

Question Papers Objective Set 2

'CCC' TEST PAPERS

- 1 Most news readers present newsgroup articles in:
(A) threads (B) mail (C) column (D) None of the above
- 2 Fiber optics have the advantage of _____.
(A) being cheaper to install (B) being easier to install than twisted wire
(C) having no interference (D) using direct line-of-sight
- 3 We can set up the margin for
(A) Headers (B) Footers (C) Both a and b above (D) None of the above
- 4 Windows distinguishes between the different drives by means of a naming convention. Each drive is designated by a letter followed by
(A) a colon (B) an asterisk (C) an exclamation point (D) a semicolon
- 5 Which of the following characters is allowed in a Windows file name or folder?
(A) : (B) ? (C) _ (D) >
- 6 Which of the following is a presentation graphics software
(A) MS-Windows (B) MS-PowerPoint (C) MS-Excel (D) MS-Word
- 7 "To be sure that your presentation will run on a different computer, you could bring _____."
(A) your fonts (B) a copy of PowerPoint to install
(C) a copy of Microsoft PowerPoint Viewer (D) None of the above
- 8 "If you import data and want to update the slide when the original data changes, you must _____.
(A) embed the data (B) link the data (C) insert the data as an object
(D) break the link
- 9 In slide master footer area appears at
(A) Left of the page (B) Center of the page (C) Top of the page (D) Bottom of the page
- 10 Following is a type of Slide animation
(A) Flash once (B) Typewriter (C) Fly From top (D) All of the above
- 11 The following is a slide transition effect
(A) Wipe allover (B) Dissolve (C) Bit by bit (D) None of the above
- 12 The built-in default copying in Excel is programmed to
(A) use relative position when copying formulas
(B) use absolute position when copying formulas
(C) use mixed position when copying formulas (D) None of the above
- 13 internet is governed by
(A) W3C (World Wide Web Consortium) (B) IETF (Internet Engineering Task Force)
(C) InterNIC (Internet Network Information Center) (D) None of these
- 14 Excel has a number of features that make it a very powerful spreadsheet program. What feature below is NOT a major advantage to using Excel?
(A) "Database functions such as filtering, sorting, etc."
(B) Automatic calculation of numbers and formulas
(C) Charting capabilities (D) Desktop publishing capabilities

- 15** The E-mail component of Internet Explorer is called
(A) Messenger Mailbox (B) Message Box (C) Outlook Express (D) None of the above
- 16** USENET is...
(A) A set of tools reserved exclusively for Internet administrators
(B) Short for United States Electronic Network
(C) A bulletin board system that allows for posting and responding to messages on the Internet
(D) A precursor to the Internet that is now obsolete
- 17** The CPU (central processing unit) consists of :
(A) "Input, output and processing"
(B) "Control unit, primary storage and secondary storage"
(C) "Control unit, arithmetic-logic unit and primary storage"
(D) "Input, processing and storage"
- 18** What is the control unit's function in the CPU?
(A) To decode program instructions (B) To transfer data to primary storage
(C) To perform logical operations (D) To store program instructions
- 19** The ascending order of a data hierarchy is :
(A) Bit-byte-record-field-file-database (B) Byte-bit-field-record-file-database
(C) Byte-bit-record-file-field-database (D) it-byte-field-record-file-database
- 20** The most common input device used today is the _____.
(A) Motherboard (B) Central processing unit (C) Keyboard (D) System unit
- 21** Which kind of storage device can be carried around?
(A) Hard disk (B) System cabinet (C) Diskette (D) Main memory
- 22** "If a computer is on but does not respond to a system reset, what is it said to be?"
(A) Dead (B) Off (C) Hung (D) Insensitive
- 23** GIGO stands for _____.
(A) "Garbage Input, Garbage Output" (B) "Gigabytes in, Gigabytes out"
(C) "Garbage In, Garbage Out" (D) None of the above
- 24** The difference between memory and storage is that memory is _____ and storage is _____.
(A) "Temporary, permanent" (B) "Permanent, temporary"
(C) "Slow, fast" (D) None of the above
- 25** To go to slide number press
(A) slide number + [Enter] (B) [PgUp] (C) Both (a) and (b)
(D) All of the above
- 26** "To delete the selected sentence, we can press the following key:"
(A) [Del] (B) [Backspace] (C) Both (a) and (b) (D) None of the above
- 27** The language that the computer can understand and execute is called:
(A) Machine language (B) Application software
(C) System program (D) None of the above

