

Assessment: Task 1 (Quiz Test)

Digital Skills (LCLM 4002)

Please answer all the questions (30 Questions) below. Each question carries 1 mark.

Total marks: 30

Name:

ID:

Total duration: 45 minutes

Group:

Version: 1

Question 1

What domain name indicates a non-profit organization?

- A. .org
- B. .co.uk
- C. .ac.uk
- D. .com

Question 2

Which MS 365 app does allow you to meet via video and/or audio call and collaborate with colleagues online?

- a. OneDrive
- b. Teams
- c. Streams
- d. Sway
- e. Outlook

Question 3

What is the name of the area in MS PowerPoint where all the tabs and tools are located?

- a. Title bar
- b. Quick access toolbar
- c. Ribbon
- d. Status bar

Question 4

In MS PowerPoint new slide option can be found in----- apart from the **Home** tab

- A. Transition
- B. Insert
- C. Design
- D. Animation

Question 5

_____ is not a part of a MS Word document

- (A) Quick access toolbar
- (B) Start Menu button
- (C) Home panel
- (D) View option

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Question 6

Which tab do you need to click in MS Word in order to select A4 size document?

- A. Home
- B. Review
- C. Layout
- D. Design

Question 7

A formula in Excel always begins with an _____

- A. Equal sign
- B. Colon
- C. Comma
- D. Space

Question 8

Excel is a program that is used to prepare a

- A. Slide presentation
- B. Spreadsheet
- C. Text document
- D. Database

Question 9

What does the following excel function produce [=COUNT]?

- A. Counts the number of cells in a range that contains numbers
- B. Calculates the mean of a group of values
- C. Calculates the sum of a group of values
- D. Counts the number of cells in a range that match a criteria

Question 10

Select all the text in MS Word document by

- (A) Ctrl +S
- (B) Ctrl+ 1
- (C) Ctrl+ A
- (D) Ctrl+ V

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Question 11

When writing an email to any university lecturer which box allows you to let your lecturer know what the message will be about?

- A. Focus
- B. Space
- C. Topic
- D. Subject

Question 12



What does this logo indicate?

- A. Outtake
- B. Open access
- C. Outlook
- D. Online access

Question 13



While using MS Teams, this symbol would indicate that your mic is working and you can be heard.

- ☐ True
- ☐ False

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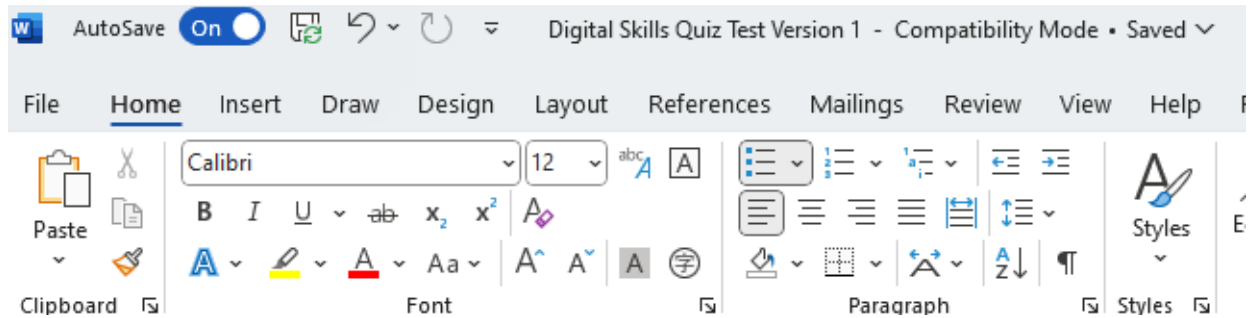
ID:

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Question 14



If I want to add a shape to my Word document, which toolbar would I need to click on?

- ☐ A. View
- ☐ B. Layout
- ☐ C. Draw
- ☐ D. Design
- ☐ E. Insert

Question 15



Which MS 365 app has this logo?

