

## Question Papers Objective Set 1

### 'CCC' TEST PAPERS

- 1 A client program used to access the Internet services and resources available through the World Wide Web.  
(A) ISP (B) Web Browsers (C) Web Servers (D) None of the above
- 2 "When a computer prints a report, this output is called \_\_\_\_\_."  
hard copy soft copy COM None of the above
- 3 "=ROUND(2.15,1) entered in a cell displays"  
(A) 2 (B) 2.1 (C) 2.2 (D) None of the above
- 4 "=MOD(-3,2) entered in a cell displays"  
(A) -1 (B) 1 (C) -1.5 (D) 0
- 5 "To change the size of the chart without changing its proportion, then you have to press \_\_\_\_\_ as you drag a corner handle"  
(B) [Shift] (B) [Alt] (C) [Ctrl] (D) [F11]
- 6 The default page orientation in Excel is  
(A) Landscape (B) Horizontal (C) Portrait (D) None of the above
- 7 "In Excel, if you click on the Gridlines and Draft Quality check box on the sheet tab property sheet of page setup dialog box then"  
(A) gridlines will be print  
(B) gridlines will not be printed  
(C) sometimes print  
(D) None of the above
- 8 To create a new blank presentation you could \_\_\_\_\_.  
(A) click on the New button  
(B) use the File New command  
(C) Both of the above  
(D) None of the above
- 9 In which menu Change Case command appears  
(A) Insert (B) Slide show (C) Format (D) Edit
- 10 How do you make an inserted sound file play continuously over several slides?  
(A) "In the Custom Animation task pane, open Effects Options and set the sound to play for the desired number of slides"  
(B) "Using the Record Sound feature, press the Record button and play your music as you click through the whole slide show"  
(C) "Using the Play CD Audio Track feature, set the CD to play for the desired number of tracks"  
(D) All of the above
- 11 The area on a slide that holds text that will appear in the presentation outline is a \_\_\_\_\_.  
(A) Textbox (B) Placeholder (C) bullet point (D) title box

- 12 The purpose of AutoFormat command in Excel is to  
(A) create a professional and consistent look for your data  
(B) "choose between standard table formats that include borders, shading, font colours and other formatting options"  
(C) easily apply a consistent format throughout a workbook  
(D) All of the above
- 13 Which of the following statements about search engines and directories is true?  
(A) A search engine does not discriminate between good and bad sites.  
(B) A search engine displays all Web pages that contain your keywords and may list thousands of unordered results.  
(C) A directory is someone's attempt to categorize the best sites available for a given subject or topic.  
(D) All of the above
- 14 Which one of the following can be entered as a number in a cell?  
(A) "1,300.00" (B) (5000.00) (C) 1.1e+2 (D) All of the above
- 15 Which of the following a search engine continuously sends out that start on a homepage of a server and pursue all links stepwise?  
(A) spiders (B) packets (C) cookies (D) None of the above
- 16 "What would you use for immediate, real-time communication with a friend?" (A) Instant Messaging (B) E-Mail (C) Usenet (D) Blog
- 17 The Internet uses  
(A) Circuit switching (B) Packet switching  
(C) Hybrid switching (D) None of the above
- 18 The ascending order of a data hierarchy is :  
(A) Bit-byte-record-field-file-database (B) Byte-bit-field-record-file-database (A) (D) Byte-bit-record-file-field-database (C) Bit-byte-field-record-file-database
- 19 Software instruction intended to satisfy a user's specific processing needs are called \_\_\_\_\_.  
(A) System software (B) Microcomputer (C) Documentation (D) Application software
- 20 "In computer terminology, information means"  
(A) raw (B) data (C) data in more useful or intelligible form  
(D) alphanumeric data program
- 21 Which of the following is a part of the Central Processing Unit  
(A) Keyboard (B) Printer (C) Tape (D) Arithmetic Logic Unit
- 22 What is meant by computer literacy?  
(A) Ability to write computer programs  
(B) Knowing what a computer can and cannot do  
(C) Knowing computer related vocabulary  
(D) Ability to assemble computers
- 23 The software application that is used the most often is \_\_\_\_\_.  
(A) word processing (B) spreadsheet (C) database (D) graphical presentation

24 A floppy disk contains

- (A) Circular tracks only
- (B) Sectors only
- (C) Both circular tracks and sectors
- (D) None of the above

