
✓ **Chapter 1: Introduction to Computers — 40 MCQs (with Answers)**

1. **What is the full form of CPU?**
 - a) Central Program Unit
 - b) Central Processing Unit
 - c) Computer Processing Unit
 - d) Control Processing Unit

✓ **Answer: b**
2. **Which one is the brain of the computer?**
 - a) Monitor
 - b) Keyboard
 - c) CPU
 - d) Mouse

✓ **Answer: c**
3. **Which device is used to input text into the computer?**
 - a) Monitor
 - b) Printer
 - c) Keyboard
 - d) Scanner

✓ **Answer: c**
4. **Which of the following is an output device?**
 - a) Mouse
 - b) Scanner
 - c) Keyboard
 - d) Monitor

✓ **Answer: d**
5. **Which device is used to print a document?**
 - a) CPU
 - b) Monitor
 - c) Printer
 - d) Projector

✓ **Answer: c**
6. **RAM stands for?**
 - a) Random Access Memory
 - b) Read All Memory
 - c) Read Access Memory
 - d) Real Application Memory

✓ **Answer: a**
7. **Which of these is a type of storage device?**
 - a) RAM
 - b) CPU
 - c) Hard Disk
 - d) Monitor

✓ **Answer: c**
8. **What is the function of a mouse?**
 - a) Typing
 - b) Printing
 - c) Pointing and Clicking

d) Displaying

✔ Answer: c

9. **What does GUI stand for?**

a) General User Interface

b) Graphical User Interface

c) Great Utility Interface

d) Graphical Utility Interface

✔ Answer: b

10. **Which software is used to control computer hardware?**

a) Application Software

b) System Software

c) Utility Software

d) Program Software

✔ Answer: b

11. **Which of these is a portable computer?**

a) Desktop

b) Server

c) Laptop

d) Mainframe

✔ Answer: c

12. **What is an example of an input device?**

a) Printer

b) Speaker

c) Keyboard

d) Monitor

✔ Answer: c

13. **Which of the following is a system software?**

a) MS Word

b) Tally

c) Windows

d) Photoshop

✔ Answer: c

14. **Which device is used to project output on a screen?**

a) Scanner

b) Printer

c) Projector

d) CPU

✔ Answer: c

15. **What is the main function of a computer?**

a) Calculation

b) Processing

c) Communication

d) All of the above

✔ Answer: d

16. **What is the full form of USB?**

a) Universal Storage Bus

b) Universal System Bus

c) Universal Serial Bus

d) Unique System Bus

✔ Answer: c

17. **Which part of the computer is used for data processing?**

a) Keyboard

b) CPU

c) Monitor

d) Printer

✔ Answer: b

18. **Hard Disk is a type of:**

a) Input Device

b) Output Device

c) Storage Device

d) Display Device

✔ Answer: c

19. **The temporary memory in a computer is called:**

a) ROM

b) RAM

c) HDD

d) SSD

✔ Answer: b

20. **Which one is not a hardware component?**

a) Monitor

b) CPU

c) Windows OS

d) Mouse

✔ Answer: c

21. **Which of the following is a programming language?**

a) HTML

b) Windows

c) MS Word

d) Tally

✔ Answer: a

22. **ROM stands for:**

a) Read Online Memory

b) Read Only Memory

c) Read One Memory

d) Run Only Memory

✔ Answer: b

23. **Which is not an operating system?**

a) Windows

b) Linux

c) Android

d) MS Excel

✔ Answer: d

24. **Which one is used to browse the internet?**

a) MS Word

b) Calculator

c) Google Chrome

d) Paint

✔ Answer: c

25. **Which computer component is responsible for display?**

a) CPU

b) Monitor

c) Mouse

d) RAM

✔ Answer: b

26. **Which of the following is an example of utility software?**

a) Antivirus

b) Windows

c) MS Word

d) Tally

✔ Answer: a

27. **A scanner is used for:**

a) Typing

b) Printing

c) Capturing images into a computer

d) Drawing

✔ Answer: c

28. **Which part of a computer shows visual output?**

a) Keyboard

b) Monitor

c) Printer

d) Mouse

✔ Answer: b

29. **Which is not a characteristic of a computer?**

a) Speed

b) Accuracy

c) Memory

d) Intelligence

✔ Answer: d

30. **Which of these is not a type of computer?**

a) Microcomputer

b) Supercomputer

c) Ultracomputer

d) Minicomputer

✔ Answer: c

31. **A joystick is mainly used for:**

a) Typing

b) Gaming

c) Printing

d) Browsing

✔ Answer: b

32. **The most powerful type of computer is:**

a) Minicomputer

b) Laptop

c) Supercomputer

d) Mainframe

✔ Answer: c

33. **Which software helps in typing documents?**

a) Excel

b) Chrome

c) MS Word

d) Paint

✔ Answer: c

34. **Which computer component stores permanent data?**

a) RAM

b) ROM

c) Cache

d) Register

✔ Answer: b

35. **What is software?**

a) The physical part of the computer

b) The visible parts of a computer

c) Set of instructions that tells hardware what to do

d) None of these

✔ Answer: c

36. **Which part connects all other components in a computer?**

a) Hard Disk

b) Motherboard

c) Printer

d) Mouse

✔ Answer: b

37. **Which input device is used to draw pictures?**

a) Keyboard

b) Light pen

c) Speaker

d) Monitor

✔ Answer: b

38. **Which unit holds arithmetic and logic operations?**

a) Control Unit

b) Memory Unit

c) ALU

d) Monitor

✔ Answer: c

39. **What is the main function of an operating system?**

a) Virus protection

b) Game playing

c) Hardware control and task management

d) Text formatting

✔ Answer: c

40. **Which one is not a basic operation of a computer?**

a) Input

b) Processing

c) Storage

- d) Decorating
 - ✔ Answer: d
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✔ Chapter 2: Computer System & Components — 40 MCQs (with Answers)

1. **Which of the following is a part of a computer system?**
 - a) Internet
 - b) CPU
 - c) Cloud
 - d) Antivirus✔ Answer: b

2. **The physical components of a computer are called:**
 - a) Software
 - b) Hardware
 - c) Apps
 - d) Files✔ Answer: b

3. **Which of the following is not hardware?**
 - a) Monitor
 - b) Printer
 - c) MS Word
 - d) Mouse✔ Answer: c

4. **Which one is not a software?**
 - a) MS Excel
 - b) Windows
 - c) Keyboard
 - d) Tally✔ Answer: c

5. **Which part processes all instructions in a computer?**
 - a) Monitor
 - b) Keyboard
 - c) CPU
 - d) RAM✔ Answer: c

6. **Which part of the CPU performs arithmetic operations?**
 - a) CU
 - b) RAM
 - c) ALU
 - d) ROM✔ Answer: c

7. **The control unit is a part of:**
 - a) Monitor
 - b) RAM
 - c) CPU
 - d) Hard Disk✔ Answer: c

8. **Which one is an input device?**
a) Printer
b) CPU
c) Keyboard
d) Speaker
 Answer: c
9. **Which is not an output device?**
a) Monitor
b) Printer
c) Speaker
d) Scanner
 Answer: d
10. **Hard disk is used for:**
a) Typing
b) Displaying
c) Storing data
d) Scanning documents
 Answer: c
11. **RAM is a type of:**
a) Permanent memory
b) Temporary memory
c) External memory
d) Secondary storage
 Answer: b
12. **Which is an example of secondary memory?**
a) RAM
b) ROM
c) Hard Disk
d) Cache
 Answer: c
13. **Which of the following is a storage device?**
a) Scanner
b) USB Pen Drive
c) Speaker
d) Projector
 Answer: b
14. **Which is the main board of the computer?**
a) ALU
b) Monitor
c) Motherboard
d) ROM
 Answer: c
15. **Which component temporarily holds data and programs?**
a) ROM
b) Hard Disk
c) RAM
d) Pen Drive
 Answer: c

16. **The unit that performs logical operations is called:**
a) CU
b) RAM
c) ALU
d) ROM
 Answer: c
17. **Which device is used to convert hard copies into digital form?**
a) Printer
b) Scanner
c) Monitor
d) Projector
 Answer: b
18. **Which memory is permanent in nature?**
a) RAM
b) ROM
c) Cache
d) Virtual
 Answer: b
19. **Which unit controls the operation of all parts of the computer?**
a) RAM
b) ALU
c) Control Unit
d) Hard Disk
 Answer: c
20. **Which device shows the result after processing?**
a) Keyboard
b) Scanner
c) Monitor
d) CPU
 Answer: c
21. **What is the function of a power supply unit (SMPS)?**
a) Store Data
b) Convert AC to DC
c) Control Programs
d) Display Output
 Answer: b
22. **Which type of memory is fastest?**
a) RAM
b) ROM
c) Cache
d) SSD
 Answer: c
23. **Which of these is an internal component?**
a) Mouse
b) Keyboard
c) Hard Disk
d) Printer
 Answer: c

24. **Which device is used to hear sound from the computer?**
a) Monitor
b) Printer
c) Speaker
d) Scanner
 Answer: c
25. **Which of these is used to enter voice input into a computer?**
a) Speaker
b) Microphone
c) Monitor
d) Printer
 Answer: b
26. **What does the term “bit” stand for?**
a) Binary Term
b) Binary Tree
c) Binary Digit
d) Binary Time
 Answer: c
27. **Which part stores BIOS settings?**
a) RAM
b) ROM
c) SSD
d) CPU
 Answer: b
28. **Which component connects all hardware devices together?**
a) USB
b) Hard Disk
c) Motherboard
d) Monitor
 Answer: c
29. **Which storage has the highest capacity?**
a) DVD
b) Pen Drive
c) SSD
d) Hard Disk
 Answer: d
30. **What is the main function of a processor?**
a) Scan data
b) Store data
c) Process data
d) Display data
 Answer: c
31. **Which is not a type of memory?**
a) RAM
b) ROM
c) CPU
d) Cache
 Answer: c

32. **Which of these helps improve processing speed?**
a) ALU
b) Cache Memory
c) Hard Disk
d) Monitor
 Answer: b
33. **Which device allows visual interaction with the computer?**
a) Mouse
b) Monitor
c) Speaker
d) Scanner
 Answer: b
34. **Which component is not necessary for computer startup?**
a) CPU
b) RAM
c) Monitor
d) ROM
 Answer: c
35. **Which unit converts user instructions into machine code?**
a) ALU
b) CU
c) BIOS
d) Compiler
 Answer: d
36. **Which of these is not an example of output?**
a) Printed page
b) Audio
c) Display on monitor
d) Typing on keyboard
 Answer: d
37. **Which memory is lost when the computer is turned off?**
a) ROM
b) RAM
c) Hard Disk
d) SSD
 Answer: b
38. **Which port is used for connecting a pen drive?**
a) HDMI
b) VGA
c) USB
d) PS/2
 Answer: c
39. **Which is not a secondary storage device?**
a) DVD
b) RAM
c) SSD
d) USB
 Answer: b

40. Which of these is not a component of CPU?

- a) ALU
- b) CU
- c) ROM
- d) Registers

✔ Answer: c

✔ Chapter 3: Operating System — 40 MCQs (with Answers)

1. What is an operating system?

- a) A type of hardware
- b) A database software
- c) System software that manages hardware and software
- d) None of these

