



Selvam College of Technology



An Autonomous Institution

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Name of the Bundle	Office Productivity Bundle V1	Subject	Fundamentals of Computer & MS Word
Topic	Basics of IoT	Last updated on	24 September 2025

1. What type of software is a browser?

- a. System software
- b. Application software
- c. Development software
- d. Embedded software

Ans: b. Application software

Explanation: Application software refers to programs like browsers that perform specific tasks for users, such as accessing the internet.

2. What does "URL" stand for?

- a. Universal Resource Locator
- b. Uniform Resource Locator
- c. Unified Resource Locator
- d. Unique Resource Locator

Ans: b .Uniform Resource Locator

Explanation: URL stands for Uniform Resource Locator, which is the address used to access resources on the internet, such as web pages.

3. What is a browser?

- a. A tool to open websites
- b. A device to store files
- c. A program to write text
- d. A machine to play videos

Ans: a.A tool to open websites

Explanation: A browser is a tool used to open and view websites on the internet, like Chrome or Firefox.



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4. What is a URL?

- a. A web page
- b. A web address
- c. A program
- d. A file stored

Ans: b. A web address

Explanation: A URL (Uniform Resource Locator) is the web address or link that points to a specific website or page on the internet.

5. What is the correct structure of a URL?

- a. Subdomain - Domain Name - Top-Level Domain – Protocol
- b. Top-Level Domain - Domain Name - Protocol - Subdomain
- c. Protocol - Subdomain - Domain Name - Top-Level Domain
- d. Domain Name - Protocol - Subdomain - Top-Level Domain

Ans: c. Protocol - Subdomain - Domain Name - Top-Level Domain

Explanation: The correct structure of a URL is: Protocol - Subdomain - Domain Name - Top-Level Domain. Example: https://www.google.com [https (Protocol) - www (Sub domain) - google (Domain Name) - .com (Top-Level Domain)]

6. What are top-level domain names?

- a. The end of website names like .com
- b. The title of a website
- c. The first part of a web address
- d. A tool to open websites

Ans: a. The end of website names like .com

Explanation: Top-level domains are the last part of website addresses, like .com or .org.



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7. What does the address bar in a web browser show?

- a. Shows settings
- b. Displays time
- c. Shows the websites address
- d. Shows version

Ans: c. Shows the websites address

Explanation: The address bar in a web browser shows the URL (Uniform Resource Locator) of the website or web page that you are currently viewing.

8. What is Google Chrome?

- a. Browser
- b. Search Engine
- c. Email Client
- d. Website

Ans: a. Browser

Explanation: Google Chrome is a web browser developed by Google, used for accessing and navigating the internet. It is not a search engine, email client, or website.

9. What does "Search Engine" mean?

- a. A tool for finding information on the internet
- b. A place to save files
- c. A way to send messages
- d. A program to make videos

Ans: a. A tool for finding information on the internet

Explanation: A search engine helps users find information on the internet, like Google.



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10. The first page of the website is called a _____.

- a. Initial Page
- b. Mother Page
- c. Home Page
- d. Start Page

Ans: c. Home Page

Explanation: The first page of a website is referred to as the Home Page, which typically serves as the main entry point for visitors to navigate the site.

11. What does "WWW" stand for?

- a. World Wide Web
- b. Web World Wide
- c. World wide Window
- d. Web World Web

Ans: a. World Wide Web

Explanation: "WWW" stands for World Wide Web, which is a system of interlinked hypertext documents accessed via the internet.

12. What is the shortcut key to open a new tab in Google Chrome?

- a. Ctrl+T
- b. Ctrl+K
- c. Ctrl+N
- d. Ctrl+S

Ans: a. Ctrl+T

Explanation: The shortcut key Ctrl+T is used in Google Chrome to open a new tab, allowing users to quickly navigate to different web pages.



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13. Which of the following is used to view information on a website?

- a. Modem
- b. Web Browser
- c. DNS
- d. Facebook

Ans: b. Web Browser

Explanation: A Web Browser is the software application used to access and view information on websites. It retrieves web pages from the internet and displays them to the user.

