'CCC' TEST PAPERS

1   "To help others locate a Web site, the site should be registered with various -----."
(A)OnLine services
(B)Backbone providers
(C)Search engines
(D)Mail servers

2   "In _____ technique, network communications are analyzed to see whether packets are part of an ongoing dialogue between a sender and a receiver?"
(A)stateful inspection
(B)intrusion detection system
(C)application proxy filtering
(D)packet filtering

3   MS Word supprots minimum zoom upto
(A)0.25   (B)0.15   (C)0.1   (D)0.04

4   Which of the following is a valid conditional formatting operator found in the New Formatting Rule dialog box?
(A)Inbetween   (B)More   (C)Greater than   (D)Outside

5   Comments can be added to cells using
(A)Edit -> Comments
(B)Insert -> Comment
(C)File -> Comments
(D)View -> Comments

6   When you copy a formula Excel erases the original copy of the formula
(A)Excel edits cell references in the newly copied formula
(B)Excel adjusts
(C)absolute cell references
(D)Excel doesnt adjust relative cell references

7   When creating a vertical page break___
(A)The active cell must be A1
(B)The active cell can be anywhere in the worksheet
(C)The active cell must be in row 1
(D)The active cell must be in column A

8   A broadband bus topology requires_____
(A)Unidirectional Transmission
(B)Bidirectional Transmission
(C)Switching Transmission
(D)None of them

9   Wich of the following country code for geographic domain extension is not correct
(A)jp-Japan (B)cd-Canada   (C)ind-India   (D)All of the above

10   Which one of the following is a valid email
(A) address?Enquiries.guilds.co.@.uk
(B) sales@enquiries.guilds.co.uk
(C) @sales.enquiries@guilds.co.uk
(D) sales.enquiries.guilds.co.uk

11   which of the following is domain name suffixes
(A) .com   (B) .nat   (C) both of the above   (D) None of the above

12   "Accidently, you made a mistake when working with your document. How can
you undo that action?"
(A) Ctrl+X   (B) Ctrl+Y   (C) Ctrl+Z   (D) Ctrl+U

13   What is one way to protect your computer from viruses?
(A) Do not use your computer
(B) Do not download unknown documents or programs
(C) Do not turn your computer off at night
(D) Do not use Microsoft Office Programs

14   Which of the following are word processing software?
(A) WordPerfect   (B) Easy Word   (C) MS Word   (D) All of above

15   In which year was the first email sent?
(A) 1982   (B) 1992   (C) 1977   (D) 1971

16   Challenge-Response: is an authentication method that requires a human to
respond to an email challenge message
(A) before the original email that triggered the challenge is delivered to the
recipient.
(B) after the original email that triggered the challenge is delivered to the
recipient.
(C) Both of the above
(D) None of the above

17   Using demographics and related information in a customer database to
select the most appropriate recipients for a specific email campaign is called
     (A) demographing. (B) Targeting. (C) Both of the above (D) None of the above

   18   "A list developed by anyone receiving email, or processing email on its
         way to the recipient, that includes domains or IP addresses of any
         emailers suspected of sending spam is called"
(A) Wrong list
(B) Blacklist.
(C) Both of the above
(D) None of the above

19   A photo album slide show can be played continuously by using the option of
_____.
(A) Loop continuously
(B) Launch an online broadcast
(C) Use random slide transition
(D) All of these

20   "To Preview a Presentation, Click _____."
(A) Print Preview button on the Standard Toolbar.

(B)File -> Print Preview
(C)a and b
(D)None of these

21   How can you go back to previous slide during presentation?
(A)Space Bar   (B)Left Arrow key (C)Right Arrow key   (D)Shift key

22   A device has two IP addresses. This device could be_____
(A)A computer   (B)A gateway   (C)A router (D)Any of the above

23   Web sites contain many pages that can be navigated using _____.
      (A)bars   (B)threads (C)links   (D)strings

24   The hardware device commonly referred to as the □brain□ of the computer is
the:
(A)RAM chip.   (B)data input.   (C)CPU.   (D)secondary storage.

25   "To log on to the network, a user must enter their --------------------."
      (A)money   (C)username and password   (C)full name (D)job profile

26   DVD stands for
(A)Digital Video Disc
(B)Digital and Video Drive
(C)Disk virtual Drive
(D)Double Volume Density

27   Binary means:
(A)there are two possibilities: on and off.
(B)the same as a byte: 8 bits.
(C)"there are three options: 0, 1, and 2."
(D)that computers really need to have three or more options.