✔ Answer: c

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

- a) Linux
- b) Windows
- c) Android
- d) MS Word

✔ Answer: d

3. Which operating system is developed by Microsoft?

- a) Android
- b) iOS
- c) Windows
- d) Unix

✔ Answer: c

4. Which is an open-source operating system?

- a) Windows
- b) Linux
- c) iOS
- d) MacOS

✔ Answer: b

5. Which OS is used in most smartphones?

- a) Windows
- b) Android
- c) Linux
- d) Ubuntu

✔ Answer: b

6. Which is not a function of an operating system?

- a) Managing memory
- b) Typing documents
- c) Managing files
- d) Controlling input/output devices

✔ Answer: b

7. The interface between user and computer is provided by:

- a) Compiler
- b) Application software
- c) Operating system

d) Word processor

✔ Answer: c

8. **Which operating system uses the Start menu and Taskbar?**

a) DOS

b) Windows

c) Linux

d) Android

✔ Answer: b

9. **Which of these is not part of the Windows desktop?**

a) Icons

b) Taskbar

c) Folder

d) RAM

✔ Answer: d

10. **Which button is used to shut down the computer?**

a) Restart

b) Sleep

c) Power

d) Close

✔ Answer: c

11. **Which command is used to rename a file or folder?**

a) Shift

b) Delete

c) Rename

d) Format

✔ Answer: c

12. **What does GUI stand for?**

a) Graphical User Interface

b) General User Interface

c) Global Utility Interface

d) Graphic Unit Input

✔ Answer: a

13. **Which is a file management function of OS?**

a) Scan virus

b) Copy and move files

c) Type documents

d) Install printers

✔ Answer: b

14. **Which component helps to navigate files and folders in Windows?**

a) File Manager

b) Internet Explorer

c) Paint

d) Notepad

✔ Answer: a

15. **To create a new folder, you can right-click and choose:**

a) Edit > Folder

b) New > Folder

c) Settings > Folder

d) Save > Folder

✔ Answer: b

16. Which key is used to refresh the desktop screen?

a) F2

b) F5

c) F1

d) Esc

✔ Answer: b

17. What is the full form of Recycle Bin?

a) File Recovery

b) Deleted Item Holder

c) Temporary File Store

d) Trash Folder

✔ Answer: d

18. Which of the following is used to search files in Windows?

a) Paint

b) File Explorer

c) Notepad

d) Calculator

✔ Answer: b

19. What is the function of the Control Panel in Windows?

a) Play music

b) Display photos

c) Change system settings

d) Write documents

✔ Answer: c

20. Which Windows feature allows you to switch between open apps?

a) Ctrl + C

b) Ctrl + X

c) Alt + Tab

d) Shift + Enter

✔ Answer: c

21. Which symbol represents a shortcut in Windows?

a) Star

b) Arrow

c) Hash

d) Plus

✔ Answer: b

22. Which option is not found in the Control Panel?

a) System Settings

b) Network Settings

c) Shutdown

d) Date and Time

✔ Answer: c

23. Where do deleted files go in Windows?

a) Control Panel

b) Temp Folder

c) Recycle Bin

d) Notepad

✔ Answer: c

24. **The background image of the desktop is called:**

a) Icon

b) Wallpaper

c) Folder

d) Screen Saver

✔ Answer: b

25. **Which of these is not an icon on desktop by default?**

a) This PC

b) Recycle Bin

c) Paint

d) Network

✔ Answer: c

26. **What is the use of the Taskbar?**

a) Delete files

b) Show current open apps

c) Create folders

d) Play games

✔ Answer: b

27. **Which key combination opens Task Manager in Windows?**

a) Ctrl + Alt + Del

b) Ctrl + S

c) Alt + F4

d) Shift + Tab

✔ Answer: a

28. **Which Windows feature is used for organizing files?**

a) File Explorer

b) Paint

c) Calculator

d) CMD

✔ Answer: a

29. **Which is a multitasking operating system?**

a) DOS

b) Windows

c) BASIC

d) Pascal

✔ Answer: b

30. **Which shortcut is used to delete a file permanently?**

a) Delete

b) Shift + Delete

c) Ctrl + Delete

d) Alt + Delete

✔ Answer: b

31. **Which feature shows system notifications?**

a) Desktop

b) Notification Area

c) Start Menu

d) File Explorer

Answer: b

32. **How do you open the Start Menu?**

a) Ctrl + M

b) Windows key

c) Shift + Tab

d) Alt + F4

Answer: b

33. **What happens when you press Alt + F4?**

a) Switch window

b) Delete file

c) Refresh

d) Close current window

Answer: d

34. **Which Windows utility is used for checking disk errors?**

a) Disk Cleanup

b) Check Disk

c) Notepad

d) File Explorer

Answer: b

35. **Which option is used to adjust screen brightness?**

a) Keyboard

b) Display Settings

c) Wallpaper

d) File Manager

Answer: b

36. **Which component shows the date and time in Windows?**

a) Desktop

b) Control Panel

c) Taskbar

d) File Explorer

Answer: c

37. **Which of these is a file extension in Windows?**

a) .docx

b) .img

c) .sys

d) All of the above

Answer: d

38. **Which version of Windows is mobile-friendly?**

a) Windows 98

b) Windows 7

c) Windows 10

d) Windows Mobile

Answer: d

39. **Which Windows version introduced the Start Screen?**

a) Windows XP

b) Windows Vista

c) Windows 8

d) Windows 11

✔ Answer: c

40. Which option is used to log off a user in Windows?

a) Shutdown

b) Switch User

c) Log Off

d) Restart

✔ Answer: c

✔ Chapter 4: Word Processing (MS Word) — 40 MCQs (with Answers)

1. What is MS Word used for?

a) Calculations

b) Presentations

c) Word processing

d) Drawing

✔ Answer: c

2. What is the default file extension of MS Word documents?

a) .xls

b) .docx

c) .ppt

d) .txt

✔ Answer: b

3. Which menu is used to change font and font size?

a) File

b) Home

c) View

d) Insert

✔ Answer: b

4. Which shortcut is used to copy selected text?

a) Ctrl + C

b) Ctrl + V

c) Ctrl + X

d) Ctrl + Z

✔ Answer: a

5. Which key combination is used to paste copied text?

a) Ctrl + A

b) Ctrl + V

c) Ctrl + X

d) Ctrl + Z

✔ Answer: b

6. Which option is used to check spelling and grammar in MS Word?

a) View

b) References

c) Review

d) Insert

✔ Answer: c

7. **Which tab is used to insert pictures or tables?**
a) File
b) Insert
c) Layout
d) Design
 Answer: b
8. **What is the shortcut key to save a document?**
a) Ctrl + S
b) Ctrl + C
c) Ctrl + V
d) Ctrl + P
 Answer: a
9. **Which tool is used to make text bold?**
a) Ctrl + I
b) Ctrl + U
c) Ctrl + B
d) Ctrl + P
 Answer: c
10. **Which bar displays the name of the current document?**
a) Toolbar
b) Title Bar
c) Status Bar
d) Scroll Bar
 Answer: b
11. **To undo an action, which shortcut key is used?**
a) Ctrl + R
b) Ctrl + A
c) Ctrl + Z
d) Ctrl + Y
 Answer: c
12. **Which function is used to find a word in a document?**
a) Ctrl + F
b) Ctrl + P
c) Ctrl + D
d) Ctrl + A
 Answer: a
13. **Which option allows changing page orientation?**
a) Review
b) Insert
c) Layout
d) Home
 Answer: c
14. **What does the red underline in MS Word indicate?**
a) Grammatical error
b) Text highlight
c) Spelling mistake
d) Font issue
 Answer: c

15. **What is the use of 'Ctrl + P' in Word?**
- a) Save
 - b) Print
 - c) Paste
 - d) Preview
- ✔ **Answer: b**
16. **Which command is used to cut selected text?**
- a) Ctrl + V
 - b) Ctrl + C
 - c) Ctrl + X
 - d) Ctrl + P
- ✔ **Answer: c**
17. **Which view is used to preview the document before printing?**
- a) Web Layout
 - b) Print Layout
 - c) Outline
 - d) Draft
- ✔ **Answer: b**
18. **How do you insert a page number?**
- a) Insert > Picture
 - b) Insert > Page Number
 - c) Layout > Page Setup
 - d) View > Page Number
- ✔ **Answer: b**
19. **Which feature is used to automatically correct typing errors?**
- a) AutoText
 - b) AutoFormat
 - c) AutoCorrect
 - d) Spell Check
- ✔ **Answer: c**
20. **What is the use of headers and footers?**
- a) Adding images
 - b) Adding page numbers and text at top/bottom
 - c) Formatting text
 - d) Drawing shapes
- ✔ **Answer: b**
21. **What is the default alignment of text in MS Word?**
- a) Left
 - b) Right
 - c) Center
 - d) Justify
- ✔ **Answer: a**
22. **How can you open a saved document?**
- a) File > Save
 - b) File > Open
 - c) View > Open
 - d) Insert > Document
- ✔ **Answer: b**

23. **Which option helps to increase space between lines of text?**

- a) Paragraph spacing
- b) Font size
- c) Line spacing
- d) Indent

Answer: c

24. **Which tab is used to apply page borders?**

- a) Insert
- b) Review
- c) Design
- d) Layout

Answer: c

25. **What is the function of 'Ctrl + U'?**

- a) Bold
- b) Italic
- c) Underline
- d) Save

Answer: c

26. **Which option aligns text to both left and right margins?**

- a) Center
- b) Right
- c) Justify
- d) Left

Answer: c

27. **Where is the Zoom slider located?**

- a) Toolbar
- b) Status Bar
- c) Title Bar
- d) View tab

Answer: b

28. **Which shortcut is used to select all text?**

- a) Ctrl + S
- b) Ctrl + A
- c) Ctrl + X
- d) Ctrl + D

Answer: b

29. **What is the use of 'Ctrl + Y'?**

- a) Undo
- b) Save
- c) Redo
- d) Cut

Answer: c

30. **Which tab contains the 'Font' group?**

- a) Insert
- b) Layout
- c) Home
- d) Review

Answer: c

31. **To create a bulleted list, you use the option in:**

- a) Insert tab
- b) Layout tab
- c) Home tab
- d) Review tab

Answer: c

32. **What is the shortcut for creating a new document?**

- a) Ctrl + N
- b) Ctrl + O
- c) Ctrl + S
- d) Ctrl + W

Answer: a

33. **Which tab is used to insert WordArt?**

- a) File
- b) Insert
- c) View
- d) Review

Answer: b

34. **Which option helps in converting text into columns?**

- a) Page Setup
- b) Columns under Layout
- c) Paragraph
- d) Design > Columns

Answer: b

35. **Which symbol indicates a paragraph break?**

- a) ¶
- b) *
- c) #
- d) @

Answer: a

36. **Which file type is used for a template in MS Word?**

- a) .docx
- b) .txt
- c) .dotx
- d) .xls

Answer: c

37. **Where is the Clipboard group located?**

- a) Insert tab
- b) Review tab
- c) Home tab
- d) View tab

Answer: c

38. **Which feature adjusts spelling while typing?**

- a) AutoCorrect
- b) Grammar Check
- c) Format Painter
- d) SmartArt

Answer: a

39. Which of these is not a font style?

- a) Bold
- b) Italic
- c) Justify
- d) Underline

Answer: c

40. Which tool copies formatting from one place to another?

- a) Cut
- b) Paste
- c) Format Painter
- d) Select All

Answer: c

Chapter 5: Spreadsheet (MS Excel) — 40 MCQs (with Answers)

1. What is MS Excel used for?

- a) Word Processing
- b) Making Presentations
- c) Data calculation and analysis
- d) Browsing the Internet