14. What is the best way to get more specific search results on a search engine?

- a. Use general terms
- b. Use specific keywords
- c. Use only one word
- d. Search for random terms

Ans: b. Use specific keywords

Explanation: Using specific and relevant keywords helps narrow down search results and improves the chances of finding the exact information you need.

15. Which operator can you use to search for an exact phrase on Google?

- a. Using brackets []
- b. Using quotation marks " "
- c. Using a hyphen -
- d. Using asterisk *

Ans: b. Using quotation marks " "

Explanation: Quotation marks allow you to search for an exact phrase, ensuring that the results contain the exact wording you are looking for.



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16. What happens when you add a hyphen (-) before a word in your search query?

- a. Includes the word in the search
- b. Excludes the word from the search
- c. Highlights the word
- d. Repeats the word

Ans: b. Excludes the word from the search

Explanation: The hyphen operator tells the search engine to exclude results that contain that specific word, helping you filter out irrelevant information.

17. How can you find the latest articles on a topic?

- a. Use an advanced search filter to sort by date
- b. Use general search terms
- c. Add "recent" to the search query
- d. Check the first result only

Ans: a. Use an advanced search filter to sort by date

Explanation: Most search engines have options to filter results by date, allowing you to find the most recent information on a topic.

18. How can you search for information on Google from a specific time period?

- a. Using "daterange:"
- b. Using "since:" and "until:"
- c. Using the "Tools" option to filter by date
- d. Using "range:" followed by dates

Ans: c. Using the "Tools" option to filter by date

Explanation: Google allows you to filter search results by time range through the "Tools" option, making it easier to find content published within a specific period.



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19. What is the key rule to remember when communicating with others online?

- a. Be as honest as possible, even if it hurts someone's feelings
- b. Treat others with respect and kindness
- c. Ignore everyone
- d. Share personal information openly

Ans: b. Treat others with respect and kindness

Explanation: Just like in real-life interactions, respectful and kind behavior is essential in online communication to maintain positive and healthy interactions.

20. What is Netiquette?

- a. Good behavior on the Internet.
- b. A tool for sending emails
- c. A type of computer virus
- d. A type of network cable

Ans: a. Good behavior on the Internet.

Explanation: Netiquette means being polite and respectful when communicating online.

21. What should you do if you receive a text or email from an unknown sender?

- a. Open it right away and reply.
- b. Call the police.
- c. Delete it without opening it.
- d. Leave it in your inbox for later.

Ans: c. Delete it without opening it.

Explanation: It's safest to delete messages from unknown senders to protect your personal information.

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22. How can you keep your online accounts safe?

- a. Use only small letters in your password.
- b. Share your birthday online.
- c. Create strong passwords with letters, numbers and symbols.
- d. Keep the same password forever.

Ans: c. Create strong passwords with letters, numbers and symbols.

Explanation: This choice helps protect your accounts, while the others are not safe.

23. Which of the following is an example of responsible online behavior?

- a. Sharing private conversations without permission
- b. Respecting others' privacy and getting consent before sharing content
- c. Posting false information for attention
- d. Trolling or harassing others for fun

Ans: b. Respecting others' privacy and getting consent before sharing content.

Explanation: It's essential to respect people's privacy online and always ask for permission before sharing anything about them.

24. What should you do if someone online asks for your personal information, like your address or phone number?

- a. Share it only if they seem trustworthy
- b. Never share personal information with strangers online
- c. Give the information if it's asked for in a game
- d. Ask why they need it, then decide

Ans: b. Never share personal information with strangers online

Explanation: It's important to protect your personal information online. Sharing it with strangers can lead to identity theft, scams, or other security issues.



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25. What should you avoid sharing on social media?

- a. Beautiful nature picture.
- b. Your personal information.
- c. Pictures of your pets.
- d. General Quotes

Ans: b. Your personal information.

Explanation: Sharing personal details like your address and birthday can put your privacy at risk, while the other options are generally safe to share.

26. What should you be cautious about when using free Wi-Fi?

- a. It's always safe.
- b. Others might see your activity.
- c. You can share anything.
- d. You can shop without worry.

