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Test Series

Self-Made Assignment - Cloud Storage and Online Collaboration Tools

Managing and Sharing Documents Online

Solve these following question answer

1. What is the main benefit of using cloud storage?

- A. Files are only saved on your device
- B. You need a USB to access your files
- C. You can access your files from any device with internet
- D. Files can only be shared through email

2. Which tool would you use in Google Drive to create a presentation?

- A. Google Docs
- B. Google Sheets
- C. Google Slides
- D. Google Forms

3. What happens to your document as you work on it in Google Docs?

- A. It needs to be saved manually
- B. It is automatically saved
- C. It deletes older versions
- D. It needs an external backup

4. What can you use to keep your cloud files organized?

- A. Passwords
- B. Tags only
- C. Folders
- D. Desktop shortcuts

5. Which of the following allows users to work together on the same document at the same time?

- A. PDF editors
- B. Real-time collaboration
- C. Offline editing
- D. USB sharing

6. What permission should you give if you want someone to just see your document but not change it?

- A. Edit
- B. Admin

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- C. Comment
- D. View

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7. What is an example of a cloud storage platform?

- A. Adobe Photoshop
- B. Notepad
- C. OneDrive
- D. MS Paint

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8. Which Google Drive tool is best for handling data and calculations?

- A. Google Slides
- B. Google Docs
- C. Google Sheets
- D. Google Drawings

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9. What does “syncing” do for your files?

- A. Deletes old files
- B. Compresses them
- C. Keeps them updated across all devices
- D. Saves them on a CD

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10. How can you search for a file in cloud storage?

- A. Browse every folder manually
- B. Use search by typing a word in the file name or content
- C. Open all files one by one
- D. You cannot search in cloud storage

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11. What happens when someone edits a shared document in real-time collaboration?

- A. Others get a notification to stop
- B. All changes are updated live
- C. Only one person can edit at a time
- D. The file locks automatically

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12. Which scenario shows syncing in action?

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- A. Saving a file on a pen drive
- B. Editing a file on your phone, and seeing the same change on your laptop
- C. Printing a document from a library computer
- D. Copying a file to your desktop

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13. Why is syncing useful for students?

- A. It deletes old versions of files
- B. It lets them transfer files using CDs
- C. It allows them to work from multiple devices without losing progress
- D. It restricts them to using only school computers

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14. Which of the following is a benefit of sharing documents online instead of emailing them?

- A. You can't collaborate
- B. Everyone needs a USB
- C. Multiple people can work on the same file
- D. Files must be downloaded each time

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15. What should you do to allow a classmate to give suggestions without changing your file?

- A. Give them "View" access
- B. Give them "Comment" access
- C. Give them "Edit" access
- D. Do not share the file

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