

## **Answer Key: Digital Skills, Cybersecurity, and AI Essentials**

### Module-1: Google Workspace, Formulas and Digital Design

1. Which Google Workspace application is used for building simple websites without coding?

A. Google Sites

B. Google Docs

C. Canva

D. Google Drive

Answer: A. Google Sites

2. What are the access permissions you can share with your peers?

A. Edit

B. Comment

C. View

D. All of the above

Answer: D. All of the above

3. Best to access the Google Workspace applications in which browser?

A. FireFox

B. Microsoft Edge

C. Chrome

D. Safari

Answer: C. Chrome

4. Which of these is NOT a Google Workspace application?

- A. Google Chat
- B. Google Photos
- C. Google Meet
- D. Google Sheets

Answer: B. Google Photos

5. Which of these is an online collaboration tool for real-time document editing?

- A. Google Keep
- B. Google Docs
- C. Google Slides
- D. Google Sites

Answer: B. Google Docs

6. COUNTIF is used to:

- A. Count all numbers in a range
- B. Count cells only if they match a specific condition
- C. Add values that meet a condition
- D. Find the maximum value in a range

Answer: B. Count cells only if they match a specific condition

7. What is a macro in Excel?

- A. A tool to check spelling in worksheets
- B. A feature that stores and automates a sequence of steps
- C. A chart used for large datasets
- D. A function used to calculate totals

Answer: B. A feature that stores and automates a sequence of steps

8. When you add guests to a Google Calendar event, what happens automatically?

- A. Google Drive folder gets created
- B. Guests receive an email invite
- C. Event becomes private
- D. The event converts into a task

Answer: B. Guests receive an email invite

9. Why should “Enhanced Safe Browsing” be enabled?

- A. It speeds up downloads
- B. It blocks YouTube ads
- C. It provides extra protection against harmful websites
- D. It syncs bookmarks faster

Answer: C. It provides extra protection against harmful websites

10. Which extension is mainly used for recording presentations or screen tutorials?

- A. Adblock
- B. Loom
- C. Google Scholar Button
- D. Save to Google Drive

Answer: B. Loom

Module-2: Cybersecurity Essentials

1. According to the CIA Triad, which principle ensures that information is accurate and protected from unauthorized alterations?

- a) Confidentiality
- b) Availability
- c) Integrity
- d) Authenticity

Answer: c) Integrity

2. A suspicious email with a fake bank link represents which cybersecurity threat?

- a) Man-in-the-Middle Attack
- b) Brute-Force Attack
- c) DDoS Attack
- d) Phishing

Answer: d) Phishing

3. In the context of password security, which of the following is NOT a recommended practice?

- a) Using a password manager
- b) Changing passwords regularly
- c) Using your Date of Birth (DOB) or phone number
- d) Using a mix of letters, numbers, and symbols

Answer: c) Using your Date of Birth (DOB) or phone number

4. The 2022 cyberattack on AIIMS Delhi is an example of which type of threat?

- a) Phishing
- b) Ransomware
- c) Insider Threat

d) Denial of Service

Answer: b) Ransomware

5. What helps protect data during transmission?

a) Encryption

b) Formatting

c) Deletion

d) Rebooting

Answer: a) Encryption

6. Which of the following is a key visual indicator of a safe website using HTTPS?

a) A 'www' prefix

b) A lock icon in the address bar

c) No pop-up ads

d) A .com domain extension

Answer: b) A lock icon in the address bar

7. Which of the following is an example of Multi-Factor Authentication (MFA)?

a) Using a 12-character password

b) Clearing browser history

c) Receiving a One Time Password (OTP) or using Biometrics

d) Using Incognito mode

Answer: c) Receiving a One Time Password (OTP) or using Biometrics

8. Which of the following is a secure website address?

a) <http://example.com>

b) https://example.com

c) wwwexample.com

d) ftp://example.com

Answer: b) https://example.com

9. What is the primary function of a Firewall in cybersecurity protection?

a) It scans files for viruses

b) It encrypts your passwords

c) It creates a backup of your data

d) It acts as a barrier to protect devices from unauthorized access

Answer: d) It acts as a barrier to protect devices from unauthorized access

10. In a phishing attack flow, what typically happens immediately after a victim clicks on a phishing link?

a) The attacker demands a ransom

b) The victim visits a fake website designed to look like an original one

c) The system shuts down due to traffic overload

d) The attacker physically steals the computer

Answer: b) The victim visits a fake website designed to look like an original one

### Module-3: AI Essentials

1. Which of the following is NOT an application of AI?

A. Speech Recognition

B. Database Indexing

C. Autonomous Vehicles

D. Netflix Recommendations

Answer: B. Database Indexing

2. What is the primary goal of Artificial Intelligence?

A. To replace all human jobs

B. To create machines that simulate human intelligence

C. To develop faster computer hardware

D. To manage databases

Answer: B. To create machines that simulate human intelligence

3. Which learning type uses labelled data for training?

A. Deep Learning

B. Unsupervised Learning

C. Supervised Learning

D. Reinforcement Learning

Answer: C. Supervised Learning

4. Which of the following is the correct way to add single line comments in Python?

A. //This is a comment

B. #This is a comment

C. -- This is a comment

D. \*\*This is a comment

Answer: B. #This is a comment

5. A law firm wants to use an AI tool to quickly identify risky clauses in contracts. Explain how AI can help and mention one ethical concern the firm should consider.

Answer: AI can analyze contract text using natural language processing to flag risky clauses. Ethical concern is protection of confidential client data.

6. What is machine learning? Explain any two types of machine learning with suitable examples.

Answer: Machine learning enables systems to learn from data. Supervised learning uses labeled data such as spam detection. Unsupervised learning finds patterns in unlabeled data such as customer grouping.

7. What are variables in Python? Explain with examples.

Answer: Variables store data values in Python, for example `x = 10`, `name = "Boss"`, `price = 99.5`.