Ans: b. Others might see your activity.

Explanation: Using free Wi-Fi can be risky because others may access your information.

27. What should you check for in emails that seem suspicious?

- a. They have a lot of pictures.
- b. list of familiar email addresses.
- c. They have spelling errors or a strange email address.
- d. They ask about your favorite movie.

Ans: c. They have spelling errors or a strange email address.

Explanation: Spelling errors and unusual email addresses can be signs of spam or phishing emails.



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28. How can you tell if a website is secure?

- a. The site has many ads.
- b. The URL starts with "http."
- c. There's a lock symbol and the URL starts with "https."
- d. The site is very popular.

Ans: c. There's a lock symbol and the URL starts with "https."

Explanation: A lock symbol and "https" indicate that the site is secure.

29. What can provide extra protection when using the Internet?

- a. Installing anti-virus software.
- b. Using only free Wi-Fi.
- c. Ignoring updates.
- d. Clicking on every link.

Ans: a. Installing anti-virus software.

Explanation: Anti-virus software helps protect against malware and other online threats.

30. What is a bookmark in a web browser?

- a. A way to change the browser settings.
- b. A feature to save a website's URL for easy access later.
- c. A tool for deleting browsing history.
- d. A type of internet security.

Ans: b. A feature to save a website's URL for easy access later.

Explanation: Bookmarks allow users to quickly return to saved web pages.



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31. What is the correct order of steps to create a bookmark in a web browser?

1. Open the website.
 2. Click the star icon.
 3. Name the bookmark.
 4. Choose a folder.
 5. Save the bookmark.
- a. 1, 2, 3, 4, 5
 - b. 2, 1, 3, 5, 4
 - c. 1, 3, 2, 4, 5
 - d. 3, 1, 4, 5, 2

Ans: a. 1, 2, 3, 4, 5

Explanation: The correct order of steps to create a bookmark is to first open the website, then click the star icon, name the bookmark, choose a folder, and finally save it.

32. What is the purpose of creating a folder when saving a bookmark?

- a. To change the website's content.
- b. To organize bookmarks for easy access.
- c. To delete the bookmark later.
- d. To increase internet speed.

Ans: b. To organize bookmarks for easy access.

Explanation: creating a folder helps keep bookmarks organized and easy to find later.



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33. What are browser cookies?

- a. Files that websites create to save information.
- b. Programs that make the internet faster.
- c. Apps that block ads.
- d. Files that delete themselves.

Ans: a. Files that websites create to save information.

Explanation: Cookies store browsing data to make online experiences easier.

34. What is an e-mail?

- a. A way to send and receive messages
- b. A way to play music
- c. A tool to edit photos
- d. A method to make calls

Ans: a. A way to send and receive messages

Explanation: E-mail is a way to send messages electronically using computers and phones.

35. Which of these is the correct email address?

- a. userName@website@com
- b. userName.website.com
- c. userName.website@com
- d. local part @ domain.com

Ans: d.local part @ domain.com

Explanation: The correct email address format is local part @ domain.com. Example :
Sct123@includehelp.com



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36. What are the types of email?

- a. Informal, semi-formal and formal
- b. Personal and business
- c. Social and news
- d. Photo and video

Ans: a. Informal, semi-formal and formal

Explanation: The main types of email are informal for casual chats, semi-formal for mixed use, and formal for official messages.

37. What is an informal email?

- a. A casual message to friends
- b. A work email
- c. A job application
- d. A newsletter

Ans: a. A casual message to friends

Explanation: Informal emails are used for casual chats with friends and family.

38. What is a semi-formal email?

- a. A message to family
- b. A mix of casual and work messages
- c. A job email
- d. A fun invitation

Ans: b. A mix of casual and work messages

Explanation: Semi-formal emails are used when the relationship is both personal and professional.



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39. "@" in an email address is used to ____.

- a. Separate username from the domain name
- b. Create password for email
- c. Add strength to email
- d. None of these

Ans: a. Separate username from the domain name

Explanation: @ in email is used to separate the username from the domain name.

example : sct123@includehelp.com.