28   "In ASCII, _____ characters can be created."
(A)255   (B)1024   (C)256   (D)128

29   Algorithm and Flow chart help us to Know the
(A)memory capacity
(A)Identify the base of a number system
(B)Direct the output to a printer
(C)Specify the problem completely and clearly

30   In analog computer
(A)Input is first converted to digital form
(B)Input is never converted to digital form
(C)Output is displayed in digital form
(D)All of the above

31   _____ is the largest 16 bit positive number.
(A)32767   (B)32768   (C)34567   (D)36789

32   To convert data from one data medium to another is known as _____.
      (A)Collection   (B)Transformation (C)Manipulation   (D)Conversion

33   "The online non-commercial interaction between local and central government and the commercial business sector, rather than private individuals is part of _____ model."
(A)Government-to-Citizen or Government-to-Consumer (G2C)
(B)Government-to-Business (G2B)
(C)Government-to-Government (G2G)
(D)Government-to-Employees (G2E)

34   "The slide_____ controls text characteristics, background color and special effects, such as shadowing and bullet style."
(A)presentation   (B)master   (C)show   (D)sort

35   The two dimensional representation of an image is known as:
(A)Image routing   (B)Image resolution   (C)Image reasoning   (D)None

36   "Name a more complex standard developed by Microsoft to allow for the exchange of word processing files that include formatting such as text alignment, font styles, and font sizes."
(A)Rich Text Format (RTF)   (B)ASCII   (C)BCD   (D)None

37   "If you type a word that is not in Word's dictionary, a ____ wavy underline appears below the word."
(A)green   (B)red   (C)blue   (D)black

38   CTRL+U key combination is used to
(A)move a file
(B)move file /U directory
(C)move file from /U directory
(D)none of these

39   IIS refers to _____.
(A)International Institute for Standards
(B)Internet Information Server
(C)Internal IP Scheme
(D)Internet Information System

40   Is it possible to set scroll property of mouse?
(A)yes   (B)no (C)Yes any time   (D)yes only at installation time

41   How many options are there on the Word menu bar?
(A)Three   (B)Six   (C)Nine   (D)Twelve

42   A link to a World Wide Web Site on the document can be inserted by using option _____.
(A)Insert Word Table
(B)Insert Hyperlink
(C)Format Painter
(D)None of the above

43   Print preview window can be invoked by _____.
(A)Selecting the Print Preview option from the File menu
(B)Clicking on the Print Preview button on the standard toolbar.
(C)a & b
(D)None of the above

44   A new document can be created by _____.
(A)Clicking on the New button of the standard toolbar
(B)Pressing the Ctrl+N combination of keys
(C)Selecting new option from the file menu in menu bar.
(D)All of the above

45   The _____ key removes one characeter to the left of the cursor.
    (A)Delete   (B)Backspace   (C)Enter   (D)Shift

46   "To select a _____, place the mouse pointer in the selection bar
and double-click on it."
(A)Sentence (B)Word   (C)Paragraph   (D)Letter.

47   "In a word document, alignment refers to the position of the text relative
to the _____."
(A)Margins   (B)Paragraphs   (C)Header   (D)Footer
48   "To end the current paragraph, space, and begin the new paragraph"press
(A)Escape key once and the Enter key once.
(B)press the Enter key twice
(C)press the Enter key once and the spacebar once
(D)press the ENter key once

49   "When sharing data in Office, the &&& document is the document in which
the data was first entered."
(A)source   (B)destination   (C)original (D)primary

50   Mouse speed is
(A)adjustable
(B)cannot be adjusted
(C)can be adjusted through control panel
(D)can be adjusted by double clicking middle button

51   "Email messages that cannot be delivered to the recipient because of a
temporary error, such as a full mailbox is called Soft bounces."
(A) TRUE   (B) FALSE

52   "In the binary system, the digit 1 represents the electronic state of off
(absence of an electronic charge)"
(A) TRUE   (B) FALSE

53   Excel File ExtensionXLA means Microsoft Excel add-in
(A) TRUE   (B) FALSE

54   SPIDERS are the computer programs that are used by search engines to roam
the World Wide Web via the Internet.
(A) TRUE   (B) FALSE

55   Acrobat is a software program that reads and converts documents in a
format called PDF but can not decode.
(A) TRUE   (B) FALSE

56   Cracking is the process of overcoming hacking.
(A) TRUE   (B) FALSE

57   wireless Local Area Network uses phone lines or fiber-optics.

