

## HPCA

### 1. Choose the right answer. (1x10=10)

- a. Why is it important to keep emergency numbers handy? \_\_\_\_\_
- b. What should you do if someone faints? \_\_\_\_\_
- c. Which of the following is NOT safe during a fire?  
\_\_\_\_\_
- d. Which item is important to have in a first aid kit?  
\_\_\_\_\_
- e. Which of the following is a safe action during an earthquake? \_\_\_\_\_
- f. What should you do if your clothes catch fire?  
\_\_\_\_\_
- g. Which of the following should you apply to a small cut before covering it with a bandage? \_\_\_\_\_
- h. The emergency number to call the police in Nepal is  
\_\_\_\_\_
- i. The three steps of basic first aid are: Check, Call, and  
\_\_\_\_\_.
- j. Changing sanitary pads or clean clothes every \_\_\_\_ to  
\_\_\_\_ hours is recommended.

## ICT

### 2. Choose the right answer. (1x10=10)

- a. What is the shortcut key to copy text in MS Word? \_\_\_\_\_
- b. The shortcut key to save a file is \_\_\_\_\_
- c. The shortcut key to paste text is \_\_\_\_\_
- d. The Internet is a network of: \_\_\_\_\_
- e. Which of the following is needed to use the Internet
- f. Which one is a web browser? \_\_\_\_\_
- g. Which option is used to change the style and size of letters in MS Word? \_\_\_\_\_
- h. CC stands for \_\_\_\_\_
- i. BCC stands for \_\_\_\_\_
- j. Which of the following is needed to create an email account? \_\_\_\_\_