

# Digital Literacy Exam

## Section 1: Computer Basics (Questions 1-5)

1. **What is the main function of the CPU in a computer?**
  - A. Store data
  - B. Execute instructions and process information
  - C. Display visual information
  - D. Provide power to the computer
2. **Which of the following is NOT a type of computer?**
  - A. Desktop
  - B. Smartphone
  - C. Refrigerator
  - D. Laptop
3. **What is the purpose of an operating system?**
  - A. To manage hardware and software resources
  - B. To edit documents
  - C. To browse the internet
  - D. To design graphics
4. **Identify which of the following is an example of an input device:**
  - A. Monitor
  - B. Printer
  - C. Keyboard
  - D. Speaker
5. **How do you properly shut down a computer using Windows?**
  - A. Hold the power button for 10 seconds
  - B. Click 'Start', then select 'Shut Down'
  - C. Unplug the power cable
  - D. Press 'Ctrl + Alt + Delete'

## Section 2: Operating System Navigation (Questions 6-8)

6. **Which feature allows you to switch between applications in Windows?**
  - A. Desktop
  - B. Start Menu
  - C. Taskbar
  - D. Control Panel
7. **How do you adjust the screen brightness on most operating systems?**
  - A. Through the Task Manager
  - B. Using keyboard shortcuts or settings
  - C. By turning off the monitor
  - D. In the system files
8. **What is the purpose of the 'Control Panel' in Windows?**
  - A. To manage files and folders
  - B. To adjust system settings and preferences
  - C. To browse the internet

- D. To view multimedia content

### **Section 3: Word Processing Skills (Questions 9-10)**

9. Which file format is best used for saving a document for compatibility across different devices?
- A. DOCX
  - B. PDF
  - C. TXT
  - D. ODT
10. Which feature in word processing software allows you to add page numbers?
- A. Header and Footer
  - B. Table of Contents
  - C. Page Layout
  - D. Margins

### **Section 4: Spreadsheets (Questions 11-12)**

11. In a spreadsheet, what does a formula usually start with?
- A. =
  - B. +
  - C. @
  - D. #
12. Which of the following is NOT a function of spreadsheet software?
- A. Calculating totals
  - B. Formatting cells
  - C. Playing videos
  - D. Creating charts

### **Section 5: Presentation Software (Questions 13-14)**

13. What is the main purpose of presentation software like PowerPoint?
- A. To create and display slideshows
  - B. To manage files and folders
  - C. To edit photos
  - D. To browse the internet
14. Which of the following can you add to a presentation slide?
- A. Text
  - B. Images
  - C. Transitions
  - D. All of the above

### **Section 6: Internet Basics (Questions 15-16)**

15. What is a web browser used for?
- A. Sending emails

- B. Playing multimedia files
  - C. Accessing and viewing websites
  - D. Writing code
16. Which of the following is a safe browsing practice?
- A. Clicking on any link received via email
  - B. Only accessing secure websites (HTTPS)
  - C. Downloading unknown software
  - D. Sharing personal information on public forums

### **Section 7: Email and Digital Communication (Questions 17-18)**

17. What does 'CC' stand for when sending an email?
- A. Central Copy
  - B. Carbon Copy
  - C. Client Copy
  - D. Customer Contact
18. Which of the following is NOT an example of professional email etiquette?
- A. Using a formal greeting
  - B. Using slang and emojis
  - C. Checking for spelling errors
  - D. Being concise and polite

### **Section 8: Cybersecurity and Digital Safety (Questions 19-20)**

19. What is a strong password characteristic?
- A. A simple word like 'password'
  - B. A combination of letters, numbers, and symbols
  - C. Using only numbers
  - D. A repeated pattern like '123123'
20. How can you recognize a phishing email?
- A. It contains spelling and grammar mistakes
  - B. It asks for personal information or login details
  - C. It has an unfamiliar sender address
  - D. All of the above