**CCC practice paper 1**

CCC Practice Paper set 2

**DOEACC CCC Paper**

1 A shopper program accustomed access the net services and resources   
  
obtainable through the planet Wide internet.  
(A)ISP    (B)Web Browsers(C) internet Servers    (D)None of those  
  
2"When a laptop prints a report, this output is called\_\_\_\_\_."  
 text    soft copy    COM    None of those  
  
3"=ROUND(2.15,1) entered in a very cell displays"     
 (A)2    (B)2.1    (C)2.2    (D)None of those  
  
4"=MOD(-3,2) entered in a very cell displays"  
   (A) -1    (B)1    (C)-1.5   (D) zero  
  
5"To amendment the scale of the chart while not dynamical its proportion, then   
  
you have got to publicist as you drag a corner handle"  
   (A)    [Shift]    (B) [Alt]    (C) [Ctrl]    (D) [F11]  
  
6The default page orientation in surpass is     
  (A)Landscape    (B)Horizontal(C)    Portrait(D)    None of those  
  
7"In Excel, if you click on the Gridlines and Draft Quality check box on the sheet   
  
tab property sheet of page setup window then"  
(A)gridlines are print     
(B)gridlines won't be written     
(C)sometimes print  
(D)    None of those  
  
8 to form a brand new blank presentation you may a person.     
(A)click on the New button     
(B)use the File New command     
(C)Both of those     
(D)None of those  
  
9In that menu amendment Case command seems  
(A)    Insert    (B)Slide show    (C)Format    (D)Edit  
  
10How does one build Associate in Nursing inserted sound file play endlessly   
  
over many slides?     
(A)"In the Custom Animation task pane, open Effects choices and  set the sound   
  
to play for the required range of slides"  
(B)"Using the Record Sound feature, press the Record button and  play your   
  
music as you click through the full slide show"  
(C)"Using the Play CD Audio Track feature, set the CD to play  for the required   
  
range of tracks"  
(D)All of those  
  
11 the realm on a slide that holds text which will seem within the presentation   
  
define may be a a person.  
(A)Textbox(B)Placeholder(C)bullet point(D)title box  
  
12The purpose of AutoFormat command in surpass is to     
(A)create an expert and consistent rummage around for your information     
(B)"choose between commonplace table formats that embrace borders,           
  
shading, font colors and alternative info options"     
(C)easily apply a uniform format throughout a book     
(D)All of those  
  
13Which of the subsequent statements concerning search engines and   
  
directories is true?  
(A)A programme doesn't discriminate between smart and unhealthy  sites.     
(B)A programme displays all websites that contain your  keywords and will  list   
  
thousands of unordered results.     
(C)A directory is somebody s plan to reason the simplest  sites obtainable for a   
  
given subject or topic.     
(D)All of those  
14 that {one of|one among|one in a veryll|one amongst|one in every of} the   
  
subsequent will be entered as variety in a cell?    (A)"1,300.00"(B)    (5000.00)      
  
(C)1.1e+2    (D)All of those  
  
15 that of the subsequent a groundwork engine endlessly sends out that begin on   
  
a homepage of a server and pursue all links stepwise?  
(A)spiders    (B)packets    (C)cookies    (D)None of those  
  
16 "What would you utilize for immediate, time period communication with a   
  
friend?"  
(A)Instant electronic communication (B) E-Mail (C)Usenet (D)Blog  
  
17 the net uses     
(A)Circuit change    (B)Packet change  
(C)    Hybrid change    (D)None of those  
  
18 The ascending order of a knowledge 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 code instruction meant to satisfy a user s specific process desires ar referred   
  
to as a person     
(A)System code(B)Microcomputer    (C)Documentation    (D)Application   
  
software  
  
20 "In laptop language, data means"     
(A)raw  
(B)data     
(C)data in additional helpful or intelligible kind     
(D)alphanumeric information    program  
  
21 that of the subsequent may be a a part of the Central process Unit      
  
(A)Keyboard(B)Printer    (C)Tape(D)    Arithmetic Logic Unit  
  
22 what's meant by laptop literacy?     
(A)Ability to write down laptop programs     
(B)Knowing what a laptop will and can't do     
(C)Knowing laptop connected vocabulary     
(D)Ability to assemble computers  
  
23 The code application that's used the foremost typically is abundantly.  
(A)word process    (B)spreadsheet    (C)database    (D)graphical presentation  
  
24 A floppy contains     
(A)Circular tracks solely     (B)Sectors solely     
(C)Both circular tracks and sectors     
(D)None of those  
  
25 the primary page that you just commonly read at an internet web site is its:     
(A)Home page    (B)Master page    (C)First page    (D)Banner page  
  
26 what's the operate of the justification buttons on the toolbar?     
(A) To show a drop-down list of justification choices     
(B)To show the four choices for positioning text     
(C)To open the justification window     
(D)To center this line  
  