Answer: c

2. What is the default file extension of Excel 2010 and later?

- a) .xls
- b) .xlsx
- c) .docx
- d) .txt

Answer: b

3. A worksheet consists of how many columns in Excel 2016?

- a) 256
- b) 1024
- c) 16384
- d) 32000

Answer: c

4. What is the intersection of a row and a column called?

- a) Field
- b) Cell
- c) Box
- d) Grid

Answer: b

5. Which symbol is used to start a formula in Excel?

- a) \$
- b) =
- c) @
- d) #

Answer: b

6. What is the address of the first cell in an Excel sheet?

- a) A1
- b) 1A
- c) AA

d) A0

✔ Answer: a

7. Which key combination is used to save a workbook?

a) Ctrl + N

b) Ctrl + C

c) Ctrl + S

d) Ctrl + P

✔ Answer: c

8. Which function is used to add a group of numbers?

a) =AVG()

b) =SUM()

c) =TOTAL()

d) =ADD()

✔ Answer: b

9. What does the AutoSum button do?

a) Finds the maximum value

b) Finds the minimum value

c) Adds selected values

d) Averages values

✔ Answer: c

10. Which operator is used for multiplication in Excel?

a) x

b) *

c) %

d) #

✔ Answer: b

11. Which of the following is a valid formula?

a) SUM A1:A5

b) =A1+A5

c) A1+A2

d) =SUM-A1:A5

✔ Answer: b

12. How do you start a new workbook in Excel?

a) File > Open

b) File > New

c) Insert > Sheet

d) View > Workbook

✔ Answer: b

13. Which key is used to move to the next cell on the right?

a) Enter

b) Arrow Up

c) Tab

d) Shift

✔ Answer: c

14. Which tab contains the 'Merge & Center' option?

a) Insert

b) Page Layout

c) Home

d) Formulas

✔ Answer: c

15. Which function finds the average of numbers?

a) =AVG()

b) =AVERAGE()

c) =SUM()/COUNT()

d) Both b and c

✔ Answer: d

16. What is the use of 'Wrap Text'?

a) Merge two cells

b) Split text

c) Fit long text in a cell

d) Rotate text

✔ Answer: c

17. Which function returns the highest value?

a) MAX()

b) HIGH()

c) TOP()

d) UPPER()

✔ Answer: a

18. Which function returns the lowest number in a range?

a) LOW()

b) LEAST()

c) MIN()

d) SMALLEST()

✔ Answer: c

19. How many worksheets are available in a new Excel workbook by default?

a) 1

b) 2

c) 3

d) 5

✔ Answer: a

20. What does the Fill Handle do in Excel?

a) Copies formatting

b) Fills cells automatically

c) Prints the worksheet

d) Deletes data

✔ Answer: b

21. Which tab is used to insert charts in Excel?

a) Data

b) Insert

c) View

d) File

✔ Answer: b

22. Which of the following is not a chart type in Excel?

a) Line

b) Column

c) Pie

d) Cube

✔ Answer: d

23. **What is the use of the Formula Bar?**

a) To enter and edit formulas

b) To format cells

c) To delete rows

d) To print data

✔ Answer: a

24. **Which key is used to cancel entry in a cell?**

a) Esc

b) Tab

c) Shift

d) Ctrl

✔ Answer: a

25. **Which tab contains the 'Sort & Filter' option?**

a) Review

b) View

c) Home

d) Data

✔ Answer: d

26. **What does '=A1=B1' return if values are equal?**

a) TRUE

b) FALSE

c) 1

d) 0

✔ Answer: a

27. **Which formula is used to count numeric values?**

a) =COUNTA()

b) =COUNT()

c) =SUM()

d) =NUMBER()

✔ Answer: b

28. **What happens when you press Ctrl + Z in Excel?**

a) Redo

b) Save

c) Undo

d) Open

✔ Answer: c

29. **What is the function of 'Merge Cells'?**

a) Split cells

b) Combine multiple cells into one

c) Hide cells

d) Delete rows

✔ Answer: b

30. **Which command is used to insert a new row?**

a) Insert > Row

b) Home > Insert > Insert Sheet Rows

c) Data > Add

d) Layout > New Row

✔ Answer: b

31. Which key combination is used to open the Save As dialog box?

- a) F5
- b) Ctrl + S
- c) F12
- d) Ctrl + P

✔ Answer: c

32. Which function is used to count all cells with data (including text)?

- a) =COUNT()
- b) =COUNTA()
- c) =SUM()
- d) =AVERAGE()

✔ Answer: b

33. Which Excel feature helps in repeating calculations automatically?

- a) Macro
- b) AutoSum
- c) Function
- d) Fill Handle

✔ Answer: d

34. Which of the following is not a function?

- a) SUM
- b) MIN
- c) TOTAL
- d) MAX

✔ Answer: c

35. What is the use of the IF function?

- a) Add numbers
- b) Logical comparison
- c) Count values
- d) Print sheet

✔ Answer: b

36. Which of these is a valid cell reference?

- a) A0
- b) 1A
- c) A1
- d) AB00

✔ Answer: c

37. Which type of referencing changes automatically when copied?

- a) Static
- b) Absolute
- c) Relative
- d) Mixed

✔ Answer: c

38. What is the cell range in Excel?

- a) A single cell
- b) One row
- c) Selection of multiple cells

d) One column

✔ Answer: c

39. **Which toolbar contains Cut, Copy, Paste?**

a) Standard Toolbar

b) Formula Bar

c) File Tab

d) Sheet Tab

✔ Answer: a

40. **What is the function of the Name Box?**

a) Show formula

b) Show data

c) Display selected cell address

d) Delete cell content

✔ Answer: c

✔ **Chapter 6: Presentation Software (MS PowerPoint) — 40 MCQs (with Answers)**

1. **What is MS PowerPoint used for?**

a) Word Processing

b) Making Presentations

c) Data Analysis

d) Drawing

✔ Answer: b

2. **Which of the following is a PowerPoint file extension?**

a) .ppt

b) .docx

c) .xls

d) .pdf

✔ Answer: a

3. **A single page in a PowerPoint presentation is called a:**

a) Sheet

b) Page

c) Slide

d) Note

✔ Answer: c

4. **Which view is used to edit slides?**

a) Slide Sorter View

b) Slide Show View

c) Normal View

d) Reading View

✔ Answer: c

5. **Which key starts a slideshow from the beginning?**

a) F5

b) F2

c) F7

d) Esc

✔ Answer: a

6. **What is the default layout of a new slide?**
a) Title Slide
b) Blank
c) Title and Content
d) Two Content
 Answer: c
7. **Which tab is used to insert a new slide?**
a) Home
b) Insert
c) View
d) Design
 Answer: a
8. **Which option allows you to apply visual effects between slides?**
a) Animation
b) Transition
c) Design
d) Layout
 Answer: b
9. **Which option adds movement to text or objects on a slide?**
a) Transition
b) Design
c) Animation
d) Slide Show
 Answer: c
10. **Which tab is used to insert images in PowerPoint?**
a) Home
b) Insert
c) Design
d) View
 Answer: b
11. **Which shortcut is used to insert a new slide?**
a) Ctrl + N
b) Ctrl + S
c) Ctrl + M
d) Ctrl + P
 Answer: c
12. **Which feature helps you apply a consistent design to all slides?**
a) Slide Master
b) Transition
c) Layout
d) Format
 Answer: a
13. **To exit a slideshow, you press:**
a) Enter
b) Esc
c) Tab
d) F5
 Answer: b

14. **Which option helps to print handouts of a presentation?**
- a) File > Save
 - b) File > Export
 - c) File > Print
 - d) File > New
- ✔ **Answer: c**
15. **Which view displays all slides in thumbnail form?**
- a) Slide Sorter View
 - b) Normal View
 - c) Notes Page
 - d) Reading View
- ✔ **Answer: a**
16. **Which tab contains themes and design templates?**
- a) Insert
 - b) Home
 - c) Design
 - d) Slide Show
- ✔ **Answer: c**
17. **What is the use of the Notes pane?**
- a) To write content
 - b) To insert charts
 - c) To add speaker notes
 - d) To animate slides
- ✔ **Answer: c**
18. **Which command is used to preview animations on a slide?**
- a) Rehearse
 - b) Play from Start
 - c) Preview
 - d) Start Slideshow
- ✔ **Answer: c**
19. **Which menu is used to add charts and tables?**
- a) View
 - b) Insert
 - c) Design
 - d) Transitions
- ✔ **Answer: b**
20. **What is the function of 'Slide Master'?**
- a) Add new slide
 - b) Format individual slide
 - c) Apply layout to all slides
 - d) Insert image
- ✔ **Answer: c**
21. **Which feature sets the time between slides?**
- a) Animation Pane
 - b) Rehearse Timings
 - c) Transition Sound
 - d) Slide Zoom
- ✔ **Answer: b**

22. **Which transition effect is applied when switching slides?**

- a) Fly In
- b) Fade
- c) Bounce
- d) Zoom In

✔ **Answer: b**

23. **Which option groups multiple objects together?**

- a) Merge
- b) Combine
- c) Group
- d) Layout

✔ **Answer: c**

24. **To add background music to a presentation, use:**

- a) Insert > Video
- b) Insert > Audio
- c) Design > Background
- d) Animation > Sound

✔ **Answer: b**

25. **Which icon indicates an animated object?**

- a) Star
- b) Arrow
- c) Speaker
- d) Triangle

✔ **Answer: a**

26. **Which of the following is not a view in PowerPoint?**

- a) Slide Sorter
- b) Outline
- c) Normal
- d) Draft

✔ **Answer: d**

27. **What is the function of SmartArt?**

- a) Add text
- b) Add charts
- c) Visual representation of ideas
- d) Resize slide

✔ **Answer: c**

28. **To insert a video, go to:**

- a) Home > Video
- b) Insert > Video
- c) Design > Video
- d) View > Media

✔ **Answer: b**

29. **What does the Slide Show tab help with?**

- a) Typing text
- b) Running the presentation
- c) Inserting charts
- d) Adding effects

✔ **Answer: b**

30. **Which tab allows applying background styles?**
a) Insert
b) Design
c) Home
d) File
 Answer: b
31. **What is the default file format in PowerPoint 2016?**
a) .ppt
b) .pptx
c) .pps
d) .pdf
 Answer: b
32. **To edit layout of an individual slide, use:**
a) Slide Master
b) Layout menu
c) Design tab
d) Transition tab
 Answer: b
33. **Which tab helps you apply bullet points?**
a) View
b) Insert
c) Home
d) Slide Show
 Answer: c
34. **The slide number can be added from:**
a) Insert > Header & Footer
b) View > Slide Number
c) Home > Number
d) File > Info
 Answer: a
35. **What is the use of the 'Rehearse Timings' option?**
a) To rehearse voice
b) To check spellings
c) To set slide duration
d) To animate slides
 Answer: c
36. **Which option allows you to draw on a slide during presentation?**
a) Design tab
b) Presenter Tools
c) Slide Show toolbar
d) Notes Pane
 Answer: c
37. **What is the purpose of Slide Layout?**
a) Apply design
b) Format chart
c) Structure slide contents
d) Run presentation
 Answer: c

38. **Which option lets you reuse slides from another file?**
a) Insert > New Slide
b) Insert > Reuse Slides
c) File > Open
d) File > Export
 Answer: b
39. **How can you apply the same animation to multiple objects?**
a) Group them
b) Use Animation Painter
c) Use Format Painter
d) Copy and Paste
 Answer: b
40. **Which tab is used to check spelling in a presentation?**
a) Review
b) Home
c) View
d) File
 Answer: a
-

