

DIGITAL LITERACY TEST

Student Full Name	
Student ID (If known)	
Date of Test	
Qualification Enrolling in	
Student Signature	

DIGITAL LITERACY ASSESSMENT

All students are required to complete this digital literacy assessment prior to the commencement of a course. The purpose of this test is to determine whether you may require additional digital support in order to complete the course successfully. This way, we can tell you prior to your commencement if we are able to provide the level of digital support you require or if support from external agencies may be required.

The Digital Literacy Assessment is a short test that determine whether a person has basic skills needed to perform tasks on computer and online. These skills may be required when you are seeking employment or furthering your education. This assessment also tests your ability and skill to find, evaluate, utilise, share, and create content using information technologies and the Internet.

Self-Assessment Test

1. Please respond to each of the following questions by putting a tick (✓) in the box at the appropriate spot: 'Yes' or 'No'.

Sr. No.	Questions	Yes	No
1	Do you understand the basic functions of computer hardware components (e.g., Keyboard, Mouse, Screen, etc.?)		
2	Do you have a personal homepage or a personal portfolio on the web?		
3	Do you use keyboard shortcuts?		
4	Do you use the computer for learning purposes?		
5	Do you find it easy to learn something by reading it on the computer screen?		
6	Do you find it easy to learn something by watching it on the computer screen?		
7	Do you use social networking services?		
8	Do you feel competent in using digital learning resources?		
9	Do you have mobile apps you use for language learning purposes?		
10	Can you change computer screen brightness and contrast?		
11	Can you minimize, maximize and move windows on the computer screen?		
12	Can you use a 'search' command to locate a file?		
13	Can you copy files onto a USB drive?		

2. On a rating of 1 to 10 (1 being Do Not Know, 5 being Acceptable and 10 being Frequent User), How would you rate your skills for using each of the followings?

Sr. No.	Skills	Rating
1	Microsoft Word or Equivalent (Word processing)	

2	Microsoft Excel or Equivalent (Data processing)	
3	Microsoft PowerPoint or Equivalent (Presentation processing)	
4	Emailing or similar communication	
5	Learning Management System	
6	Social Networking	
7	File Sharing sites (E.g., One Drive or Dropbox)	
8	Web Search Engines (e.g., Google, Bing, etc.)	
9	Video Conferencing or similar communication sites (e.g., zoom, Teams, etc.)	
10	Use of Digital Services and Tools (Accessing E-books, etc.)	

Digital Literacy Test

1. What does this symbol represents on a Windows desktop?
 - a) Wi-Fi
 - b) Microwave
 - c) Sound
 - d) Phone



2. What does the following image shown on a Windows Desktop represents?
 - a) The computer is connected through an ethernet connection on the LAN.
 - b) The computer is not connected through an ethernet connection on the LAN.
 - c) The computer requires an ethernet connection to be operational.
 - d) There is no ethernet connection available on the PC drive.
3. Given below are 2 statements: Choose the correct answer.
 Statement 1: A .doc file is a common file type for the text documents.
 Statement 2: jpeg file is a common file type for video and photo files.
 - a) Both Statement 1 and 2 are True.
 - b) Both Statement 1 and 2 are False.
 - c) Statement 1 is True, but Statement 2 is False.
 - d) Statement 1 is False, but Statement 2 is True.
4. Which of the following keyboard shortcuts will help you align text in the middle in MS Word?
 - a) Alt + E
 - b) Ctrl + E
 - c) Alt + M
 - d) Ctrl + E

5. Both Wi-Fi and Bluetooth offer wireless communication between devices. Bluetooth is useful when:
(Choose the most appropriate answer).
A: Transferring data between 2 or more devices which are less than 30 meters apart.
B: The speed of data transmission is not critical.
C: Using high bandwidth applications.
- A and B only
 - A and C only
 - B and C Only
 - A, B and C
6. Which of the following is not considered as a form of secondary storage?
- RAM
 - Optical Disk
 - Flash drive
 - Magnetic Tape
7. Virtual memory means:
- An extremely large main memory.
 - An extremely large secondary memory.
 - An illusion of extremely large main memory.
 - A type of memory used in super computers.
8. Scanner is an example of:
- Music device.
 - Output device.
 - Input device.
 - None of the above.
9. Software is used to instruct the computer as what to do and how to do.
- True.
 - False.
10. Your friend travels to another country for an on-site business project. You want to tell him about your new job by sending him an e-mail message from your computer. Which of the following devices will you use to connect your computer to the Internet?
- Printer
 - Scanner
 - Modem
 - Sound Card

11. You want to know more about different business strategies. You connect your computer to the Internet to find information based on the keyword "business strategies." Which of the following features of the World Wide Web (WWW) will you use?
- Search engine
 - Plug-in
 - Uniform Resources Locator (URL)
 - World Wide Web (www).
12. Stephan creates a business presentation by using Microsoft Office PowerPoint® 2010. He saves it with the name Presentation.ppt. Stephan opens the file to make some changes, and he wants to save it with a different name. Which of the following commands on the File menu will Stephan use to save the file with a different name?
- Save
 - Save As
 - Send To
 - Page Setup
13. Nina uses Office Excel 2010 to create a work plan for her team. She wants to print the plan and discuss it with the team members in a meeting. Which of the following menus will Nina use to print the plan?
- File
 - View
 - Format
 - Tools
14. The _____ shows what files and applications are open.
- Shortcut Menu
 - Documents Library
 - Taskbar
 - Start Button
15. "Desktop" is a computer term that refers to:
- The initial screen showing icons for folders, files, and applications.
 - The part of your work area where the computer monitor sits.
 - Something that can and should be ignored by most users.
 - The list of all the contents on a particular computer.
16. When you are connected to the internet, you are:
- Online
 - Offline
 - Outline
 - Out of the line

17. Any computer parts that you can actually touch are considered to be:

- a) Software
- b) Systems
- c) Platforms
- d) Hardware

18. Microsoft Edge, Internet Explorer, Firefox, Opera, and Google Chrome are all examples of this type of software?

- a) Search Engine
- b) Text Editor
- c) Web Browser
- d) Operating System

19. In the space provided below, what is the difference between copy and paste; and cut and paste?

20. In the space given below, what daily routine tasks do you do using the Internet?

21. In the space provided below, in a simple sentence identify the difference between hardware and software.

22. In the space provided below, write any 3 C's of the digital literacy?