40. What is a formal email?

- a. A casual chat
- b. A message for work
- c. A fun note
- d. A family email

Ans: b. A message for work

Explanation: Formal emails are used for official communication, like job applications.

41. What is the Gmail interface?

- a. The layout of the Gmail app
- b. A tool for editing photos
- c. A way to play games
- d. A program for making calls

Ans: a. The layout of the Gmail app

Explanation: The Gmail interface is how the Gmail app looks and works, showing where to send and read emails.



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42. How many default Gmail menu options are there?

- a. 5
- b. 7
- c. 10
- d. 12

Ans: b. 7

Explanation: Gmail has seven default menu options: Inbox, Sent, Drafts, Spam, Trash, All Mail, and Categories.

43. Where are received emails stored in Gmail?

- a. Inbox
- b. Sent
- c. Drafts
- d. Spam

Ans: a. Inbox

Explanation: Received emails are stored in the "Inbox" menu, where users can view and manage incoming messages.

44. Where can you find important emails marked with a star in Gmail?

- a. Starred
- b. Inbox
- c. Sent
- d. Trash

Ans: a. Starred

Explanation: Emails marked as important with a star are saved in the "Starred" menu for easy access.



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45. Where are incomplete emails stored in Gmail?

- a. Drafts
- b. Sent
- c. Trash
- d. Inbox

Ans: a. Drafts

Explanation: Incomplete emails that are not yet sent are saved in the "Drafts" menu so users can finish and send them later.

46. Spam is also known as?

- a. Junk or unwanted mail
- b. Important mail
- c. Sent mail
- d. Starred mail

Ans: a. Junk mail or unwanted mail

Explanation: Spam is often referred to as "junk mail" and includes unwanted or unsolicited emails.

47. What are sent emails?

- a. Emails that are incomplete
- b. Emails that are deleted
- c. Emails that have been sent to someone
- d. Emails that are unread

Ans: c. Emails that have been sent to someone

Explanation: Sent emails are messages that have been successfully delivered to others and are stored in the "Sent" folder.



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48. What is the "Search" option in Gmail used for?

- a. To find specific emails
- b. To delete emails
- c. To send new emails
- d. To mark emails as important

Ans: a. To find specific emails

Explanation: The "Search" option in Gmail allows users to quickly find specific emails by typing keywords, names, or addresses.

49. How can you search for emails in Gmail?

- a. By marking all as read
- b. By deleting all emails
- c. By sending a new email
- d. By typing keywords in the search bar

Ans: d. By typing keywords in the search bar

Explanation: To search for emails in Gmail, users can type keywords, names, or email addresses in the search bar at the top of the page.

50. Which is not a medium for Email ?

- a. Intranet
- b. Internet
- c. Extranet
- d. Paper

Ans: d. Paper

Explanation: Email is transmitted through electronic mediums like the Internet, Intranet, and Extranet, while paper is a physical medium and not used for email communication.



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51. What is the inbuilt Google Apps option used for?

- a. To switch between different Google applications
- b. To delete Google accounts
- c. To create new email accounts
- d. To change password settings

Ans: a. To switch between different Google applications

Explanation: The inbuilt Google Apps option allows users to easily switch between various Google applications, such as Gmail, Drive, Docs, Sheets, and more.

52. Which of the following is mandatory for sending an E-mail?

- a. Body
- b. Receiver's Mail Id
- c. Attachment
- d. Subject

Ans: b. Receiver's Mail ID

Explanation: The sender's email ID is mandatory to send an email, while the body, subject, and attachment are optional depending on the context.

53. _____ is allows the user to send a file with Email.

- a. Messenger
- b. Draft
- c. Attachments
- d. sent

Ans: c. Attachments

Explanation: Attachments enable users to send files along with their emails, allowing for the sharing of documents, images, and other types of files.



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54. Deleted Emails are stored in _____.

- a. Drafts
- b. Trash
- c. Sent
- d. Inbox

Ans: b.Trash

Explanation: Deleted emails are moved to the "Trash" folder, where they can be recovered or permanently deleted later.