Chapter 7: Internet and Web Services — 40 MCQs (with Answers)

1. **What is the Internet?**
a) A software
b) A single computer
c) A global network of computers
d) A programming language
 Answer: c
2. **Which of the following is required to access the internet?**
a) Printer
b) Modem
c) Monitor
d) Scanner
 Answer: b
3. **Which device connects your computer to the Internet?**
a) CPU
b) Router
c) Projector
d) Pen Drive
 Answer: b
4. **What is the full form of URL?**
a) Uniform Resource Locator
b) Universal Reference Link
c) Unique Record Locator
d) Uniform Record Location
 Answer: a
5. **Which of the following is a web browser?**
a) Google
b) Chrome
c) Facebook

d) WhatsApp

✔ Answer: b

6. **What does HTTP stand for?**

a) HyperText Transfer Protocol

b) Hyper Tool Transfer Process

c) High Text Transfer Protocol

d) Hyper Terminal Test Program

✔ Answer: a

7. **Which of the following is an internet service?**

a) MS Word

b) Email

c) Paint

d) Notepad

✔ Answer: b

8. **Which one is used to search information on the Internet?**

a) Browser

b) Server

c) Search Engine

d) Compiler

✔ Answer: c

9. **Which of these is a search engine?**

a) Google

b) Gmail

c) Windows

d) Chrome

✔ Answer: a

10. **Which of these is not a web browser?**

a) Mozilla Firefox

b) Microsoft Edge

c) Google Chrome

d) YouTube

✔ Answer: d

11. **Which one is used for sending and receiving messages online?**

a) Facebook

b) Email

c) Excel

d) Word

✔ Answer: b

12. **Which of the following is an email service provider?**

a) Chrome

b) Google

c) Gmail

d) Instagram

✔ Answer: c

13. **What is a domain name?**

a) Computer name

b) Name of a website

c) Name of software

d) Name of browser

✔ **Answer: b**

14. **What is required to send an email?**

a) IP address

b) Email ID

c) Mobile number

d) File name

✔ **Answer: b**

15. **Which symbol is used in every email ID?**

a) #

b) \$

c) @

d) %

✔ **Answer: c**

16. **Which part of an email address comes after the @ symbol?**

a) Username

b) Password

c) Domain

d) Signature

✔ **Answer: c**

17. **What is the full form of WWW?**

a) World Whole Web

b) World Wide Web

c) Wide World Web

d) Web World Wide

✔ **Answer: b**

18. **What is Google Drive used for?**

a) Browsing

b) Storing files online

c) Sending emails

d) Creating slides

✔ **Answer: b**

19. **Which of the following is a cloud storage service?**

a) MS Excel

b) Google Drive

c) MS Word

d) Tally

✔ **Answer: b**

20. **Which company provides Gmail services?**

a) Yahoo

b) Bing

c) Google

d) Microsoft

✔ **Answer: c**

21. **Which option is used to send the same email to multiple people?**

a) Draft

b) To

c) Cc and Bcc

d) Trash

✔ Answer: c

22. **What is phishing?**

- a) Email chatting
- b) Spam blocking
- c) Fraudulent attempt to steal information
- d) Virus removal

✔ Answer: c

23. **What is the use of the 'Reply' option in email?**

- a) Send a new mail
- b) Forward to others
- c) Respond to received mail
- d) Delete email

✔ Answer: c

24. **Which one is used to attach files in email?**

- a) Insert
- b) Link
- c) Attachment (Paperclip icon)
- d) Paste

✔ Answer: c

25. **Which of the following is not a search engine?**

- a) Bing
- b) Yahoo
- c) Internet Explorer
- d) DuckDuckGo

✔ Answer: c

26. **Which of these is used to access websites?**

- a) File Explorer
- b) Word Processor
- c) Web Browser
- d) Paint

✔ Answer: c

27. **Which is a secure version of HTTP?**

- a) FTP
- b) HTTPS
- c) TCP/IP
- d) SSH

✔ Answer: b

28. **What is incognito mode used for?**

- a) Secure emailing
- b) Private browsing
- c) File transfer
- d) Chatting

✔ Answer: b

29. **Which of these is a social media platform?**

- a) Gmail
- b) Excel
- c) Facebook

d) Chrome

✔ Answer: c

30. **What is downloading?**

- a) Sending files
- b) Saving files from the internet
- c) Viewing pages
- d) Creating websites

✔ Answer: b

31. **What is uploading?**

- a) Saving a file to desktop
- b) Transferring a file to the internet
- c) Deleting a file
- d) Compressing files

✔ Answer: b

32. **Which one is not a feature of Google Drive?**

- a) Store files
- b) Share files
- c) Edit videos
- d) Collaborate on documents

✔ Answer: c

33. **Which service helps in video calling?**

- a) Chrome
- b) Google Meet
- c) MS Paint
- d) File Explorer

✔ Answer: b

34. **What is the function of a hyperlink on a webpage?**

- a) Change color
- b) Add animation
- c) Navigate to another page
- d) Play music

✔ Answer: c

35. **Which of the following is used for chatting online?**

- a) Excel
- b) YouTube
- c) WhatsApp Web
- d) MS Word

✔ Answer: c

36. **The first page that appears on opening a website is called:**

- a) URL
- b) Domain
- c) Home Page
- d) Web Address

✔ Answer: c

37. **What does a search engine display in result?**

- a) Links to documents
- b) Images only
- c) Emails only

d) Hardware info

✔ Answer: a

38. Which folder stores sent emails?

a) Inbox

b) Drafts

c) Sent

d) Trash

✔ Answer: c

39. Which of these is not an internet browser?

a) Chrome

b) Opera

c) PowerPoint

d) Edge

✔ Answer: c

40. To open a website, you must type its:

a) Code

b) Address

c) Password

d) Subject

✔ Answer: b

✔ Chapter 8: Email and Collaboration Tools — 40 MCQs (with Answers)

1. What is email?

a) Sending letters by post

b) Electronic mail

c) Mobile messaging

d) Fax transmission

✔ Answer: b

2. Which of the following is an email service provider?

a) Facebook

b) Gmail

c) Excel

d) Chrome

✔ Answer: b

3. Which part of the email ID comes before the @ symbol?

a) Domain name

b) Username

c) Server name

d) Extension

✔ Answer: b

4. What is the main function of the "Inbox"?

a) Shows sent emails

b) Shows received emails

c) Shows deleted emails

d) Drafted emails

✔ Answer: b

5. **What does CC stand for in emails?**
a) Copy and Compose
b) Carbon Copy
c) Central Copy
d) Current Contact
 Answer: b
6. **What does BCC mean in emails?**
a) Blind Carbon Copy
b) Bulk Carbon Copy
c) Backup Carbon Copy
d) Business Contact Copy
 Answer: a
7. **What is the 'Subject' in an email used for?**
a) Adding attachment
b) Typing the message
c) Writing the topic of email
d) Sending reply
 Answer: c
8. **Which icon is used to attach a file to an email?**
a) Paperclip
b) Link
c) Folder
d) Arrow
 Answer: a
9. **Which folder stores deleted emails?**
a) Sent
b) Drafts
c) Trash
d) Spam
 Answer: c
10. **What is the Draft folder used for?**
a) Received emails
b) Spam messages
c) Incomplete or unsent emails
d) Forwarded emails
 Answer: c
11. **Which is not a valid email domain?**
a) @gmail.com
b) @yahoo.in
c) @email.doc
d) @rediffmail.com
 Answer: c
12. **Which key is used to send an email quickly?**
a) Ctrl + P
b) Alt + Enter
c) Ctrl + Enter
d) Ctrl + S
 Answer: c

13. **Which email field hides recipients from each other?**
a) To
b) CC
c) BCC
d) Subject
 Answer: c
14. **Which of these is not an email etiquette?**
a) Use polite language
b) Use proper subject
c) Write in all CAPS
d) Keep it brief
 Answer: c
15. **What should you not share in emails for security?**
a) Email address
b) Personal photos
c) Bank account or passwords
d) Greetings
 Answer: c
16. **Which tool helps in scheduling meetings online?**
a) MS Paint
b) Google Calendar
c) File Explorer
d) Notepad
 Answer: b
17. **Which one is a collaboration tool by Google?**
a) Google Meet
b) Excel
c) Word
d) Photoshop
 Answer: a
18. **Which tool allows real-time document editing by multiple users?**
a) WordPad
b) Google Docs
c) Notepad
d) Windows Paint
 Answer: b
19. **Which of the following is used for video conferencing?**
a) Chrome
b) Zoom
c) Word
d) Excel
 Answer: b
20. **Which collaboration tool is best for creating spreadsheets online?**
a) Google Docs
b) Google Slides
c) Google Sheets
d) Google Meet
 Answer: c

21. **What is the benefit of using collaboration tools?**
a) Offline editing only
b) Multiple people can edit together
c) Expensive license needed
d) Use on one computer only
 Answer: b
22. **Which tool is used for online file storage and sharing?**
a) Google Drive
b) MS Word
c) VLC
d) Calculator
 Answer: a
23. **Which of the following is a cloud-based application?**
a) Google Docs
b) Notepad
c) MS Paint
d) Snipping Tool
 Answer: a
24. **Which Google tool is used for making presentations?**
a) Google Docs
b) Google Slides
c) Google Forms
d) Google Maps
 Answer: b
25. **Which of the following allows online surveys and quizzes?**
a) Google Maps
b) Google Sheets
c) Google Forms
d) Gmail
 Answer: c
26. **Where are Google Docs saved by default?**
a) Pen Drive
b) Hard Disk
c) Google Drive
d) Downloads folder
 Answer: c
27. **Which collaboration tool allows screen sharing during meetings?**
a) Google Docs
b) Zoom
c) MS Word
d) Paint
 Answer: b
28. **Which of the following is not a collaboration tool?**
a) Zoom
b) Google Meet
c) VLC Player
d) Microsoft Teams
 Answer: c

29. **Which one is a benefit of Google Drive?**
a) Permanent deletion of files
b) Only view access
c) Access files anywhere, anytime
d) No sharing allowed
 Answer: c
30. **Which Google tool supports chat and messaging?**
a) Google Slides
b) Gmail
c) Google Chat
d) Google Calendar
 Answer: c
31. **What does Google Calendar help you with?**
a) Making spreadsheets
b) Writing stories
c) Scheduling and reminders
d) Playing music
 Answer: c
32. **Which option allows others to edit your Google Docs?**
a) Share > Viewer
b) Share > Editor
c) Share > Restricted
d) Print > Share
 Answer: b
33. **What is required to use Google collaboration tools?**
a) YouTube account
b) Bank account
c) Gmail account
d) Phone call
 Answer: c
34. **Which tool is best for organizing online meetings?**
a) Google Maps
b) Google Sheets
c) Google Meet
d) Google Drive
 Answer: c
35. **What is the maximum number of participants allowed in Google Meet (Free)?**
a) 50
b) 100
c) 25
d) 200
 Answer: b
36. **Which of the following lets you add comments to documents?**
a) Google Docs
b) Calculator
c) Paint
d) CMD
 Answer: a

