

1ST QUARTERLY ASSESSMENT

TLE 7

SY 2025-2026

Name: _____

Date: _____

Section: _____

Teacher: _____

DIRECTION: Read each question carefully. Choose the letter of the best answer from the given choices.

1. What does ICT stand for?
 - A. Information and Computer Technology
 - B. Internet and Communications Technology
 - C. Information and Communications Technology
 - D. Integrated Communication Tools
2. Which of the following is an ICT-related business?
 - A. Barber shop
 - B. Call center
 - C. Bakery
 - D. Grocery store
3. How does the ICT sector contribute to employment?
 - A. By removing traditional jobs
 - B. By offering freelance and full-time opportunities in digital services
 - C. By creating only government jobs
 - D. By selling gadgets only
4. Which best describes the role of ICT in business?
 - A. It limits communication between companies
 - B. It helps store data and improve communication
 - C. It removes the need for technology
 - D. It is used only for entertainment
5. Anna works as a freelance graphic designer and gets clients through social media. Which ICT sector does she belong to?
 - A. Hardware services
 - B. Food processing
 - C. Creative industry
 - D. Agriculture
6. You plan to start an online printing service using a computer and printer. What career/business opportunity are you entering?
 - A. Electronics repair
 - B. ICT-based entrepreneurship
 - C. Agriculture

D. Manual services

7. Which of the following is a trait of a successful ICT entrepreneur?

- A. Fear of risk
- B. Lack of planning
- C. Creativity and innovation
- D. Waiting for others to decide

8. Which personal entrepreneurial competency (PEC) involves generating new ideas and solutions?

- A. Hard work
- B. Creativity
- C. Honesty
- D. Generosity

9. Why is being persistent important for an ICT entrepreneur?

- A. It guarantees overnight success
- B. It ensures they never fail
- C. It helps them overcome challenges and improve
- D. It allows them to avoid customer feedback

10. What does it mean if an ICT entrepreneur takes calculated risks?

- A. They ignore problems
- B. They always play it safe
- C. They make random guesses
- D. They study and assess possible outcomes before acting

11. Marvin runs an online service that customizes websites. He always tries out new layouts and features that aren't commonly used. What trait is he showing?

- A. Confidence
- B. Innovation
- C. Laziness
- D. Carelessness

12. Ana started a mobile app business. She failed the first time, but kept improving her product. What trait helped her succeed?

- A. Dishonesty
- B. Luck
- C. Persistence
- D. Dependence on others

13. What number system uses only 0 and 1?

- A. Decimal
- B. Hexadecimal
- C. Octal
- D. Binary

14. Which base does the hexadecimal number system use?

- A. Base 8
- B. Base 10
- C. Base 16
- D. Base 2

15. Why do computers use the binary number system?

- A. It is easier for humans to understand
- B. It allows more letters to be used
- C. It matches the on/off states of electronic devices
- D. It uses fewer numbers than decimal

16. What is the decimal equivalent of the binary number 1010?

- A. 5
- B. 8
- C. 10
- D. 12

17. Convert the decimal number 15 to binary.

- A. 1010
- B. 1111
- C. 1100
- D. 1001

18. Which of the following is the correct hexadecimal equivalent of decimal 12?

- A. C
- B. A
- C. B
- D. D

19. What does a page break do in a word processor?

- A. Saves the document automatically
- B. Moves text to the next line
- C. Starts a new page in the document
- D. Deletes extra spacing

20. What is the function of an automatic table of contents in a word processor?

- A. Deletes page numbers
- B. Adds bullet points to paragraphs
- C. Lists headings and their page numbers
- D. Counts how many words are in the document

21. Why is it useful to insert an automatic table of contents in a long document?

- A. It removes unnecessary content
- B. It helps readers navigate the document easily
- C. It hides grammar errors

D. It replaces titles with numbers

22. What happens when you insert a manual page break?

- A. The document is saved automatically
- B. A new document is created
- C. A new page starts at the cursor position
- D. The whole paragraph is deleted

23. If you want each chapter of your research paper to begin on a new page, which feature should you use?

- A. Insert image
- B. Spell check
- C. Page break
- D. Word count

24. Maria wants her table of contents to update automatically as she adds new headings. What should she do?

- A. Re-type the list of contents every time
- B. Use the bold formatting tool
- C. Insert an automatic table of contents and update it
- D. Insert a text box manually

25. What is the main purpose of mail merge?

- A. To print documents in landscape
- B. To send the same document to many recipients with personalized details
- C. To change fonts automatically
- D. To edit PDF files

26. In mail merge, what do we call the file that contains names, addresses, and other details?

- A. Source document
- B. Data file
- C. Text file
- D. Reference file

27. How does mail merge improve productivity?

- A. It allows manual editing of each letter
- B. It prints only one version of a letter
- C. It creates multiple personalized letters in one step
- D. It only works for email attachments

