CCC PLUS EXAMINATION

Question Bank

Introduction to Computer & Basic Concepts

1. What are the main characteristics of a computer system?

a) Speed, Accuracy, Diligence

b) Cost, Size, Weight

c) Color, Shape, Design

d) Brand, Model, Year

Answer: a) Speed, Accuracy, Diligence

2. Which device is used for pointing and selecting items on the screen?

a) Keyboard

b) Mouse

c) Printer

d) Scanner

Answer: b) Mouse

3. What is VDU?

a) Visual Display Unit

b) Video Data Utility

c) Virtual Disk Unit

d) Voltage Distribution Unit

Answer: a) Visual Display Unit

4. Computer memory is divided into primary and secondary memory. (True/False)

Answer: True

5. What is system software?

a) Software that manages hardware

b) Software for specific tasks

c) User applications

d) Games

Answer: a) Software that manages hardware

6. Programming languages are used to write software. (True/False)

Answer: True

7. Data is represented in computers using binary system. (True/False)

Answer: True

8. What is data processing?

a) Converting raw data into information

b) Storing data

c) Deleting data

d) Printing data

Answer: a) Converting raw data into information

9. Hardware refers to the physical parts of a computer. (True/False)

Answer: True

10. Application software includes word processors and spreadsheets. (True/False)

Answer: True

Operating System

11. What is an operating system?

a) Software that manages computer hardware

b) Application software

c) Hardware component

d) Input device

Answer: a) Software that manages computer hardware

12. Examples of popular operating systems include Linux and Windows. (True/False)

Answer: True

13. What is the Task Bar in Windows?

a) Bar at the bottom of the screen

b) Menu bar

c) Title bar

d) Scroll bar

Answer: a) Bar at the bottom of the screen

14. How do you change the system date and time in Windows?

a) Through Control Panel

b) Through My Computer

c) Through Recycle Bin

d) Through Browser

Answer: a) Through Control Panel

15. File extensions indicate the type of file. (True/False)

Answer: True

16. What is Windows Explorer used for?

a) Managing files and folders

b) Browsing internet

c) Editing images

d) Playing music

Answer: a) Managing files and folders

17. You can recover deleted files from Recycle Bin. (True/False)

Answer: True

18. Automatic updates help keep software secure. (True/False)

Answer: True

19. What is a shortcut on desktop?

a) Link to a file or program

b) Actual file

c) Folder

d) Image

Answer: a) Link to a file or program

20. Changing display properties adjusts screen resolution. (True/False)

Answer: True

Word Processing

21. What is the menu bar in a word processor?

a) Bar with commands like File, Edit

b) Status bar

c) Scroll bar

d) Title bar

Answer: a) Bar with commands like File, Edit

22. How do you save a document as a different file?

a) Save As

b) Save

c) Print

d) Close

Answer: a) Save As

23. Spell check helps correct spelling errors. (True/False)

Answer: True

24. What is paragraph indenting?

a) Adding space at the beginning of paragraph

b) Changing font

c) Adding bullets

d) Inserting table

Answer: a) Adding space at the beginning of paragraph

25. You can change page margins in Page Setup. (True/False)

Answer: True

26. Tables can be drawn in word processors. (True/False)

Answer: True

27. What is a watermark?

a) Faint image in background

b) Header

c) Footer

d) Border

Answer: a) Faint image in background

28. Mail Merge is used for personalized documents. (True/False)

Answer: True

29. Macros automate repetitive tasks. (True/False)

Answer: True

30. Thesaurus provides synonyms. (True/False)

Answer: True

Spreadsheets

31. What is a cell in a spreadsheet?

a) Intersection of row and column

b) Row

c) Column

d) Sheet

Answer: a) Intersection of row and column

32. How do you create a series of numbers?

a) Drag the fill handle

b) Copy paste

c) Insert row

d) Delete cell

Answer: a) Drag the fill handle

33. AutoSum is used for quick summation. (True/False)

Answer: True

34. What is a relative cell reference?

a) Changes when copied

b) Stays the same

c) Absolute

d) Fixed

Answer: a) Changes when copied

35. Charts visualize data. (True/False)

Answer: True

36. You can insert graphics in spreadsheets. (True/False)

Answer: True

37. What is the AVERAGE function for?

a) Calculate mean

b) Sum

c) Maximum

d) Minimum

Answer: a) Calculate mean

38. Formulas start with = sign. (True/False)

Answer: True

39. You can change cell width. (True/False)

Answer: True

40. SmartArt is for diagrams. (True/False)

Answer: True

Presentations

41. What is PowerPoint used for?

a) Creating presentations

b) Spreadsheets

c) Databases

d) Word processing

Answer: a) Creating presentations

42. You can create a presentation using a template. (True/False)

Answer: True

43. How do you insert a slide?

a) Insert menu

b) File menu

c) Edit menu

d) View menu

Answer: a) Insert menu

44. Clip Art can be added to slides. (True/False)