37. **Which app allows voice + video call with collaboration tools?**
a) Google Chat
b) VLC
c) Notepad
d) Windows Explorer
 Answer: a
38. **In Google Docs, comments can be resolved by clicking:**
a) Ignore
b) Delete
c) Resolve
d) Close
 Answer: c
39. **Which of these is not a Google collaboration tool?**
a) Google Sheets
b) Google Meet
c) Google Paint
d) Google Forms
 Answer: c
40. **Which tool is used to create, edit and collaborate on documents online?**
a) Google Slides
b) Google Docs
c) Google Chat
d) Google Translate
 Answer: b
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Chapter 9: Cyber Security & IT Ethics — 40 MCQs (with Answers)

1. **What is Cyber Security?**
a) Internet speed control
b) Protecting computers and data from threats
c) Installing games
d) Internet marketing
 Answer: b
2. **What is a computer virus?**
a) Security software
b) Data backup
c) Malicious program
d) Operating system
 Answer: c
3. **Which of the following is a cyber threat?**
a) Antivirus
b) Ransomware
c) Word Processor
d) Firewall
 Answer: b
4. **Which is a good practice for creating passwords?**
a) Use your name
b) Use simple numbers like 1234
c) Use strong and unique passwords

d) Use the word "password"

✔ Answer: c

5. **Which of these is a secure password?**

a) abc123

b) raj123

c) P@ssW0rd!#2024

d) 0000

✔ Answer: c

6. **What is phishing?**

a) Blocking websites

b) Legitimate email marketing

c) Fraudulent attempts to get sensitive info

d) Network sharing

✔ Answer: c

7. **Which tool is used to prevent viruses?**

a) File Explorer

b) Antivirus Software

c) Control Panel

d) Paint

✔ Answer: b

8. **What is the full form of OTP?**

a) On Time Protection

b) One Time Password

c) Online Temporary Password

d) Over Transfer Payment

✔ Answer: b

9. **Which one is a safe practice while using internet banking?**

a) Use public Wi-Fi

b) Share your PIN

c) Log out after use

d) Click unknown links

✔ Answer: c

10. **Which of the following is an ethical practice?**

a) Copying others' work without permission

b) Using pirated software

c) Respecting privacy and copyrights

d) Hacking for fun

✔ Answer: c

11. **What is the use of a firewall?**

a) Block ads

b) Increase computer speed

c) Protect against unauthorized access

d) Connect to internet

✔ Answer: c

12. **What is hacking?**

a) Creating websites

b) Illegal access to data/systems

c) Writing emails

d) Using antivirus

✔ **Answer: b**

13. **Which of the following is an unethical activity?**

a) Creating strong passwords

b) Installing updates

c) Cyberbullying

d) Respecting digital content

✔ **Answer: c**

14. **Which one is not a cybercrime?**

a) Online harassment

b) Identity theft

c) Data protection

d) Phishing

✔ **Answer: c**

15. **What is ransomware?**

a) Antivirus

b) A software for safety

c) A virus that locks data for money

d) A file compression tool

✔ **Answer: c**

16. **Which app is used for two-step verification?**

a) Calculator

b) Google Authenticator

c) Chrome

d) VLC

✔ **Answer: b**

17. **Which is a good digital habit?**

a) Sharing all your photos online

b) Ignoring security warnings

c) Using strong and updated passwords

d) Using same password everywhere

✔ **Answer: c**

18. **What should you do if you receive a suspicious email?**

a) Click the link

b) Reply immediately

c) Delete it or mark as spam

d) Share with friends

✔ **Answer: c**

19. **What is cyberbullying?**

a) Encouraging people online

b) Online harassment or threatening

c) Sending happy messages

d) Online shopping

✔ **Answer: b**

20. **Which organization promotes IT ethics and cybersecurity in India?**

a) NASA

b) CERT-In

c) RBI

d) TRAI

✔ Answer: b

21. **What is malware?**

- a) Useful application
- b) Malicious software
- c) Backup program
- d) Internet provider

✔ Answer: b

22. **What does digital footprint mean?**

- a) Footprint on the screen
- b) Online presence and activity record
- c) Printer marks
- d) Data recovery

✔ Answer: b

23. **What is identity theft?**

- a) Theft of money
- b) Stealing someone's online identity
- c) Making fake IDs
- d) Creating resumes

✔ Answer: b

24. **Which of these is an IT ethical rule?**

- a) Copy others' data
- b) Respect others' privacy
- c) Share personal passwords
- d) Use pirated software

✔ Answer: b

25. **What should you avoid on public computers?**

- a) Using headphones
- b) Logging in to personal accounts
- c) Using antivirus
- d) Typing

✔ Answer: b

26. **Which is not a part of digital citizenship?**

- a) Respect
- b) Responsibility
- c) Revenge
- d) Integrity

✔ Answer: c

27. **Which of the following is a strong digital safety practice?**

- a) Sharing PIN
- b) Using the same password everywhere
- c) Enabling 2FA
- d) Clicking unknown ads

✔ Answer: c

28. **What should you do when you get cyberbullied?**

- a) Stay silent
- b) Respond aggressively
- c) Report to cybercrime authorities

d) Ignore and delete social media

✔ **Answer: c**

29. **What is encryption used for?**

a) Formatting

b) Speeding up PC

c) Securing data

d) Editing images

✔ **Answer: c**

30. **Which of the following is a sign of phishing?**

a) Secure websites

b) Verified emails

c) Urgent messages asking for login details

d) Google official site

✔ **Answer: c**

31. **Which software protects your system from malware?**

a) Video Editor

b) Antivirus

c) MS Word

d) Calculator

✔ **Answer: b**

32. **What does HTTPS stand for?**

a) HyperText Transfer Protocol Secure

b) High Text Transfer Protocol Server

c) High Traffic Transfer Protocol

d) Hyper Terminal Transport System

✔ **Answer: a**

33. **What is ethical hacking?**

a) Illegal hacking

b) Hacking for crime

c) Hacking with permission for security

d) Cyberbullying

✔ **Answer: c**

34. **Which of the following can help you identify fake news?**

a) Social media likes

b) Checking source and facts

c) Number of shares

d) Ads

✔ **Answer: b**

35. **Which of the following is a personal data protection practice?**

a) Save passwords in public PC

b) Share location always

c) Keep social media profiles private

d) Open all links

✔ **Answer: c**

36. **Cyber ethics means:**

a) Rules for using mobile

b) Gaming responsibly

c) Morally correct online behavior

d) Buying software

✔ Answer: c

37. **What does 2FA stand for?**

a) Two-Factor Authentication

b) Two File Access

c) Transfer File Application

d) Two Folder Authorization

✔ Answer: a

38. **Why is antivirus important?**

a) Increases RAM

b) Removes internet speed limit

c) Protects from threats

d) Runs apps faster

✔ Answer: c

39. **Which of the following is safe online behavior?**

a) Posting personal info publicly

b) Clicking unknown links

c) Downloading from official sites

d) Replying to spam emails

✔ Answer: c

40. **What is the role of CERT-In?**

a) Tax collection

b) Cybercrime enforcement

c) National cybersecurity response

d) Online learning

✔ Answer: c

✔ Chapter 10: Digital Services for Citizens (E-Governance) — 40 MCQs (with Answers)

1. **What is the meaning of E-Governance?**

a) Government through elections

b) Electronic management of government services

c) Government by email

d) None of these

✔ Answer: b

2. **Which of the following is a goal of e-Governance?**

a) Increase paper usage

b) Delay in services

c) Provide services online to citizens

d) Restrict access to information

✔ Answer: c

3. **Which platform provides multiple citizen services in Rajasthan?**

a) DigiLocker

b) RajSSO

c) UPI

d) NPCI

✔ Answer: b

4. **What is the full form of SSO in RajSSO?**
a) Single Sign On
b) State Services Online
c) Social System Officer
d) Secure Site Only
 Answer: a
5. **Which is the official digital identity in India?**
a) PAN
b) Passport
c) Aadhaar
d) Ration Card
 Answer: c
6. **What is DigiLocker used for?**
a) Online banking
b) Storing and accessing official digital documents
c) Cloud games
d) Mobile shopping
 Answer: b
7. **Which of these is a benefit of e-Governance?**
a) More corruption
b) High paperwork
c) Transparent and fast services
d) Limited access
 Answer: c
8. **Which website is used to access RajSSO services?**
a) www.raj.nic.in
b) www.sso.rajasthan.gov.in
c) www.bharat.gov.in
d) www.digilocker.gov.in
 Answer: b
9. **What is the purpose of e-Mitra?**
a) Provide health care
b) Distribute goods
c) Deliver government services to citizens
d) Organize events
 Answer: c
10. **Which department launched RajSSO?**
a) Education Department
b) Department of IT & Communications, Rajasthan
c) Police Department
d) Health Department
 Answer: b
11. **Which mobile app gives access to government services in Rajasthan?**
a) RajCop
b) RajSSO
c) RajVidyut
d) RajNivas
 Answer: b

12. **Which portal is used to apply for online government jobs in Rajasthan?**

- a) RPSC
- b) eMitra
- c) SSO
- d) MyGov

Answer: a

13. **Which of the following is not an e-Governance service?**

- a) Online bill payment
- b) Online exam form
- c) Manual paper filing
- d) Online birth certificate

Answer: c

14. **Which is an example of G2C (Government to Citizen) service?**

- a) Department meetings
- b) Passport application
- c) Employee transfers
- d) Budget planning

Answer: b

15. **Which app is used to store driving license digitally?**

- a) Paytm
- b) DigiLocker
- c) Facebook
- d) WhatsApp

Answer: b

16. **What is required to log in to RajSSO portal?**

- a) Voter ID
- b) Passport
- c) SSO ID and password
- d) Mobile only

Answer: c

17. **Which is a platform for digital documents issued by the Government of India?**

- a) BHIM
- b) DigiLocker
- c) Truecaller
- d) Zoom

Answer: b

18. **Which government initiative promotes transparency through digital services?**

- a) Skill India
- b) Digital India
- c) Startup India
- d) Make in India

Answer: b

19. **Which online platform allows downloading marksheets from CBSE?**

- a) Google Docs
- b) DigiLocker
- c) UPI
- d) Excel

Answer: b

20. **Which portal is used for online electricity bill payment in Rajasthan?**
a) RajNivas
b) RajSSO
c) RajVidyut
d) eMitra
 Answer: d
21. **Which is a common citizen portal for Rajasthan Government services?**
a) RajSSO
b) SBI
c) IRCTC
d) UIDAI
 Answer: a
22. **Which of the following enables cashless transactions in government services?**
a) UPI
b) Physical form submission
c) Cash payment
d) Manual invoice
 Answer: a
23. **What is the benefit of a single sign-on system like RajSSO?**
a) Login to multiple government services with one ID
b) Use multiple passwords
c) Manual service usage
d) Data entry forms
 Answer: a
24. **Which department handles Aadhaar services in India?**
a) UIDAI
b) IRCTC
c) NITI Aayog
d) RBI
 Answer: a
25. **What type of service is online PAN application?**
a) G2G
b) G2B
c) G2C
d) C2C
 Answer: c
26. **Which option is used to track status of e-Government applications?**
a) Refresh button
b) SMS only
c) Application ID on portal
d) Local police
 Answer: c
27. **Which technology is widely used in e-Governance?**
a) Paper processing
b) Typewriter
c) ICT (Information & Communication Technology)
d) Manual registers
 Answer: c

