

Assessment: Task 1 (Quiz Test)

Digital Skills (LCLM 4002)

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

Name:

ID:

Group:

Total marks: 30

Total duration: 45 minutes

Version: 3

Question 1

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 2

Which sign does indicate to multiplication?

- A. Asterisk
- B. Caret
- C. Percent sign
- D. Forward slash

Question 3

Statistical calculations and preparation of tables and graphs can be done using ____.

- A. Adobe Photoshop
- B. Excel
- C. Notepad
- D. Power Point

Question 4

The ____ feature of MS Excel quickly completes a series of data?

- A. Auto Complete
- B. Auto Fill
- C. Fill Handle
- D. Sorting

Question 5

What is an example of a RANGE in MS Excel?

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

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Question 6

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

Question 7

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 8

A formula in Excel always begins with an _____

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

Question 9

What is the extension of saved file in MS Excel?

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

Question 10

What is a computer virus?

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

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Question 11



Which MS 365 app has this logo?

- ☐ A. Excel
- ☐ B. Xframe
- ☐ C. Express

Question 12

When writing an email to a 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 13

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

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Question 14

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 15

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 16

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

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

Question 17

What domain name indicates a commercial institution?

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

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Question 18

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 19



Which MS 365 app has this logo?

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

Question 20



Which MS 365 app has this logo?

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

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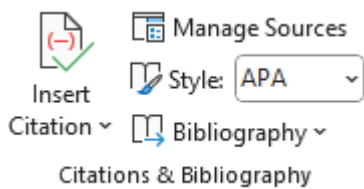
Question 21

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

A.



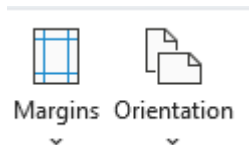
B.



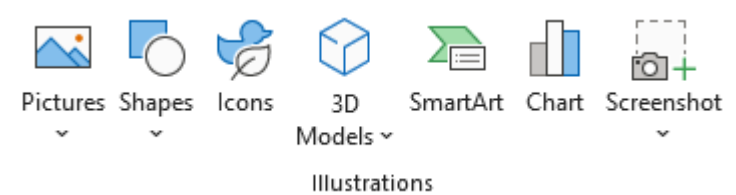
C.



D.



E.



Question 22

Which short cut key should be used for saving a document in MS PowerPoint?

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

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Question 23

_____ is not a part of a MS Word document

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

Question 24

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

- ☐ True
- ☐ False

Question 25

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 26

What are the basic rectangular building blocks of a spreadsheet?

- A. Cells
- B. Zoom slider
- C. Help button
- D. All of these

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Question 27

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

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

Question 28

A video link can be presented in a PowerPoint presentation by the help of the following tab-

- a. Home
- b. Slideshow
- c. View
- d. Insert

Question 29

Excel is a program that is used to prepare a

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

Question 30



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

- ☐ True
- ☐ False