27 The binary number representation system encompasses a base     
(A)2    (B)4    (C)8    (D)16  
  
28 The arithmetic/logic unit performs the subsequent actions:     
(A)checks information for accuracy     
(B)"does calculations victimisation addition, subtraction,  multiplication, and   
  
division"     
(C)"does logical comparisons, like up to, larger than,  less than"  
(D) each calculations and logical comparisons  
  
29 C.P.U. reads the knowledge from secondary memory     
(A)Directly     
(B)"First, data is transferred to main memory and from   there, the C.P.U. reads"     
(C)Through registers     
(D)None of those  
  
30 A plotter is  
(A)An device to provide smart quality graphics     
(B)An output device to provide drawings and graphics     
(C)A quick output device victimisation camera lenses     
(D)None of those  
  
31 a loud may be a assortment of buttons that represent varied operations that   
  
may be meted out at intervals Associate in Nursing application.     
(A)Buttons    (B)Menu    (C)Toolbar    (D)None  
  
32 The upmost bar in any application window is that the a person.  
(A)It displays the name of the document or application.     
(B)Menu bar     
(C)Toolbar     
(D)Status bar     
  
33 Supercomputers ar primarily helpful for     
(A)Input-output intensive process     
(B)Mathematical intensive scientific applications     
(C)Data retrieval operations     
(D)None of those  
  
34 E-mail     
(A)Cannot address several users     
(B)Does not offer protection given to first-class mail     
(C)Always uses bridge to send messages in several networks     
(D)None of those  
  
35 that of the subsequent may be a graphical package?     
(A)CorelDRAW    (B)MS-Excel    (C)MS-Word    (D)None of those  
  
36 the large work of simulating the air flow around a whole craft will solely be   
  
done by victimisation quick     
(A)Microcomputers    (A)Minicomputers    (A)Supercomputers    (A)None of those  
  
37 that of the rule mentioned below for vary names is wrong     
(A)names can't be a similar as a cell reference     
(B)in a spread name you're allowed to use areas or commas     
(C)range names will be directly utilized in formulas     
(D)the solely separators allowed ar underscore characters  nd/or periods   
  
between words  
  
38 what's the primary step in MS-Word in dynamical line spacing?     
(A)To open the Format menu     
(B)To click the road Spacing button     
(C)To choose the paragraphs you would like to vary     
(D)To open the Paragraph menu  
  
39 "A mouse, trackball, and joystick ar samples of a person."     
(A)pointing devices     
(B)pen input devices     
(C)data assortment devices     
(D)multimedia devices  
  
40 The Save As... window will be used     
(A)for saving the file for the primary time to avoid wasting  
(B)file by some various name     
(C)to save get into a format apart from Word     
(D)All of those  
  
41 The contents of the writing board stay a similar till     
(A)you cut alternative text     
(B)you pack up your laptop     
(C)you copy alternative text     
(D)All of those  
42 you may most likely use Borders in Word wherever     
(A)you want to feature stress to specific paragraphs     
(B)you want to draw lines higher than and below or to left and right of paragraphs  
(C)you want to surround the paragraphs with totally different designs  of boxes     
(D)All of those  
  
43 The info Toolbar choice ar applied     
(A)to paragraph choice solely     
(B)to character choice solely     
(C)to each character furthermore as paragraph choices     
(D)None of those  
  
44 A page break is employed to try and do what?     
(A)Create a brand new page at the insertion purpose     
(B)Create a brand new page at rock bottom of the document     
(C)Create a brand new page that can't be deleted     
(D)Create a blank page at the highest of the document  
  
45 "In that Word menu, Letter wizard command appears"     
(A)Format    (B)Tools    (C)Insert    (D)Table  
  
46 "In Word, split cells command seems in employment menu."     
(A)Table    (B)Format    (C)Insert    (D)Tools  
  
47 standing bar shows differing kinds of keys:     
(A)Num lock key    (B)Scroll lock key  (C)Caps lock key  (D)All of those  
  
48 In surpass the intersection of a row and column is named     
(A)square    (B)cubicle    (C)cell    (D)worksheet  
  
49 "In surpass, once a spread has been named, you'll be able to move to a   
  
range"     
(A)by choosing ranges victimisation the name box     
(B)by choosing ranges victimisation the [F5] key     
(C)both a and b     
(D)None of those  
  
50 one in every of the statements isn't true:     
(A)"In its default settings, a word processing system doesn't write the text"  
(B)Hyphenating helps once you ar addressing skinny columnar  text     
(C)"By hyphenating, the appearance of the even skinny columns can look greatly     
  
   improved"     
(D)Microsoft Word hyphenates text in its default settings.  
  