28. What is the function of the “References” tab in most word processors?

- A. To draw shapes
- B. To insert page breaks
- C. To add citations, footnotes, and bibliographies
- D. To change paper size

29. You are writing a research paper and need to include a source you used. What tool should you use?

- A. Mail Merge
- B. Insert Table
- C. Add Citation under References
- D. Spell Check

30. Luis is sending the same invitation letter to 50 people, each with a different name and address. What should he use?

- A. Manual typing
- B. Mail merge feature
- C. Clip art
- D. Screenshot

31. What is the purpose of a master slide in presentation software?

- A. It adds music to the slides
- B. It applies consistent design and layout to all slides
- C. It deletes duplicate slides
- D. It checks spelling errors

32. Which of the following is a motion path animation?

- A. Fade
- B. Zoom
- C. Fly-in from left
- D. Move an object along a defined path

33. Why should you follow rules in creating presentations?

- A. To confuse the audience
- B. To make the file size larger
- C. To ensure clarity and focus during the presentation
- D. To remove all visuals

34. What does the animation pane allow you to do?

- A. View speaker notes
- B. Organize and manage the sequence of animations
- C. Add hyperlinks
- D. Change slide backgrounds

35. If you want all slides to use the same font, layout, and logo, which tool should you use?

- A. Title slide
- B. Transition tab
- C. Master slide
- D. Insert image

36. You want an image to follow a curved line across the slide. Which animation should you apply?

- A. Appear
- B. Motion path
- C. Wipe
- D. Fade

37. What is the function of a hyperlink in a presentation?
- A. To insert animations
 - B. To add sound effects
 - C. To jump to another slide, file, or webpage
 - D. To underline text
38. Which of the following can be linked using a hyperlink?
- A. Text only
 - B. Only images
 - C. Text, images, slides, or websites
 - D. Only transitions
39. How do action buttons differ from regular shapes in presentations?
- A. They are used only for design
 - B. They have built-in functions for navigation
 - C. They cannot be customized
 - D. They are only for decoration
40. Why should you use hyperlinks in your presentation?
- A. To confuse your audience
 - B. To move quickly to related content or external sources
 - C. To change font size
 - D. To play animations
41. You are making a quiz in PowerPoint and want to link each question to a specific slide. What feature should you use?
- A. Slide transition
 - B. Motion path
 - C. Hyperlink
 - D. Zoom
42. While creating a presentation, you add a button that takes the viewer back to the first slide when clicked. What have you used?
- A. Transition
 - B. Animation pane
 - C. Action button
 - D. Layout view
43. What is the purpose of conditional formatting in spreadsheet software?
- A. To change font style only
 - B. To apply formulas to merged cells
 - C. To format cells based on specific conditions
 - D. To delete empty rows
44. Which spreadsheet feature highlights cells automatically when certain criteria are met?
- A. Cell merge
 - B. Chart wizard

- C. Conditional formatting
- D. Find and replace

45. How can conditional formatting help in analyzing data?

- A. It reduces file size
- B. It removes duplicate records
- C. It visually emphasizes important values like highest or lowest scores
- D. It deletes unnecessary columns

46. What does data analysis help you do in a spreadsheet?

- A. Print documents
- B. Highlight headings only
- C. Make decisions based on numerical trends
- D. Hide all rows

47. If you want to automatically turn cells red when a value is below 50, what feature should you use?

- A. Page setup
- B. Insert row
- C. Conditional formatting
- D. Freeze panes

48. You are working with a list of students' grades. Which spreadsheet tool helps you identify trends or make decisions based on those numbers?

- A. Copy-paste
- B. Data analysis tools (e.g., Sort, Filter, Chart)
- C. Spell check
- D. Page layout

49. You are tasked to create a project proposal that includes a poster presentation, a client list, and financial records. Which software tools should you use to complete this task effectively?

- A. Word processing, image editor, calculator
- B. Drawing tool, spreadsheet, animation software
- C. Presentation software, word processor, spreadsheet
- D. Web browser, presentation software, video editor

50. While creating a presentation, you want to include: consistent design, clickable links to websites, and highlight data from a spreadsheet. Which features should you combine to make your presentation interactive and informative?

- A. Slide transitions and clipart
- B. Hyperlinks, master slides, and charts
- C. Animations and audio only
- D. Font color and line spacing

ANSWER KEY:

1. C
2. C
3. B
4. B
5. C
6. C
7. C
8. B
9. C
10. D
11. B
12. C
13. D
14. C
15. C
16. C
17. B
18. A
19. C
20. C
21. B
22. C
23. C
24. C
25. B
26. D
27. C
28. B
29. C
30. B
31. C
32. A
33. D
34. A
35. B
36. D
37. C
38. C
39. B
40. B
41. C
42. C
43. C
44. C
45. C
46. C
47. C

- 48. B
- 49. C
- 50. B