- A. Outlook
- B. Word
- C. Excel
- D. Skype
- E. OneDrive

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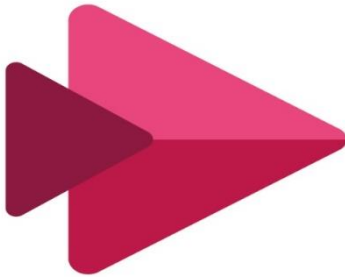
Group:

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Question 16

Which MS365 app has this logo?



- A. Share
- B. Scan
- C. Stream
- D. PowerPoint

Question 17

Using MS Word, I can create and insert a chart.

- ☐ True
- ☐ False

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Question 18

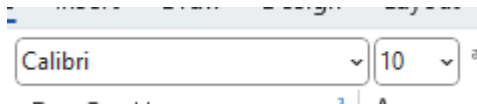
Free Wi-Fi connections can leave your device vulnerable to being hacked.

- ☐ True
- ☐ False

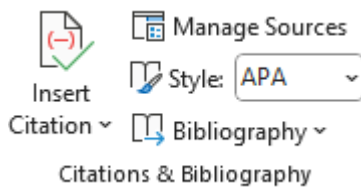
Question 19

Which of the following pictures represents the group tools under the **Reference** tab?

A.



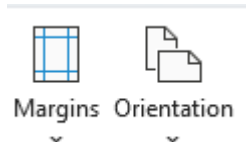
B.



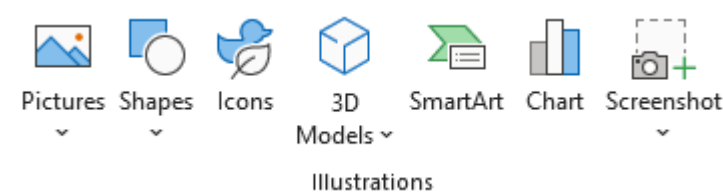
C.



D.



E.



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Question 20

If I want to put a chart into my MS Word document, what toolbars and tools would I need to click?

- A. Home – Chart
- B. Draw – Chart
- C. View – Chart
- D. Insert -- Chart

Question 21

What kind of activity can lead people to share personal data without realizing it?

- ☐ A. Turnitin
- ☐ B. Social Media
- ☐ C. Outlook

Question 22

In Excel, what does the function =SUM(A2:A6) mean?

- ☐ A. The average of the value in A2 to A6.
- ☐ B. The total of A2 and A6 values added together.
- ☐ C. The total of values in cells A2 to A6

Question 23

Which of the following is a comparison operator in Excel?

- A. %
- B. ^
- C. *
- D. >

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Question 24

Which of the following functions will use to find the highest number in a series of number?

- A. HIGH (B1:B3)
- B. MAXIMUM (B1:B3)
- C. MAX (B1:B3)
- D. None of the above

Question 25

What is the extension of saved file in MS Excel?

- A. .xls
- B. .xks
- C. .xos
- D. .xbs

Question 26

What is an example of a RANGE in MS Excel?

- A. (B2:F5)
- B. B2-F5
- C. B2:5F
- D. F5:B2

Question 27

90% of 80 can be obtained in Excel, except, with

- A. =90% x 80
- B. =90% * 80
- C. =90/100 * 80
- D. = 80*0.9

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Question 28

What can a computer virus do?

- A. Can delete files
- B. Can low down your computer,
- C. Can stop your device working properly
- D. All of the above

Question 29

What is the trusted tool for you to check whether a website can be trusted or not if you are unsure about it?

- a. <https://check.secureonline.org/>
- b. <https://check.staysafeonline.org/>
- c. <https://check.getsafeonline.org/>
- d. <https://check.safebrowsing.com/>

Question 30

What is a computer virus?

- a. A trusted software program.
- b. An unwanted program
- c. Hardware
- d. HDD