  
51.Animation effects seems within the commonplace toolbar.     
(A)True    (B)False         
  
52 BIOS stands for Basic Integrated software system     
(A)True    (B)False         
  
53 LENGTH() operate is employed to seek out the length of the string.     
(A)True    (B)False         
  
54 The floating text (text not related to objects within the chart) can't be affected   
  
within the chart space.     
(A)True    (B)False         
  
55 "Just as you'll be able to preview a worksheet before printing, it's uphill to   
  
preview a chart."     
(A)True    (B)False         
  
56 "To insert a header or footer in a very worksheet, choose Header and Footer   
  
choice within the File menu."     
(A)True    (B)False         
  
57 you'll be able to add things to the beginning menu of windows     
(A)True    (B)False         
  
  
58 you'll be able to swap over the practicality of the left and right mouse buttons  
(A)True    (B)False         
  
59 The AutoContent Wizard creates the structure and contents supported the   
  
alternatives you create.     
(A)True    (B)False         
  
60 PowerPoint has quite twenty four slide layouts.     
(A)True    (B)False         
  
61 Bullets and listing seems within the commonplace toolbar.     
(A)True    (B)False         
  
62 The Cell/range names ar case sensitive.     
(A)True    (B)False         
  
63 you'll be able to apply a colour scheme to this slide or to any or all slides in   
  
your presentation.     
(A)True    (B)False         
  
64 ninety nine sales may be a valid name for a cell or a spread.     
(A)True    (B)False  
  
65 PowerPoint permits you to differentiate your own animation effects.     
(A)True    (B)False  
  
66 net isn't an ad data service.     
(A)True    (B)False  
  
67 The network NSFnet was later renamed as net.     
(A)True    (B)False  
  
68 The information processing address house is split into categories 5 altogether   
  
that ar given letters A through E     
(A)True    (B)False  
  
69 The Request for Comments (RFCs) core topics ar net and therefore the   
  
TCP/IP protocol suites.     
(A)True    (B)False  
  
70 the rear and Forward buttons will be accustomed visit solely pages from a   
  
similar web site     
(A)True    (B)False  
  
71 A protocol used for taking e-mail from a mailbox is POP1     
(A)True    (B)False  
  
72 All conversations on the IRC ar in English     
(A)True    (B)False  
  
73 the total variety of ISP is data supply supplier     
(A)True    (B)False  
  
74 "A emoticon, may be a sequence of standard printable characters, or atiny   
  
low image, meant to represent somebody's facial features Associate in Nursingd   
  
convey an feeling."     
(A)True    (B)False  
  
75 you'll be able to stop victimisation the lexicon at any time by clicking the shut   
  
button.     
(A)True    (B)False  
  
76 The read menu in Word is employed to form header and footer.     
(A)True    (B)False  
  
77 Check boxes ar accustomed gift choices requiring individual on/off selections   
  
in Message boxes.     
(A)True    (B)False  
  
78 computer code is code that's embedded in a very hardware device     
(A)True    (B)False  
  
79 Primary memory has higher storage capability than secondary memory.     
(A)True    (B)False  
  
80 Pressing F1 may be a common thanks to invoke facilitate in Windows?     
(A)True    (B)False  
  
81 "To choose a whole document in Word, move the pointer to the left of any   
  
document text till it changes to a right-pointing arrow, so double-click."     
(A)True    (B)False  
  
82 [Ctrl]+[U] selects the italics vogue for the chosen text.     
(A)True    (B)False  
  
83 A blank line is additionally referred to as as a paragraph. it's referred to as as   
  
Associate in Nursing empty paragraph.     
(A)True    (B)False  
  
84 [Del] key deletes the text to the left of the insertion purpose.     
(A)True    (B)False  
  
85 Word includes variety of AutoCorrect entries. we will use these entries   
  
however cannot modify them.     
(A)True    (B)False  
  
86 you'll be able to produce your own dictionaries in Word.     
(A)True    (B)False  
  
87 "When you produce a formula that contains a operate, the Insert operate window helps you enter worksheet functions."     
(A)True    (B)False  
  
88 "In Word, you'll be able to amendment the character spacing from the toolbar."   
  
    
(A)True    (B)False  
  
89 "e-commerce consists primarily of the distributing, buying, selling, marketing, and union of merchandise or services over electronic systems like the Internet"     
(A)True    (B)False  
  
90 Word templet doesn't embrace vogue info.     
(A)True    (B)False  
  
91 The Blank online page templet of Word contains pre-formatted or pre-designed choices.     
(A)True    (B)False  
  
92 The Word organizer doesn't copy the Auto-Text entries.     
(A)True    (B)False  
  
93 {different|totally totally different|completely different} cells with in a very row will have different heights.     
(A)True    (B)False  
  
94 The AutoFit to contents permits Word to widen or slender columns supported   
  
the contents you insert in Insert Table.     
(A)True    (A)False  
  
95 Print Preview of Word doesn't permit you to try and do any writing.     
(A)True    (A)False  
  
96 "From the Mail Merge Helper window, you'll be able to solely open Associate in Nursing existing information supply however cannot produce a brand new one."   
  
    
(A)True    (B)False  
  
97 The name box is at the left finish of the formula bar     
(A)True    (B)False  
  
98 "In surpass, The delete and clear commands perform a similar operate."     
(A)True    (B)False  
  
99 you can not amendment the Font variety of the whole book by one command. It will amendment solely worksheet by worksheet.     
(A)True    (B)False  
  
  
100 The orthography and descriptive linguistics check will solely be done once the text is chosen.      
(A)True    (B)False