**Hello Teacher! Congrats on getting onboard the digital literacy training of Kaduna Digital Literacy Acceleration Project [KADILAP], this baseline assessment is designed to help us understand how much you know prior to signing up and to give you insights as to what you’ll be learning during the course of your one-month training experience.**

**Just answer the questions based of your current knowledge and do not be under pressure to get the answers correct, after the training however, we believe you’ll ace these questions when you come across them a month later.**

|  |  |  |
| --- | --- | --- |
| **Full Name:** |  |  |
| **Email Address:** |  | **Gender:** |
| **Local Government Area:** |  | **Age:** |
| **Date:** |  |  |

1. Which choice is an example of a common personal computing device?
2. Smart Phone
3. Desktop
4. Laptops
5. All of these answers
6. Flash and thumb drives typically plug in to which port on a computer?
   1. DVI
   2. USB
   3. VGA
   4. HDMI
7. Which two components do all computers have?
8. Internal and External
9. Internal Hard drive and Software
10. Hard Ware and Software
11. Desktop and Monitors
12. What do virtual assistants use to learn more about you and to become more helpful to you?
13. AI
14. Your File Contents
15. Your Hardware Configurations
16. Your Browser’s Cookies
17. Why is it important to periodically check for and install updates to your operating system?
18. To keep your computer running smoothly
19. To fix all bug
20. All of these answers
21. To add new features
22. What controls everything that goes in and out of your computer and manages all of the programs on your computer?
23. Operating System
24. CPU
25. Mother Board
26. The Hard drive
27. What happens when you right-click an icon on your desktop?
28. The icon will be locked on that position in the desktop
29. A cursor will appear allowing you to remove the icon
30. A menu with commands and shortcuts will appear
31. The file/application will open
32. Which of these is NOT true about computer applications?
33. You can acquire new application online or through Microsoft Store
34. There are applications for various purposes
35. An application is any pieces of software used to accomplish a task
36. You’re limited to the applications pre-installed on the computer when you purchase it.
37. What are the common features found in most applications?
38. File conversion option
39. All of these answers
40. Photo uploading and editing features
41. File menu, edit menu, preference setting and a help menu
42. Which of these passwords would be the most secure?
43. 12345678
44. Password123
45. 11j22f63K!
46. Letmein
47. What is the built-in service in Windows 10 that helps to protect your computer from unauthorized access over your network and over the internet?
48. Windows defender firewall
49. Windows hacking defense
50. Windows authorization protection
51. Windows antivirus features
52. When you do not want to connect to the internet wirelessly, what cable can you use to connect your computer to your router?
53. HDMI
54. Firewall
55. Ethernet
56. USB
57. Where should you navigate to in order to begin connecting to a Wi-Fi network?
58. Where should you navigate to in order to begin connecting to a Wi-Fi
59. The Wi-Fi setting in your web browser
60. The Wi-Fi icon on your taskbar
61. The Wi-Fi setting on your router
62. The Wi-Fi icon in your documents
63. If you are unsure about where to find a setting a setting or feature in the Office Suite, what is the fastest way to get help?
64. Look it up on google
65. Contact a Microsoft Tech support
66. Explore tabs in ribbon
67. Search in search bar
68. What is the first step if you would like to format text in your document?
69. Delete all of the text you wish to format
70. Place your cursor in front of the text you wish to format
71. Select the formatting style you wish to apply
72. Select the text you wish to format
73. In your document, you realize you have repeatedly misspelled the same word. Which feature in Word allows you to quickly fix this error?
74. Find function
75. Search and replace
76. Find and replace
77. Quick fix
78. What is one possible advantage of using a template in Excel?
79. You can get others to collaborate with you on your work
80. They often include formulas needed for the type of template you selected
81. You do not need to remember to save when you’re working with a template
82. Sheets based on templates automatically sync across all devices
83. What is data validation in an Excel spreadsheet?
84. A feature used to ensure your data is accurate
85. A feature used to limit how many collaborators can contribute to a data set
86. A feature used to ensure your calculations are correct
87. A feature used to control what a user can enter into a cell
88. What is graphic design?
89. The ability to design graphics
90. Visually communicating through artwork with a combination of images and texts
91. Is a collection of art pieces
92. Recognition of arts
93. Personal Effectiveness involves which 3 key elements
94. Work time and space
95. Dedication happiness and joy
96. Self-Awareness, self Confidence and Time Management
97. Self-service self-care and selfishness
98. To have effective communication your message must be all of the following except?
99. Courteous
100. Concise
101. Complete
102. Convergent