25 The first page that you normally view at a Web site is its:

- (A) Home page
- (B) Master page
- (C) First page
- (D) Banner page

26 What is the function of the justification buttons on the toolbar?

- (A) To display a drop-down list of justification options
- (B) To display the four options for aligning text
- (C) To open the justification dialog box
- (D) To center the current line

27 The binary number system has a base

- (A) 2
- (B) 4
- (C) 8
- (D) 16

28 The arithmetic/logic unit performs the following actions:

- (A) checks data for accuracy
- (B) "does calculations using addition, subtraction, multiplication, and division"
- (C) "does logical comparisons, such as equal to, greater than, less than"
- (D) both calculations and logical comparisons

29 CPU reads the information from secondary memory

- (A) Directly
- (B) "First, information is transferred to main memory and from there, the CPU reads"
- (C) Through registers
- (D) None of these

30 A plotter is

- (A) An input device to produce good quality graphics
- (B) An output device to produce drawings and graphics
- (C) A fast output device using camera lenses
- (D) None of these

31 A \_\_\_\_\_ is a collection of buttons which represent various operations that can be carried out within an application.

- (A) Buttons
- (B) Menu
- (C) Toolbar
- (D) None

32 The topmost bar in any application window is the \_\_\_\_\_.

- (A) It displays the name of the document or application.
- (B) Menu bar
- (C) Toolbar
- (D) Status bar

33 Supercomputers are primarily useful for

- (A) Input-output intensive processing
- (B) Mathematical intensive scientific applications
- (C) Data retrieval operations
- (D) None of these

34 E-mail

- (A) Cannot address many users
- (B) Does not provide protection given to first class mail
- (C) Always uses bridge to send messages in different networks
- (D) None of these

35 Which of the following is a graphical package?

- (A) CorelDRAW
- (B) MS-Excel
- (C) MS-Word
- (D) None of these

36 The gigantic work of simulating the airflow around an entire aircraft can only be done by using fast

- (A) Microcomputers
- (B) Minicomputers
- (C) Supercomputers
- (D) None of these

37 Which of the rule mentioned below for range names is incorrect

- (A) names cannot be the same as a cell reference
- (B) in a range name you are allowed to use spaces or commas
- (C) range names can be directly used in formulas
- (D) the only separators allowed are underscore characters and/or periods between words

38 What is the first step in MS-Word in changing line spacing?

- (A) To open the Format menu
- (B) To click the Line Spacing button
- (C) To select the paragraphs you want to change
- (D) To open the Paragraph menu

39 "A mouse, trackball, and joystick are examples of \_\_\_\_\_."

- (A) pointing devices
- (B) pen input devices
- (C) data collection devices
- (D) multimedia devices

40 The Save As... dialog box can be used

- (A) for saving the file for the first time to save
- (B) file by some alternative name
- (C) to save file in a format other than Word
- (D) All of the above

41 The contents of the Clipboard remain the same until

- (A) you cut other text
- (B) you shut down your computer
- (C) you copy other text
- (D) All of the above

42 You will probably use Borders in Word where

- (A) you wish to add emphasis to particular paragraphs
- (B) you wish to draw lines above and below or to left and right of paragraphs
- (C) you wish to surround the paragraphs with different styles of boxes
- (D) All of the above

- 43 The Formatting Toolbar option are applied  
(A)to paragraph selection only  
(B)to character selection only  
(C)to both character as well as paragraph selections  
(D)None of the above
- 44 A page break is used to do what?  
(A)Create a new page at the insertion point  
(B)Create a new page at the bottom of the document  
(C)Create a new page that cannot be deleted  
(D)Create a blank page at the top of the document
- 45 "In which Word menu, Letter wizard command appears"  
(A)Format (B)Tools (C)Insert (D)Table
- 46 "In Word, split cells command appears in \_\_\_\_\_ menu."  
(A)Table (B)Format (C)Insert (D)Tools
- 47 Status bar shows different types of keys:  
(A)Num lock key (B)Scroll lock key (C)Caps lock key (D)All of these
- 48 In Excel the intersection of a row and column is called  
(A)square (B)cubicle (C)cell (D)worksheet
- 49 "In Excel, once a range has been named, you can go to a range"  
(A)by selecting ranges using the name box  
(B)by selecting ranges using the [F5] key  
(C)both a and b  
(D)None of the above
- 50 One of the statements is not true:  
(A)"In its default settings, a word processor does not hyphenate the text"  
(B)Hyphenating helps when you are dealing with thin columnar text  
(C)"By hyphenating, the looks of the justified thin columns will look greatly improved"  
(D)Microsoft Word hyphenates text in its default settings.