28. **Which of these is not an objective of e-Governance?**
- a) Time saving
 - b) Transparency
 - c) Inconvenience
 - d) Accountability
- ✔ **Answer: c**
29. **What is MyGov portal used for?**
- a) Social media platform
 - b) Collaboration between citizens and government
 - c) Online shopping
 - d) Movie ticket booking
- ✔ **Answer: b**
30. **What is the full form of G2C?**
- a) Government to Corporate
 - b) Government to Central
 - c) Government to Citizen
 - d) General to Citizen
- ✔ **Answer: c**
31. **Which mobile number is required for RajSSO registration?**
- a) Any working mobile number
 - b) Landline number
 - c) Public booth number
 - d) None
- ✔ **Answer: a**
32. **How many services can you access using RajSSO ID?**
- a) Only 5
 - b) Only 1
 - c) Multiple services
 - d) Only tax related
- ✔ **Answer: c**
33. **Which of these is not available on eMitra?**
- a) Birth certificate
 - b) Electricity bill
 - c) Online shopping
 - d) Ration card
- ✔ **Answer: c**
34. **Which Indian government scheme focuses on transforming India into a digitally empowered society?**
- a) Startup India
 - b) Digital India
 - c) Make in India
 - d) Bharat Nirman
- ✔ **Answer: b**
35. **RajSSO helps with:**
- a) Cooking tips
 - b) Online registration and services
 - c) Entertainment
 - d) Blogging
- ✔ **Answer: b**

36. **Which government ID is mandatory for most digital services?**
a) Aadhaar
b) Library Card
c) Driving License
d) Passport
 Answer: a
37. **What is the use of online grievance portals?**
a) To file complaints to authorities
b) For movie booking
c) For chatting
d) For downloading songs
 Answer: a
38. **Which one is an initiative for digital education in India?**
a) DIKSHA
b) IRCTC
c) CBSE
d) UIDAI
 Answer: a
39. **Which app is launched by Government of India for Aarogya services?**
a) Aarogya Setu
b) Swasthya Mitra
c) eHospital
d) My Health
 Answer: a
40. **E-Governance helps in:**
a) Reducing government-citizen interaction
b) Making government services digital, faster, and transparent
c) Increasing paperwork
d) Hiding data
 Answer: b
-

Chapter 11: Mobile Devices & Apps — 40 MCQs (with Answers)

1. **Which of the following is a mobile operating system?**
a) Windows 7
b) Android
c) MS-DOS
d) Ubuntu
 Answer: b
2. **What is the primary function of a smartphone?**
a) Only calling
b) Only messaging
c) Multi-purpose computing and communication
d) Television viewing
 Answer: c
3. **Which company developed Android?**
a) Apple
b) Microsoft
c) Google

d) Samsung

✔ Answer: c

4. **Which app is used for messaging on mobile?**

a) Word

b) WhatsApp

c) Excel

d) PowerPoint

✔ Answer: b

5. **Which app is used for video conferencing?**

a) VLC

b) Zoom

c) Calculator

d) Scanner

✔ Answer: b

6. **Which mobile OS is used in iPhones?**

a) Android

b) Windows

c) iOS

d) Symbian

✔ Answer: c

7. **Which app is used for navigation and maps?**

a) Google Meet

b) Google Drive

c) Google Maps

d) Google Lens

✔ Answer: c

8. **Which of these is a feature of smartphones?**

a) Keypad only

b) Touchscreen, apps, internet

c) Fax only

d) Printer port

✔ Answer: b

9. **What is an App Store?**

a) A retail shop

b) A folder

c) Platform to download mobile apps

d) A USB drive

✔ Answer: c

10. **What is the name of Google's app store?**

a) AppMarket

b) AppStore

c) Play Store

d) StoreIt

✔ Answer: c

11. **Which app is used for digital payments?**

a) Excel

b) Paytm

c) Gallery

d) Camera

✔ Answer: b

12. **Which app is used to store documents on the cloud?**

a) Google Chrome

b) Google Drive

c) Google Earth

d) Gmail

✔ Answer: b

13. **What is the use of Gmail app?**

a) Messaging

b) Video calling

c) Sending and receiving emails

d) Shopping

✔ Answer: c

14. **Which is a social media app?**

a) MS Word

b) Excel

c) Instagram

d) PDF Reader

✔ Answer: c

15. **Which symbol is commonly used for mobile apps installation?**

a) Arrow

b) Cloud

c) Install

d) Download icon

✔ Answer: d

16. **Which app helps with language translation?**

a) Google Translate

b) Google Docs

c) Maps

d) Meet

✔ Answer: a

17. **Which mobile feature allows wireless internet?**

a) USB

b) Wi-Fi

c) LAN

d) HDMI

✔ Answer: b

18. **Which of the following is used for biometric unlocking?**

a) Password

b) Pattern

c) Fingerprint

d) PIN

✔ Answer: c

19. **Which app is used to scan QR codes?**

a) Camera

b) Scanner App

c) Google Lens

d) All of these

✔ **Answer: d**

20. **Which of the following is used for securing your mobile?**

- a) Public Wi-Fi
- b) Antivirus app
- c) Unknown apps
- d) Rooting

✔ **Answer: b**

21. **Which app is used to edit documents on mobile?**

- a) Google Docs
- b) Instagram
- c) WhatsApp
- d) Calculator

✔ **Answer: a**

22. **Which of the following apps helps manage mobile storage?**

- a) Files by Google
- b) Camera
- c) Maps
- d) Twitter

✔ **Answer: a**

23. **What does GPS stand for?**

- a) Global Program System
- b) General Positioning System
- c) Global Positioning System
- d) Geo Phone Service

✔ **Answer: c**

24. **What is airplane mode used for?**

- a) Enable all network features
- b) Disable network & wireless communication
- c) Faster charging
- d) Reduce brightness

✔ **Answer: b**

25. **Which app is used to make presentations on mobile?**

- a) Google Slides
- b) Notes
- c) Recorder
- d) Weather

✔ **Answer: a**

26. **Which app is used for making online voice and video calls?**

- a) Twitter
- b) WhatsApp
- c) Files
- d) Play Store

✔ **Answer: b**

27. **Which of these is used for app download in iPhone?**

- a) Play Store
- b) Galaxy Store
- c) App Store

d) Chrome Store

✔ Answer: c

28. **Which app is used for taking notes?**

a) Calculator

b) Notepad

c) Keep Notes

d) WhatsApp

✔ Answer: c

29. **Which app is used to view PDF files?**

a) Excel

b) Word

c) PDF Reader

d) Clock

✔ Answer: c

30. **Which app allows voice typing?**

a) Chrome

b) Google Keyboard

c) Calendar

d) Alarm

✔ Answer: b

31. **Which app is useful for cloud backups on Android?**

a) WhatsApp

b) Google Drive

c) YouTube

d) Amazon

✔ Answer: b

32. **Which of these apps is used to pay bills online?**

a) Facebook

b) Paytm

c) Camera

d) TikTok

✔ Answer: b

33. **Which icon is used for settings in mobile?**

a) Bell

b) Gear

c) Camera

d) Clock

✔ Answer: b

34. **Which is an educational app by Govt. of India?**

a) TikTok

b) DIKSHA

c) ShareChat

d) Flipkart

✔ Answer: b

35. **Which feature helps protect phones from theft?**

a) Screen saver

b) Find My Device

c) Airplane Mode

d) Offline mode

✔ Answer: b

36. Which file format is commonly used for app installation in Android?

a) .exe

b) .apk

c) .zip

d) .mp3

✔ Answer: b

37. Which icon usually indicates "Share"?

a) Arrow in square

b) Trash bin

c) Gear

d) Star

✔ Answer: a

38. Which app is used to manage daily tasks?

a) Calculator

b) Google Tasks

c) Camera

d) Alarm

✔ Answer: b

39. Which app is used for real-time collaboration on spreadsheets?

a) Google Slides

b) Google Sheets

c) Docs

d) Forms

✔ Answer: b

40. Which option is best for securing mobile apps?

a) Use no lock

b) Download from third-party websites

c) Enable app lock and permissions control

d) Always keep Bluetooth on

✔ Answer: c

✔ Chapter 12: Digital Financial Services — 40 MCQs (with Answers)

1. What is Digital Finance?

a) Paying in cash

b) Online financial transactions

c) Writing cheques

d) Manual banking

✔ Answer: b

2. Which of the following is a digital payment method?

a) Cheque

b) NEFT

c) Cash

d) Demand Draft

✔ Answer: b

3. **What is the full form of UPI?**
a) Unified Payment Interface
b) Universal Payment Internet
c) Unified Public Investment
d) Unique Payment Info
 Answer: a
4. **Which app is used for UPI transactions?**
a) MX Player
b) Paytm
c) Notes
d) WhatsApp Web
 Answer: b
5. **What is required to use UPI?**
a) ATM card only
b) Cheque book
c) Bank account linked to mobile number
d) Driving license
 Answer: c
6. **Which of the following is not a digital financial service?**
a) IMPS
b) NEFT
c) Cash deposit in person
d) UPI
 Answer: c
7. **Which of these is used for mobile-based banking?**
a) Google Meet
b) BHIM App
c) TikTok
d) MS Word
 Answer: b
8. **Which government platform supports digital payments?**
a) IRCTC
b) MyGov
c) NPCI
d) TRAI
 Answer: c
9. **What is the full form of NPCI?**
a) National Payments Corporation of India
b) National Postal & Courier India
c) National Private Company of India
d) None of these
 Answer: a
10. **Which of the following is the safest way to pay online?**
a) Public Wi-Fi
b) Unknown apps
c) Verified UPI apps
d) Social media links
 Answer: c

11. **What is needed to authenticate a UPI transaction?**
a) Aadhaar
b) UPI PIN
c) ATM PIN
d) Mobile balance
 Answer: b
12. **Which app is launched by the Government of India for UPI?**
a) Google Pay
b) BHIM
c) Paytm
d) PhonePe
 Answer: b
13. **What is the full form of BHIM?**
a) Bharat Interface for Money
b) Banking Hub in India for Money
c) Bharat Information on Mobile
d) Banking Integration for Homes
 Answer: a
14. **Which of these is a wallet-based app?**
a) MS Word
b) Paytm
c) VLC
d) Paint
 Answer: b
15. **What is the use of a QR code in digital payment?**
a) To write notes
b) To scan and make payments
c) To listen to music
d) To play games
 Answer: b
16. **Which one is a feature of digital banking?**
a) 24x7 access
b) Paper-only services
c) Manual cheque clearance
d) Physical presence required
 Answer: a
17. **Which banking method allows fund transfer through mobile number?**
a) RTGS
b) NEFT
c) UPI
d) IMPS
 Answer: c
18. **Which of these is not a mobile payment app?**
a) PhonePe
b) Google Pay
c) Flipkart
d) BHIM
 Answer: c

19. **What is the benefit of UPI over traditional banking?**
a) Slower transactions
b) No internet required
c) Instant fund transfer anytime
d) Requires ATM visit
 Answer: c
20. **What is a UPI PIN?**
a) 4-6 digit secret number
b) Mobile number
c) Email ID
d) Aadhaar number
 Answer: a
21. **Which is a government-approved mobile wallet app?**
a) BHIM
b) Facebook
c) WhatsApp
d) Zoom
 Answer: a
22. **Which app allows scanning QR code for payment?**
a) Gallery
b) Scanner App
c) Paytm
d) Chrome
 Answer: c
23. **Which payment method uses IFSC code and account number?**
a) UPI
b) NEFT
c) ATM withdrawal
d) QR scan
 Answer: b
24. **What does IMPS stand for?**
a) Instant Money Payment Service
b) Indian Mobile Payment System
c) Immediate Payment Service
d) India's Money Passing System
 Answer: c
25. **Which of these is a feature of digital wallet?**
a) Store physical cash
b) Send emails
c) Store money digitally for online payments
d) Scan documents
 Answer: c
26. **What is the advantage of using digital payments?**
a) Time-saving and paperless
b) Need to visit bank
c) Risky and slow
d) Not secure
 Answer: a

