) Letting anyone edit your file
- b) Making a document public to get more views
- c) Sharing the file only with trusted people and using edit permissions
- d) Saving the file only on your desktop

4. How do regular software updates help your digital devices?

- a) Make the screen brighter
- b) Delete your files
- c) Fix bugs and improve security
- d) Slow down the system

5. Why should we avoid posting fake news or unverified content online?

- a) It makes people laugh
- b) It increases followers
- c) It can mislead people and cause harm



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d) Everyone does it

6. A student is using Google Docs with classmates to write a project. What they using in digital skill?

- a) Playing online games
- b) Virtual collaboration
- c) Coding
- d) Typing practice

7. What is one smart way to back up your important files?

- a) Keep them only on one device
- b) Use cloud storage or external hard drive
- c) Email them to a friend
- d) Save them in download