(A) TRUE   (B) FALSE

58   The bulletin board service is not used for carrying on discussions.
      (A) TRUE   (B) FALSE

59   Server machine is not helpful for client machines
(A) TRUE   (B) FALSE

60   "In email address me@example.com domain name is ""me""."
(A) TRUE   (B) FALSE

61   B2C means Business-to-Consumer.
(A) TRUE   (B) FALSE

62   "If you press Enter, the cell accepts your typing as its contents"
      (A) TRUE   (B) FALSE

63   A program that manages all other programs in a computer is called
Operating system.
(A) TRUE   (B) FALSE

64   The correct sequence of events to remove a spreadsheet from a workbook is-
Go to FILE - SAVE AS - SAVE AS TYPE - Excel 4.0 Work Sheet.
(A) TRUE   (B) FALSE

65   Number of emails sent minus the number of bounces and filtered messages is
called Delivered email.
(A) TRUE   (B) FALSE

66   "Newsletter is a broadcast, where comments by members or subscribers go
only to the message sender and is-""one to many""."
(A) TRUE   (B) FALSE

67   Page Orientation in MS-PowerPoint can be set to Portrait (taller than
width) or Landscape (wider than height).
(A) TRUE   (B) FALSE

68   One can print either nine or fifteen handouts in PowerPoint presentation.
      (A) True   (B) FALSE

69   A file which contains readymade styles that you can use for your
presentations is called Template.
(A) True   (B) FALSE

70   The design template can be altered using View -> Master -> Slide Master.
      (A) True   (B) FALSE

71   You can re-record the narration for a PowerPoint Slide Show .
(A) True   (B) FALSE

72   You can export a presentation outline or speaker notes directly from
PowerPoint into an MSWord document.
(A) TRUE   (B) FALSE

73   "Ethernet protocol is used for Electronic mail (SMTP), file transfer (FTP), remote login (Telnet), web (HTTP)."
(A) True   (B) False

74   "To employ multi-access in GSM, users are given different bandpass filters."
(A) True   (B) False

75   Translator between two dissimilar protocols is called converter.
(A) TRUE   (B) FALSE

76   It is impossible to insert an image from a file into a Word document.
     (A) TRUE   (B) FALSE

77   A computer is not the most efficient method of solving all types of problems
(A) TRUE   (B) FALSE

78   Procedures and software mean the same thing.
(A) TRUE   (B) FALSE
79   Connectivity is a term used to describe communication among computers.
     (A) TRUE   (B) FALSE

80   "An encyclopedia with its structured data is a database, even if the user usually cannot bring any change."
(A) TRUE   (B) FALSE

81   The bits in a byte are normally numbered from zero to eight.
(A) TRUE   (B) FALSE

82   Linux and MS Window may be installed on one system.
(A) TRUE   (B) FALSE

83   'add/remove tools' is found in Accessaries.
(A) TRUE   (B) FALSE

84   File structure in Linux is hierarchical.
(A) TRUE   (B) FALSE

85   A window can be enlarged to its maximum size by hot key combination.
     (A) TRUE   (B) FALSE

86   Screen Saver on your desk top appears when computer is idle for a while.
     (A) TRUE   (B) FALSE

87   Shift+Enter key is used to move to the first cell in the row.
(A) TRUE   (B) FALSE

88   Background color or picture applied from Format >> Background is not printed
(A) TRUE   (B) FALSE

89   One of the advantages of a PC network is that the access to the internet is quicker.
(A) True   (B) False

90   F8 is the keyboard shortcut (button or buttons to be pressed) for Spell Checking a document
(A) TRUE   (B) FALSE

91   The assistance is an application that allows you to take notes and save them in a file.
(A) TRUE   (B) FALSE

92   "By typing an asterisk and a space or a tab, word automatically starts the bullet list."
(A) TRUE   (B) FALSE

93   Rows are vertical lines in a table.
(A) TRUE   (B) FALSE

94   "Right click shortcut menu, which is displayed by right clicking on selected column, contains option for Insert columns and delete columns."
     (A) TRUE   (B) FALSE

95   "There is only one way to start microsoft word, which is by office shortcut bar."
(A) TRUE   (B) FALSE

96   The error message #VALUE1 indicates that the formula contains incorrectly spelled cell or function names.
(A) TRUE   (B) FALSE

97   The formatting of a comment is restricted to AutoShapes.
(A) TRUE   (B) FALSE

98   The cell reference for a range of cells that starts in cell B1 and goes over to column G and down to row 10 is B1:G10.
(A) TRUE   (B) FALSE

99   F4 key should be used to change the content of a cell.
(A) TRUE   (B) FALSE

   100 '?' and '#' are allowed in a primary name of file.
   (A) TRUE (B) FALSE