- 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** The purpose of the MOVE command is to
- (A) move one or more files to the location you specify
 - (B) rename directories
 - (C) both (a) and (b) above
 - (D) None of the above
- 30** GUI is used as an interface between
- (A) hardware and software
 - (B) man and machine
 - (C) software and user
 - (D) None of the above
- 31** e-mail is
- (A) Mail concerning electronics devices
 - (B) "Transaction of letters, messages and memos over a communications network"
 - (C) Transaction of messages within a computer
 - (D) None of these
- 32** 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
- 33** Which of the following admirable capability is provided in most of the workstations?
- (A) Numeric processing
 - (B) Graphics
 - (C) Text manipulation
 - (D) None of these
- 34** Selection of text can be of
- (A) single word or a line
 - (B) a paragraph
 - (C) complete document
 - (D) All of the above
- 35** Word wrap means
- (A) inserting spaces between words
 - (B) aligning text with the right margin
 - (C) moving text automatically to the next line
 - (D) None of the above
- 36** 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
- 37** Cell address A\$4 in a formula means it is a
- (A) relative cell reference
 - (B) absolute cell reference
 - (C) mixed cell reference
 - (D) All of the above
- 38** If you click on the Undo button
- (A) it will remove the new text and restore the original text back
 - (B) it will include the new text and remove the original text
 - (C) it will remove the old text and restore the new text back
 - (D) None of the above
- 39** "A device that provides emergency power to your computer, conditions the voltage, and protects against powers surges is called a _____."
- (A) PSU = Power Supply Unit
 - (B) USP = Universal Surge Protector
 - (C) UPPS = Universal Power Protection and Supply
 - (D) UPS = Uninterruptible Power Supply

- 40 "If you've just formatted some text so that it stands out, how can you quickly copy that formatting to use on other text?"
(A)use the Formatting toolbar (B)use the Reveal Formatting option
(C)use the Format Painter button (D)None of the above
- 41 You can change the margins in Word by
(A)using the ruler or (B)using the page setup
(C)Both (a) and (b) (D)None of the above
- 42 You can create a template in Word
(A)based on an existing document (B)based on an existing template
(C)from scratch (D)All the above
- 43 "In which Word menu, Letter wizard command appears"
(A)Format (B)Tools (C)Insert (D)Table
- 44 The sheet tab of the Letter wizard in Word are
(A)Letter Format (B)Recipient Info (C)Both (a) and (b) (D)None of the above
- 45 One of the following statements is not true.
(A) Word allows you to use the formula command to perform simple calculation in a table.
(B) "The simple calculation in a table is that of addition, subtraction, multiplication, division etc."
(C) =SUM(above) formula means that word would sum the values in all cells above the current cell.
(D) Word cannot do simple calculation. For this purpose you would use Excel.
- 46 "While using the Mail Merge Helper, you click on the Active Window button. This selection creates"
(A)a master document in the currently active document window
(B)opens a new document window
(C)your document gets active and automatically attaches to a data source
(D)None of the above
- 47 Palettes that can be tear-off are
(A)LineColour (B)FillColour (C)FontColour (D)All of the above
- 48 A worksheet can be opened by clicking on the
(A)Start button (B)Open button (C)Both a and b (D)None of the above
- 49 To select a column the easiest method is to _____.
(A)double-click any cell in the column
(B)drag from the top cell in the column to the last cell in the column
(C)click the column heading
(D) [Ctrl]+{A]
- 50 Ms word offers certain ways by which you can move around in a document
(A)by scrolling (B)by moving to a specific page
(C)both a and b above (D)None of the above