Answer: True

45. What is slide transition?

a) Effect when changing slides

b) Slide layout

c) Text animation

d) Color scheme

Answer: a) Effect when changing slides

46. You can automate slide show timings. (True/False)

Answer: True

47. Handouts are printed versions of slides. (True/False)

Answer: True

48. What is the minimum zoom in PowerPoint?

a) 10%

b) 25%

c) 50%

d) 100%

Answer: a) 10%

49. End key moves to the end of the line. (True/False)

Answer: True

50. Slide Sorter view shows thumbnails. (True/False)

Answer: True

Database Management Systems

51. What is a database?

a) Organized collection of data

b) Word document

c) Spreadsheet

d) Presentation

Answer: a) Organized collection of data

52. A table consists of fields and records. (True/False)

Answer: True

53. What is a query?

a) Request for data

b) Form

c) Report

d) Table

Answer: a) Request for data

54. Reports summarize data. (True/False)

Answer: True

55. Forms are used for data entry. (True/False)

Answer: True

56. You can sort tables in databases. (True/False)

Answer: True

57. Field types include text, number, date. (True/False)

Answer: True

58. Wizards help create queries. (True/False)

Answer: True

59. You can format reports. (True/False)

Answer: True

60. Primary key uniquely identifies records. (True/False)

Answer: True

Cyber Security

61. What is confidentiality in security?

a) Data accessible only to authorized

b) Data availability

c) Data integrity

d) Data storage

Answer: a) Data accessible only to authorized

62. Strong passwords protect accounts. (True/False)

Answer: True

63. What is phishing?

a) Fraudulent attempt to obtain info

b) Virus

c) Worm

d) Spyware

Answer: a) Fraudulent attempt to obtain info

64. HTTPS indicates secure website. (True/False)

Answer: True

65. Malware includes viruses and trojans. (True/False)

Answer: True

66. Netiquette refers to online etiquette. (True/False)

Answer: True

67. Software licensing is about legal use. (True/False)

Answer: True

68. IT Act 2000 governs cyber laws in India. (True/False)

Answer: True

69. Cookies store user data. (True/False)

Answer: True

70. Private browsing doesn't save history. (True/False)

Answer: True

PC Maintenance & Troubleshooting

71. What is antivirus software for?

a) Protecting from viruses

b) Cleaning dust

c) Upgrading hardware

d) Installing programs

Answer: a) Protecting from viruses

72. Disk cleanup removes unnecessary files. (True/False)

Answer: True

73. What is defragmentation?

a) Organizing fragmented files

b) Deleting files

c) Scanning virus

d) Updating OS

Answer: a) Organizing fragmented files

74. Safe mode is for troubleshooting. (True/False)

Answer: True

75. Updating OS improves security. (True/False)

Answer: True

76. CCleaner is a maintenance tool. (True/False)

Answer: True

77. Check cables for hardware issues. (True/False)

Answer: True

78. Uninstall unused software to free space. (True/False)

Answer: True

79. Restart solves many problems. (True/False)

Answer: True

80. Clean peripherals regularly. (True/False)

Answer: True

Networking and Troubleshooting

81. What is LAN?

a) Local Area Network

b) Wide Area Network

c) Metropolitan Area Network

d) Personal Area Network

Answer: a) Local Area Network

82. Wi-Fi is wireless networking. (True/False)

Answer: True

83. What is ISP?

a) Internet Service Provider

b) Internet Search Protocol

c) Internal System Provider

d) Information Service Protocol

Answer: a) Internet Service Provider

84. TCP/IP is a network protocol. (True/False)

Answer: True

85. URL is Uniform Resource Locator. (True/False)

Answer: True

86. Switch connects devices in network. (True/False)

Answer: True

87. IPv6 has more addresses than IPv4. (True/False)

Answer: True

88. Router connects different networks. (True/False)

Answer: True

89. Instant Messaging is for real-time chat. (True/False)

Answer: True

90. Network troubleshooting includes checking connections. (True/False)

Answer: True

Latest Trends in IECT, e-Governance & Digital Financial Services

91. What is cloud computing?

a) On-demand computing resources

b) Local storage

c) Hardware upgrade

d) Software installation

Answer: a) On-demand computing resources

92. SaaS is Software as a Service. (True/False)

Answer: True

93. Digital signature verifies authenticity. (True/False)

Answer: True

94. e-Governance improves service delivery. (True/False)

Answer: True

95. PMJDY is for financial inclusion. (True/False)

Answer: True

Soft Skills

96. Effective communication involves clarity. (True/False)

Answer: True

97. Active listening is important. (True/False)

Answer: True

98. Corporate culture affects behavior. (True/False)

Answer: True

99. Pronunciation impacts communication. (True/False)

Answer: True

100. Soft skills include writing and speaking. (True/False)

Answer: True

Additional True/False Questions

Total Questions: 100

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