55. What does the "To" field indicate in an email?

- a. A hidden recipient
- b. A reference for information
- c. A copy for later
- d. The main recipient's email

Ans: d. The main recipient's email

Explanation: The "To" field specifies the main recipient of the email.

56. What does "Cc" mean in an email?

- a. Carbon copy
- b. Confidential copy
- c. Copy for everyone
- d. Central communication

Ans: a. Carbon copy

Explanation: "Cc" means "Carbon copy" and sends a copy to someone not the main recipient.



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57. What does "Bcc" stand for in an email?

- a. Blind carbon copy
- b. Basic carbon copy
- c. Bulk carbon copy
- d. Broad carbon copy

Ans: a. Blind carbon copy

Explanation: "Bcc" means "Blind carbon copy," hiding addresses from other recipients.

58. What is the purpose of the "To" field in an email?

- a. To send a copy to others
- b. To indicate the primary recipient
- c. To hide recipient addresses
- d. To draft the email

Ans: b. To indicate the primary recipient

Explanation: The "To" field shows who the main recipient of the email is.

59. What is the main advantage of using email?

- a. Instant delivery
- b. Requires a meeting
- c. Limited to one device
- d. Needs a stamp

Ans: a. Instant delivery

Explanation: Email allows messages to be sent and received quickly.



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60. What is a major disadvantage of using email?

- a. It is always free
- b. It can be easily hacked
- c. It requires a computer
- d. It is faster than Post

Ans: b. It can be easily hacked

Explanation: Emails can be vulnerable to hacking and unauthorized access, compromising privacy.

61. What is email ethics?

- a. The rules for writing letters
- b. The principles for behavior in emails
- c. The laws about internet use
- d. The guidelines for using social media

Ans: b. The principles for behavior in emails

Explanation: Email ethics refer to the principles that guide our behavior when sending and receiving emails, including appropriate language and manners.

62. Which of the following is included in email ethics?

- a. Using informal language
- b. Ignoring spelling and grammar
- c. Using appropriate language and manners
- d. Sending emails at any time

Ans: c. Using appropriate language and manners

Explanation: Email ethics include guidelines about using appropriate language, spelling, grammar, and maintaining good manners in communications.



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63. When should you use "Reply All" in an email chain?

- a. Every time you reply
- b. When your response is relevant to all recipients
- c. Only when replying to the sender
- d. Never, it should not be used

Ans: b. When your response is relevant to all recipients

Explanation: "Reply All" should be used only if your response is necessary for all participants in the email conversation, to avoid unnecessary clutter.

64. Which of the following is inappropriate to include in a professional email?

- a. Formal salutations
- b. Emojis and slang
- c. Clear and respectful language
- d. Contact information

Ans: b. Emojis and slang

Explanation: In professional emails, it's important to maintain formal language. Emojis and slang may come across as unprofessional and disrespectful.

65. What is the recommended tone for professional emails?

- a. Casual and informal
- b. Sarcastic
- c. Clear, concise and respectful
- d. Very lengthy and detailed

Ans: c. Clear, concise and respectful

Explanation: Professional emails should be polite, direct, and respectful to ensure effective communication without unnecessary information.



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66. What is the best way to address someone in a professional email if you don't know their name?

- a. "Hey there"
- b. "To whom it may concern"
- c. "Dear Sir/Madam"
- d. "Hi buddy"

Ans: c. "Dear Sir/Madam"

Explanation: "Dear Sir/Madam" is the most appropriate formal salutation when you don't know the recipient's name. Other options are too casual or inappropriate for professional communication.

67. When should you use the "CC" field in an email?

- a. To send a hidden copy to someone
- b. To copy people who only need to be informed
- c. To ask for feedback from all recipients
- d. To make the email look important

Ans: b. To copy people who only need to be informed

Explanation: The "CC" (Carbon Copy) field is used to inform recipients who don't need to take direct action but should be aware of the conversation.