27. **Which of the following enables digital payment without internet?**

- a) UPI Lite
- b) IMPS
- c) NEFT
- d) Wallet recharge

✔ **Answer: a**

28. **Which method is used to pay electricity bills online?**

- a) By cheque
- b) eMitra / UPI apps
- c) Post office
- d) Bank counter

✔ **Answer: b**

29. **Which of the following is a security measure in mobile payments?**

- a) Public Wi-Fi use
- b) Linking to random emails
- c) 2-factor authentication
- d) Always saving passwords

✔ **Answer: c**

30. **Which is a secure way to shop online?**

- a) On fake sites
- b) On verified e-commerce platforms with UPI
- c) Through unknown emails
- d) Through copied links

✔ **Answer: b**

31. **Which government initiative promotes digital financial inclusion?**

- a) Skill India
- b) Digital India
- c) Startup India
- d) Make in India

✔ **Answer: b**

32. **Which of the following details should not be shared for security?**

- a) Account number
- b) IFSC
- c) UPI PIN
- d) Bank name

✔ **Answer: c**

33. **What is the role of OTP in digital payments?**

- a) Entertainment
- b) Verification of identity
- c) Download apps
- d) Track delivery

✔ **Answer: b**

34. **Which of these is a digital loan app?**

- a) Google Maps
- b) Flipkart
- c) Paytm Postpaid
- d) VLC

✔ **Answer: c**

35. **Which platform allows digital insurance services?**
a) IRCTC
b) DigiLocker
c) LIC website
d) Scanner app
 Answer: c
36. **Which document is often required for digital KYC?**
a) Library card
b) Aadhaar
c) School ID
d) Passport photo only
 Answer: b
37. **What is financial literacy?**
a) Learning to write
b) Understanding money management
c) Teaching students
d) Reading newspapers
 Answer: b
38. **Which mobile setting must be enabled for UPI apps?**
a) Wi-Fi only
b) GPS
c) SIM-linked mobile number and SMS
d) Flight mode
 Answer: c
39. **Which government portal is used for PAN services?**
a) NSDL
b) UIDAI
c) IRCTC
d) CBSE
 Answer: a
40. **Which is the most commonly used identification in digital banking?**
a) Passport
b) Driving License
c) Aadhaar
d) Voter ID
 Answer: c

Chapter 13: e-Commerce and Digital Services — 40 MCQs (with Answers)

1. **What is the full form of e-Commerce?**
a) Electronic Community
b) Electronic Commerce
c) Electronic Commission
d) Electronic Communication
 Answer: b
2. **Which of the following is an example of an e-commerce website?**
a) Wikipedia
b) Amazon
c) WhatsApp

d) Paint

✔ Answer: b

3. **Which device is commonly used for online shopping?**

- a) Calculator
- b) Smartphone
- c) Television
- d) Printer

✔ Answer: b

4. **Which app is used for booking train tickets online in India?**

- a) Google Maps
- b) IRCTC
- c) Amazon
- d) Flipkart

✔ Answer: b

5. **Which of the following is a digital service?**

- a) Manual ticket booking
- b) Online electricity bill payment
- c) Sending money through post
- d) Writing letters

✔ Answer: b

6. **Which website is used for online flight booking in India?**

- a) Rediffmail
- b) IRCTC Air
- c) MyGov
- d) Digilocker

✔ Answer: b

7. **Which of these is a benefit of e-commerce?**

- a) Only offline access
- b) Shopping anytime, anywhere
- c) Cash only
- d) Limited choices

✔ Answer: b

8. **Which of the following is a digital financial service used in e-commerce?**

- a) Cash
- b) UPI
- c) Cheque
- d) Post-dated payment

✔ Answer: b

9. **Which of the following is not a popular e-commerce platform?**

- a) Flipkart
- b) Amazon
- c) Paytm Mall
- d) Notepad

✔ Answer: d

10. **Which payment method is often used for digital purchases?**

- a) Barter system
- b) Net banking
- c) Gold coins

d) Manual receipt

✔ Answer: b

11. **Which platform is used for digital movie streaming?**

a) Netflix

b) Excel

c) IRCTC

d) BHIM

✔ Answer: a

12. **Which digital service helps in managing electricity usage?**

a) Adobe Reader

b) Smart Meter Apps

c) Video Editor

d) Gmail

✔ Answer: b

13. **What is Cash on Delivery (COD)?**

a) Prepaid method

b) Payment after product delivery

c) Online banking

d) Mobile recharge

✔ Answer: b

14. **Which of these allows online food ordering?**

a) Swiggy

b) IRCTC

c) WhatsApp

d) Gmail

✔ Answer: a

15. **Which service allows people to work remotely using the internet?**

a) E-Ticketing

b) E-Learning

c) E-Working / Remote Working

d) E-Meeting

✔ Answer: c

16. **What is the meaning of 'Digital Service'?**

a) Printed bills

b) Face-to-face banking

c) Services provided through digital platforms

d) Doorstep cash delivery

✔ Answer: c

17. **Which is a mobile app used for booking bus tickets?**

a) MyBus

b) RedBus

c) BusNow

d) MetroLine

✔ Answer: b

18. **Which of the following is an example of an online marketplace?**

a) LIC

b) Flipkart

c) BSNL

d) UIDAI

✔ Answer: b

19. **Which app is used for comparing product prices online?**

- a) PriceCheck
- b) Google Shopping
- c) Notes
- d) Paint

✔ Answer: b

20. **What is the main advantage of e-commerce for sellers?**

- a) Limited customers
- b) Only local sales
- c) Wider reach and lower costs
- d) Manual tracking

✔ Answer: c

21. **Which service is used to book LPG cylinders online?**

- a) Paytm
- b) IRCTC
- c) Amazon
- d) Google Meet

✔ Answer: a

22. **Which app is used to access government health services online?**

- a) Aarogya Setu
- b) Flipkart
- c) VLC
- d) TikTok

✔ Answer: a

23. **Which one is used for online school education?**

- a) DIKSHA
- b) MyGov
- c) YouTube Music
- d) Amazon Prime

✔ Answer: a

24. **Which document can be downloaded from DigiLocker?**

- a) Electricity bill
- b) Digital driving license
- c) Cooking recipes
- d) Contact list

✔ Answer: b

25. **Which of the following is a reliable source for e-governance services?**

- a) Social media ads
- b) Government portals
- c) Unknown websites
- d) Word of mouth

✔ Answer: b

26. **Which of the following is not related to e-commerce?**

- a) Myntra
- b) Snapdeal
- c) TikTok

d) Amazon

✔ Answer: c

27. **What is e-learning?**

- a) Online entertainment
- b) Learning through digital platforms
- c) Exam only
- d) Attendance record

✔ Answer: b

28. **Which of these services can be availed through eMitra?**

- a) Driving license application
- b) Social media
- c) Online gaming
- d) Photo editing

✔ Answer: a

29. **Which of these is a travel booking platform?**

- a) BookMyShow
- b) Cleartrip
- c) Swiggy
- d) DIKSHA

✔ Answer: b

30. **Which one is used for paying school fees online?**

- a) WhatsApp
- b) School ERP or Paytm
- c) Twitter
- d) VLC

✔ Answer: b

31. **Which of these services are available on e-Governance platforms?**

- a) Ration card application
- b) Marriage certificate
- c) Birth certificate
- d) All of the above

✔ Answer: d

32. **Which of the following is used for online hotel booking?**

- a) OYO
- b) LIC
- c) Gmail
- d) Paint

✔ Answer: a

33. **What is the benefit of e-Ticketing?**

- a) No travel needed to book
- b) Long queues
- c) High cost
- d) Manual approval only

✔ Answer: a

34. **Which one is used for booking movie tickets?**

- a) IRCTC
- b) BookMyShow
- c) Bharat Bill Pay

d) Aarogya Setu

✔ Answer: b

35. **What is the risk in fake e-commerce websites?**

a) Secure delivery

b) Price comparison

c) Fraud and data theft

d) Free returns

✔ Answer: c

36. **Which of these is an example of digital entertainment?**

a) Amazon Prime

b) WordPad

c) Calculator

d) Notepad

✔ Answer: a

37. **Which one is a feature of e-commerce platforms?**

a) Offline orders only

b) 24x7 availability

c) Manual paper invoice only

d) Long queues

✔ Answer: b

38. **Which of the following is used for video-based learning?**

a) YouTube

b) Maps

c) VLC

d) Calculator

✔ Answer: a

39. **Which of the following supports safe digital transactions?**

a) Unverified apps

b) Encrypted and verified platforms

c) Forwarded WhatsApp links

d) Social media ads

✔ Answer: b

40. **What is the full form of B2C in e-commerce?**

a) Business to Customer

b) Buyer to Contact

c) Bank to Citizen

d) Brand to Company

✔ Answer: a

✔ Chapter 14: Digital Citizenship and Future Skills — 40 MCQs (with Answers)

1. **What is Digital Citizenship?**

a) Using paper records

b) Being a responsible user of digital technology

c) Government ID card

d) City citizenship

✔ Answer: b

2. **Which of the following is a characteristic of a good digital citizen?**
a) Cyberbullying
b) Sharing fake news
c) Respecting others online
d) Ignoring online rules
 Answer: c
3. **What are Future Skills?**
a) Traditional farming skills
b) Skills needed for digital and modern jobs
c) Cooking skills
d) None of these
 Answer: b
4. **Which skill is essential in the digital age?**
a) Typewriting
b) Digital Literacy
c) Telegraphy
d) Letter writing
 Answer: b
5. **Which of these is an example of critical thinking?**
a) Believing all online content
b) Analyzing information before sharing
c) Copying others blindly
d) Forwarding messages without reading
 Answer: b
6. **What does collaboration mean in digital learning?**
a) Learning alone
b) Working together using digital tools
c) Avoiding team work
d) Sending letters
 Answer: b
7. **Which is not a digital skill?**
a) Email writing
b) Using spreadsheets
c) Horse riding
d) Online research
 Answer: c
8. **What is digital etiquette?**
a) Manners in real life only
b) Responsible behavior online
c) Ignoring netiquette
d) Yelling in chat
 Answer: b
9. **Which of the following is a creative digital skill?**
a) Video editing
b) Cutting trees
c) Hammering
d) Welding
 Answer: a

10. **Which skill helps in problem solving online?**
a) Running
b) Coding and logical thinking
c) Memorizing facts
d) Drawing only
 Answer: b
11. **What is the purpose of digital literacy?**
a) Play games
b) Shop online
c) Use digital tools effectively and safely
d) Use typewriters
 Answer: c
12. **Which one is a component of digital citizenship?**
a) Responsibility
b) Hacking
c) Copy-paste behavior
d) Plagiarism
 Answer: a
13. **What is online safety?**
a) Giving passwords to friends
b) Using simple PINs
c) Protecting data and privacy
d) Ignoring threats
 Answer: c
14. **Which platform promotes future digital skills in India?**
a) MyGov
b) FutureSkills Prime
c) IRCTC
d) Aarogya Setu
 Answer: b
15. **Which is a wrong online behavior?**
a) Using strong passwords
b) Respecting privacy
c) Sharing harmful messages
d) Two-factor authentication
 Answer: c
16. **Which of the following is a 21st-century skill?**
a) Reading newspapers
b) Horseback riding
c) Digital communication
d) Typewriting
 Answer: c
17. **What is media literacy?**
a) Reading newspapers only
b) Understanding and analyzing digital content
c) Watching TV shows
d) Listening to radio
 Answer: b

