

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: 2

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

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 3

What is a computer virus?

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

Question 4

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 5

Which of the following is a comparison operator in Excel?

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

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Question 6

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 7

What are the basic rectangular building blocks of a spreadsheet?

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

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 domain name indicates an academic institution?

- A. .co.uk
- B. .ac.uk
- C. .ed.uk
- D. .net.uk

Question 10

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

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

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Question 11



Which MS 365 App is this logo for?

- A. Word
- B. Web
- C. Waitingroom
- D. Workshop

Question 12

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 values in cells A2 to A6.

Question 13

OneDrive allows you to access the Microsoft 365 apps online.

- ☐ True
- ☐ False

Question 14

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

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Question 15

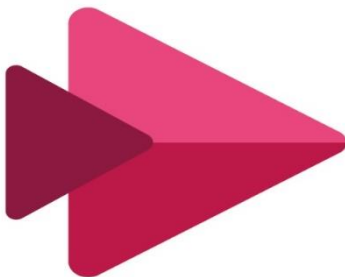


Which MS 365 app has this logo?

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

Question 16

Which MS365 app has this logo?



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

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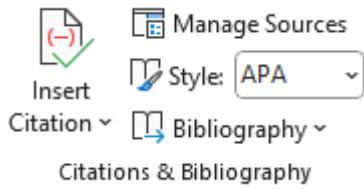
Question 17

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

A.



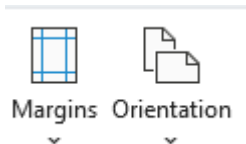
B.



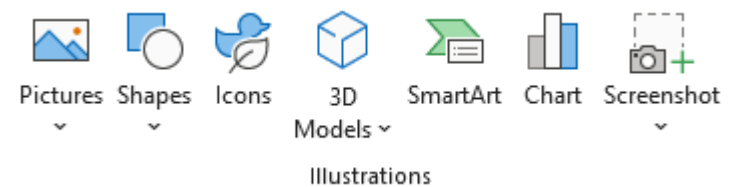
C.



D.



E.



Question 18

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

- ☐ True
- ☐ False

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Question 19

PowerPoint is used to create presentation files.

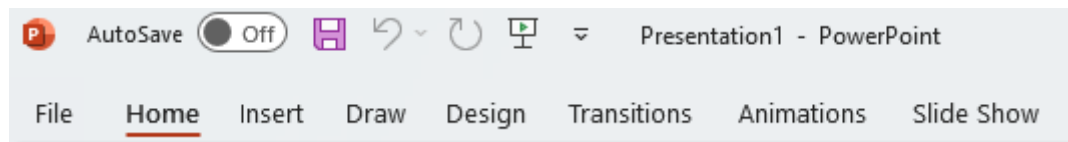
- ☐ True
- ☐ False

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



Which toolbar would you need to click in to make a picture spin on the slideshow?

- A. Transitions
- B. Draw
- C. Design
- D. Animations

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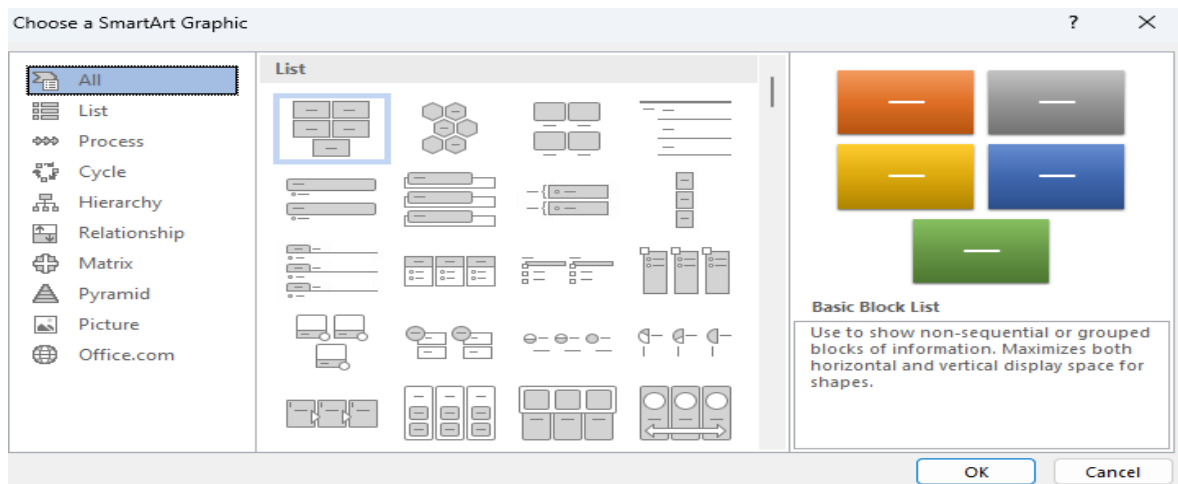
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Question 22



Which type of tool is the image above displaying?

- A. SmartText
- B. SmartArt
- C. Textboxes
- D. Art Zone

Question 23

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

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Question 24

Select all the text in MS Word document by

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

Question 25

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 26

What is the extension of saved file in MS PowerPoint?

- A. .xls
- B. .ppt
- C. .docx
- D. .pdf

Question 27

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

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

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Question 28

What is an example of a RANGE in MS Excel?

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

Question 29

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 30

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

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