68. What is the primary function of the "BCC" field?

- a. To send an email to yourself
- b. To send a copy to your boss
- c. To hide email addresses from other recipients
- d. To add attachments securely

Ans: c. To hide email addresses from other recipients

Explanation: The "BCC" (Blind Carbon Copy) field prevents recipients from seeing each other's email addresses, which is useful when sending mass emails to protect privacy.



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69. What should you do if you receive a confidential email that isn't meant for you?

- a. Forward it to others
- b. Ignore it
- c. Inform the sender about the mistake and delete it
- d. Respond asking for more details

Ans: c. Inform the sender about the mistake and delete it

Explanation: It's important to respect confidentiality. Informing the sender allows them to take corrective action, and deleting the email ensures the sensitive information is not misused.

70. What should you avoid when sending a professional email?

- a. Using formal salutations
- b. Using humor, slang or emojis
- c. Being polite and respectful
- d. Proofreading your message

Ans: b. Using humor, slang or emojis

Explanation: In professional emails, using slang, humor, or emojis can appear unprofessional. It's important to maintain a formal and respectful tone.

71. When is it acceptable to use "Reply All"?

- a. Always, to keep everyone in the loop
- b. Only when your response is relevant to all recipients
- c. Whenever you want to share personal updates
- d. Never, to avoid cluttering inboxes

Ans: b. Only when your response is relevant to all recipients

Explanation: "Reply All" should be used sparingly and only if your response is important for everyone in the email thread, to prevent unnecessary inbox clutter.



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72. How should you handle email attachments?

- a. Attach as many files as possible
- b. Mention the attachments in the email body
- c. Assume the recipient will notice them
- d. Attach without checking the file size

Ans: b. Mention the attachments in the email body

Explanation: Informing the recipient about attachments in the email body ensures they don't miss any important files and helps clarify their purpose.

73. What should you do if you realize you've sent an email with incorrect information?

- a. Send a follow-up email to correct the mistake
- b. Ignore the mistake and hope no one notices
- c. Blame someone else for the error
- d. Delete the email

Ans: a. Send a follow-up email to correct the mistake

Explanation: Promptly sending a follow-up email with the correct information shows professionalism and helps avoid confusion.

74. Why is it important to use proper grammar and spelling in professional emails?

- a. To show off your language skills
- b. To make the email longer
- c. To ensure clarity and professionalism
- d. To impress your boss

Ans: c. To ensure clarity and professionalism

Explanation: Proper grammar and spelling make emails easier to understand and reflect professionalism, helping you communicate clearly and effectively.



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75. Which of the following is NOT a best practice when composing a professional email?

- a. Keeping the email concise and to the point
- b. Using informal abbreviations like "u" for "you"
- c. Using formal language and tone
- d. Including a clear call to action

Ans: b. Using informal abbreviations like "u" for "you"

Explanation: Using informal abbreviations can come across as unprofessional. Always use proper language and avoid shortcuts to maintain a formal tone.

76. Which of the following is NOT a search engine?

- a. Google
- b. Bing
- c. Yahoo
- d. Facebook

Ans: d. Facebook

Explanation: Google, Bing, and Yahoo are search engines that allow users to search for information on the web. Facebook, on the other hand, is a social media platform, not a search engine.

77. Which keyboard shortcut is often used to add a bookmark?

- a. Ctrl + D
- b. Ctrl + P
- c. Ctrl + S
- d. Ctrl + F

Answer: a. Ctrl + D

Explanation: In most web browsers, the shortcut "Ctrl + D" (or "Cmd + D" on Mac) is used to quickly add the current webpage as a bookmark. This allows users to save the URL for easy access later.



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78. Which domain is commonly used for educational purposes?

- a. .com
- b. .org
- c. .edu
- d. .net

Ans: c. .edu

Explanation: The ".edu" domain is typically used by educational institutions, such as universities, colleges, and schools. It is a restricted domain, meaning only accredited institutions are allowed to use it.

79. Which domain is commonly used for government agencies?

- a. .org
- b. .gov
- c. .edu
- d. .com

Ans: b. .gov

Explanation: The ".gov" domain is specifically reserved for U.S. government entities and agencies. This TLD indicates that the website belongs to a governmental organization, helping users identify official government resources and information.