18. **What does cyber ethics promote?**
a) Illegal downloading
b) Respect and responsibility online
c) Internet addiction
d) Cyberbullying
 Answer: b
19. **Which of the following is a secure digital practice?**
a) Sharing personal data
b) Clicking unknown links
c) Installing verified apps
d) Using free Wi-Fi for banking
 Answer: c
20. **Which one is not a future skill?**
a) Critical thinking
b) Problem solving
c) Plagiarism
d) Collaboration
 Answer: c
21. **What is online collaboration?**
a) Avoiding teamwork
b) Working with others via digital tools
c) Arguing on emails
d) Chatting only
 Answer: b
22. **What is an example of a digital portfolio?**
a) Paper resume
b) Printed report
c) Online profile with projects and achievements
d) School bag
 Answer: c
23. **Which platform helps you learn digital skills?**
a) YouTube
b) FutureSkills Prime
c) Instagram
d) SnapChat
 Answer: b
24. **Which is the safe way to behave on social media?**
a) Post fake content
b) Share only verified information
c) Forward hoaxes
d) Add strangers randomly
 Answer: b
25. **Which tool can be used for creating digital content?**
a) MS Paint
b) Camera
c) Video editor
d) All of the above
 Answer: d

26. **Which behavior is part of good netiquette?**
a) Sending threats
b) Respecting others' opinions
c) Trolling
d) Flaming
 Answer: b
27. **What is lifelong learning?**
a) Studying till age 25
b) Continuous skill development
c) Fixed syllabus
d) Only school education
 Answer: b
28. **Which is an example of critical digital thinking?**
a) Clicking random links
b) Believing viral videos
c) Verifying facts before sharing
d) Forwarding fake news
 Answer: c
29. **Which of these is a good digital communication platform?**
a) Google Meet
b) Telegram
c) Zoom
d) All of these
 Answer: d
30. **What is innovation in future skills?**
a) Using old technology
b) Copying others' work
c) Creating new ideas using digital tools
d) Avoiding technology
 Answer: c
31. **Which is an example of digital creativity?**
a) Drawing in MS Paint
b) Creating a YouTube channel
c) Designing graphics
d) All of these
 Answer: d
32. **Which of the following supports online project work?**
a) Google Docs
b) Notepad
c) Calculator
d) VLC
 Answer: a
33. **What is plagiarism?**
a) Giving credit to author
b) Copying someone's work without permission
c) Group discussion
d) Communication skill
 Answer: b

34. **Which is an example of problem-solving with technology?**
a) Using Google Maps
b) Writing with pen
c) Mailing letters
d) Walking to find direction
✓ Answer: a
35. **What is essential for cyber safety?**
a) Share OTPs
b) Use secure passwords
c) Click every ad
d) Keep auto-login
✓ Answer: b
36. **Which website provides certified digital courses in India?**
a) FutureSkills Prime
b) IRCTC
c) Myntra
d) Hotstar
✓ Answer: a
37. **Which skill helps you adapt to technology change?**
a) Flexibility and willingness to learn
b) Laziness
c) Fear of change
d) Ignoring updates
✓ Answer: a
38. **Which tool helps in group video communication?**
a) Zoom
b) Calculator
c) VLC
d) Notepad
✓ Answer: a
39. **What should you do when you see fake information?**
a) Forward it
b) Report it and don't share
c) Share for fun
d) Ignore and forget
✓ Answer: b
40. **Why is future skills learning important?**
a) To get better jobs and opportunities
b) To avoid technology
c) To reduce learning
d) To memorize books
✓ Answer: a

✓ Chapter 15: Major E-Governance Services and Schemes for Citizens of Rajasthan — 40
MCQs (with Answers)

1. **What is the purpose of e-Governance in Rajasthan?**
a) Increase paperwork
b) Delay services

- c) Provide quick, transparent, and accessible government services
- d) Replace computers with typewriters

✔ **Answer: c**

2. **What is the full form of Jan Aadhaar?**

- a) Janata Adhar Card
- b) Jan Aadhaar Yojana
- c) Janata Aadhaar Integration
- d) Jan Automatic Delivery

✔ **Answer: b**

3. **Which platform offers a single-window access to Rajasthan Government services?**

- a) RajSSO
- b) e-Ticket
- c) MyGov
- d) CBSE

✔ **Answer: a**

4. **Which ID is essential to access most digital services in Rajasthan?**

- a) Voter ID
- b) PAN
- c) Jan Aadhaar ID
- d) Ration Card

✔ **Answer: c**

5. **What is the eMitra portal used for?**

- a) Buying groceries
- b) Accessing government services
- c) Watching videos
- d) Writing documents

✔ **Answer: b**

6. **Which department manages the e-Mitra platform in Rajasthan?**

- a) Transport
- b) Social Welfare
- c) Department of IT & Communication
- d) Electricity Board

✔ **Answer: c**

7. **Which of the following is a benefit of Jan Aadhaar card?**

- a) Cash withdrawal
- b) Subsidy transfer and scheme benefits
- c) Health checkup
- d) Education only

✔ **Answer: b**

8. **Which mobile app gives access to Rajasthan Government services?**

- a) Aarogya Setu
- b) Jan Soochna App
- c) WhatsApp
- d) DigiLocker

✔ **Answer: b**

9. **Which of the following schemes is related to public welfare information sharing?**

- a) Jan Soochna Portal
- b) Aadhar Seva

- c) PMJAY
- d) Google Meet
- ✔ **Answer: a**

10. **What is the full form of BSBY?**

- a) Bhamashah Social Benefit Yojana
- b) Bhamashah Swasthya Bima Yojana
- c) Bharat Swasthya Bank Yojana
- d) Bhartiya Samajik Bachat Yojana
- ✔ **Answer: b**

11. **BSBY is related to which service?**

- a) Education
- b) Employment
- c) Health insurance
- d) Banking
- ✔ **Answer: c**

12. **What is the goal of the Jan Soochna Portal?**

- a) Hide government data
- b) Share public welfare scheme information
- c) Promote paid services
- d) Apply for ration card
- ✔ **Answer: b**

13. **Which ID integrates multiple family members in Rajasthan?**

- a) Jan Aadhaar
- b) PAN
- c) Passport
- d) Driving License
- ✔ **Answer: a**

14. **Which service provides citizen grievance redressal in Rajasthan?**

- a) WhatsApp
- b) Sampark Portal
- c) Facebook
- d) Twitter
- ✔ **Answer: b**

15. **Which scheme provides free smartphones and internet to women?**

- a) Shubh Shakti Yojana
- b) Indira Gandhi Smartphone Yojana
- c) Bhamashah Yojana
- d) Samriddhi Yojana
- ✔ **Answer: b**

16. **What is the benefit of RajSSO ID?**

- a) Single login for multiple government services
- b) Train ticket booking
- c) Only UPI services
- d) Shopping discounts
- ✔ **Answer: a**

17. **Which website is used to create RajSSO ID?**

- a) www.rajasthan.gov.in
- b) www.sso.rajasthan.gov.in

- c) www.nic.in
- d) www.iretc.co.in

Answer: b

18. **What is the aim of Rajasthan Sampark Portal?**

- a) Tourism booking
- b) Public grievance redressal
- c) Job creation
- d) Weather updates

Answer: b

19. **Which of these is not a feature of Jan Aadhaar Yojana?**

- a) Unified ID
- b) Scheme linkage
- c) Government job appointment
- d) Family registration

Answer: c

20. **Which portal offers access to over 300 government services in Rajasthan?**

- a) Google
- b) e-Mitra
- c) DigiLocker
- d) Microsoft

Answer: b

21. **Which ID was replaced by Jan Aadhaar in Rajasthan?**

- a) Voter ID
- b) Bhamashah ID
- c) Driving License
- d) Ration Card

Answer: b

22. **What is the function of the Jan Aadhaar mobile app?**

- a) Play music
- b) Apply and view government scheme status
- c) Order food
- d) Browse internet only

Answer: b

23. **Which of these is a welfare scheme for students?**

- a) Rajiv Gandhi Scholarship Portal
- b) PMJAY
- c) Indira Awas
- d) Jan Dhan

Answer: a

24. **Which portal allows online applications for caste certificates in Rajasthan?**

- a) RajCop
- b) e-Mitra
- c) DigiYatra
- d) Yuva Mitra

Answer: b

25. **Which platform supports RTI (Right to Information) requests in Rajasthan?**

- a) Jan Soochna Portal
- b) UPI App

- c) WhatsApp
- d) eBay

Answer: a

26. **How does e-Governance help in rural areas?**

- a) Delay services
- b) Increase corruption
- c) Provide remote access to services
- d) Restrict usage

Answer: c

27. **Which of the following is linked to Direct Benefit Transfer (DBT)?**

- a) PAN
- b) Passport
- c) Jan Aadhaar
- d) School ID

Answer: c

28. **Which Yojana provides cash benefits to girls for education in Rajasthan?**

- a) Shubh Shakti Yojana
- b) Ujjwala Yojana
- c) Kanya Vivah
- d) Beti Bachao

Answer: a

29. **Which app/portal provides scheme-wise benefit tracking in Rajasthan?**

- a) Jan Soochna
- b) Instagram
- c) ShareChat
- d) Hotstar

Answer: a

30. **What does the e-Mitra kiosk network do?**

- a) Sell mobile phones
- b) Provide doorstep government services
- c) Act as cyber cafes
- d) Organize rallies

Answer: b

31. **Which scheme provides free treatment to low-income families?**

- a) BSBY
- b) MNREGA
- c) Ayushman Bharat
- d) Mid-Day Meal

Answer: a

32. **Which department designed the Jan Soochna Portal?**

- a) Department of Agriculture
- b) Department of IT and Communication
- c) Education Department
- d) Transport Department

Answer: b

33. **Which ID can be used to avail pension services in Rajasthan?**

- a) Library ID
- b) PAN

- c) Jan Aadhaar ID
- d) Employee ID
- ✔ Answer: c

34. **Which scheme provides job cards in rural areas?**

- a) MNREGA
- b) BSBY
- c) Ayushman Bharat
- d) UPI
- ✔ Answer: a

35. **Which portal provides information about school and education services?**

- a) RajEducation Portal
- b) DigiLocker
- c) Jan Dhan
- d) Google Docs
- ✔ Answer: a

36. **Which mobile app shows family details and government entitlements?**

- a) Jan Aadhaar App
- b) Aarogya Setu
- c) DigiLocker
- d) RajNivas
- ✔ Answer: a

37. **Which platform offers electricity bill payment in Rajasthan?**

- a) Jan Soochna
- b) e-Mitra
- c) IRCTC
- d) WhatsApp
- ✔ Answer: b

38. **What is the key benefit of RajSSO?**

- a) Weather info
- b) Multiple services with one ID
- c) Passport issue
- d) Fitness training
- ✔ Answer: b

39. **What is the aim of Indira Gandhi Smartphone Yojana?**

- a) Promote mobile manufacturing
- b) Provide smartphones and internet to women
- c) Sell old phones
- d) Replace landlines
- ✔ Answer: b

40. **Which portal offers online complaint lodging in Rajasthan?**

- a) Sampark
 - b) Flipkart
 - c) IRCTC
 - d) Jan Aadhaar
 - ✔ Answer: a
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