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Test Series

Introduction to Online Collaboration Tools

1. What are online collaboration tools primarily used for?
  - A. Playing games online
  - B. Watching videos together
  - C. Working together using the internet
  - D. Creating personal blogs
2. Which of the following is a product of Google?
  - A. Microsoft Teams
  - B. Google Docs
  - C. Outlook
  - D. Word Online
3. What is the main purpose of Google Slides?
  - A. To manage emails
  - B. To create presentations
  - C. To schedule appointments
  - D. To store files
4. Where are Google Workspace files stored?
  - A. On your desktop
  - B. On a USB drive
  - C. Google Drive
  - D. Dropbox
5. What feature allows multiple people to work on a document at the same time?
  - A. Offline editing
  - B. Real-time editing
  - C. File compression
  - D. Password protection
6. Which tool in Microsoft Office 365 is used for cloud storage?
  - A. Teams
  - B. Excel
  - C. OneDrive
  - D. Word
7. Which Google Workspace tool is used for video meetings?
  - A. Google Slides
  - B. Google Calendar
  - C. Google Meet
  - D. Google Sheets
8. What does Gmail help with in Google Workspace?
  - A. Drawing diagrams
  - B. Writing code
  - C. Email communication
  - D. Designing websites

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9. Microsoft Teams allows:
- A. Only file storage
  - B. Only document editing
  - C. Video calls, file sharing, and chatting
  - D. Sending SMS messages
10. Which feature helps prevent data loss when working in online tools?
- A. Password protection
  - B. Auto-save
  - C. Low storage warning
  - D. Manual backups
11. What is the benefit of cloud storage in collaboration tools?
- A. Increases file size
  - B. Makes files less secure
  - C. Files are backed up and accessible anywhere
  - D. Allows faster internet speed
12. What is required to use Google Workspace?
- A. A Yahoo account
  - B. Microsoft Word installation
  - C. A Google account
  - D. USB drive
13. What makes online collaboration tools especially useful for students?
- A. Playing games during class
  - B. Sharing photos
  - C. Group assignments and building digital skills
  - D. Downloading software
14. In the assignment, what is the bonus task?
- A. Write a poem
  - B. Collaborate with a classmate and leave comments
  - C. Design a poster
  - D. Record a video
15. Which of the following tools is part of Microsoft Office 365?
- A. Google Sheets
  - B. Gmail
  - C. PowerPoint Online
  - D. Google Meet

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