CCC Practice Question

1 In which menu Spelling command appears

(A)Tools   (B)Windows   (C)Edit (D)None of the above

2   A right click on the Windows desktop itself will _____.

(A)open the Display Properties dialog box

(B)show a context-sensitive menu

(C)open the Control Panel

(D)minimize all open applications

3   "When numbers are typed inside a cell, the default alignment is:"

(A)Left-aligned   (B)Center-aligned   (C)Right-aligned   (D)Justified

4   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

5   When you create a chart on a separate sheet in the same workbook it is called a

(A)chart sheet   (B)embedded chart   (C)view sheet (D)view chart

6   Page break command of Excel on the Insert menu will result in insertion of page break

(A)above the selected row

(B)below the selected row

(C)middle of the selected row

(D)None of the above

7   To print a specific area in Excel

(A)set print area from File menu

(B)set print area from Page Setup dialog box

(C)both a and b above

(D)None of the above

8   Pressing _____ is a quick way to cycle between open program
windows.   (A)Alt+Tab   (B)Ctrl+Tab   (C)Shift+Tab (D)Shift+Alt

9   The AutoContent Wizard creates _____.

(A)a new blank presentation with an attractive background and fonts

(B)a new presentation with sample slides with suggestions for what information should be included

(C)a new look for an existing presentation

(D)a new template for future use

10   "In PowerPoint, slide sorter command is found under which menu?"

(A)File (B)Tools   (C)View   (D)Edit

11   The primary goal for your slide design should be _____.

(A)to attract the eyes of your audience

(B)to coordinate with your company logo and color scheme

(C)to make the information easy to read

(D)to make the slides interesting and even exciting

12   "In Excel, shortcut fill menu contain"

(A)Fill weekdays   (B)Fill series   (C) (a) and (b)   (D)None of these

13   Alignment buttons are available on the _____ toolbar.

(A)Status bar (B)Formatting toolbar (C)Standard toolbar (D)None of these

14   Paste Special dialog box of Excel contains _____ options for (A)characteristics (B)Formats   Formulas (C)Values (D)All of the above

15 "Actions buttons can be inserted in the slide, by Action Button command of"

(A)View menu (B)Insert menu   (C)Slide show menu (D)None of the above

16   "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

17 Following is a type of PowerPoint Slide Show option

(A)Presented by the speaker

(B)Browsed by an individual

(C)Browsed at a kiosk

(D)All of the above

18   The first network that planted the seeds of Internet was:

(A)ARPANET   (B)NSFnet   (C)Vnet   (D)Inet

19   "For a small Web site, one needs to buy space from the"

(A)Network administrator (B)Telephone exchange (C)ISP (D)None of the above

20   The first graphical browser for the WWW was named:

(A)Netscape   (B)Veronica   (C)Mosaic   (D)Lynx

21   The Internet uses

(A)Circuit switching

(B)Packet switching

(C)Hybrid switching

(D)None of the above

22   GIGO stands for _____.

(A)"Garbage Input, Garbage Output"

(B)"Gigabytes in, Gigabytes out"

(C)"Garbage In, Garbage Out"

(D)None of the above

23   "When a computer prints a report, this output is called_____."

(A)hard copy (B)soft copy   (C)COM   (D)None of the above

24   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

25   Which of the following in not an option of edit menu in PowerPoint?   (A)Cut(B)Delete
slide   (C)Copy   (D)Page setup

26   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

27   A Laser printer uses

(A)Raster scan

(B)Camera lens

(C)Heat sensitive paper

(D)None of these

28   Tape storage is primarily used for _____.

(A)backups

(B)installing new programs

(C)rarely used software

(D)None of the above

29   GUI is used as an interface between

(A)hardware and software

(B)man and machine

(C)software and user

(D)None of the above

30   A Word processor is:

(A)"A program which processes the word, e.g. giving frequency   of words, sorting of words etc"

(B)"A program which provides the facility for creating, viewing   editing and manipulating text before printing"

(C)CPU of microcomputer

(D)None of these

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   Using Microsoft Word's Find and Replace feature you can

(A)replace both text and formatting

(B)replace text of a document only

(C)replace formatting only

(D)replace document's name with a new name

33   "When you activate the Spelling and Grammar checker,"

(A)it displays the misspelled words in a dialog box.

(B)it highlights the misspelled words in the document.

(C)it allows you to either correct the misspelled word manually.

(D)All of the above

34   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 paragraphsyou (C)wish to surround the paragraphs with different styles of boxes

(D)All of the above

35   In Word Drop caps applied to

(A)Characters (B)Sentences (C)Words   (D)None of the above

36   What is the term used for the word processing programs that show you directly on the PC screen the appearance of your

final document as you might expect when the document is printed on the paper.

(A)Search & Replace(B)   Pagination   (C)Soft Copy (D)WYSIWYG

37   Using Borders in Excel you

(A)"can add lines above, below or to either side of a cell"

(B)"can add a single line or multiple lines, along one side of   a cell or around it"

(C)both a and b above are correct

(D)None of the above

38   A Word file can be save as a Web page which is a document that consist of one or more parts

(A)that can be read by a Web browser such as the Internet Explore

(B)saved in HTML format

(C)which helps distribute information over the Internet

(D)All of the above

39   The length of a file's name under Win95/98/XP _____.

(A)is limited to 11 characters

(B)is limited to 255 characters

(C)is not limited in length

(D)can contain only one space

40   "After a table has been created, which of the following operations cannot be performed?"

(A)Insert rows in a table

(B)Delete and insert columns

(C)Split the table into two tables

(D)None of the above

41   The Magnifier button is available on the

(A)Print Preview toolbar

(B)Standard toolbar

(C)Formatting toolbar

(D)None of the above

42   "In the print dialog box of Word, you can select"

(A)All page in a range   (B)Odd pages (C)Even pages   (D)Any of the above

43   "In Word, print preview command is found under which menu?"

(A)File (B)Tools   (C)View   (D)Edit

44   You can use other existing data sources with your master documents (A)provided   "the data source contains some field names, which may or may not be (B)in the master document"   the data source contains the same field names

(C)found in the master document the data source contains different field (D)names than those in the master document   None of the above

45   Status bar shows different types of keys:

(A)Num lock key   (B)Scroll lock key (C)Caps lock key (D)   All of these

46   "In its default setting, a workbook is made up of sheets and the number can be extended to:"

(A)"3,255"   (B)"3,225"   (C)Limited by available memory   (D)"16,225"

47   "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

48   The purpose of AutoSum in Excel is to

(A)locate and total the rows or columns in a range nearest to the current cell (B)total any range that you select

(C)add grand totals to a range containing other totals

(D)All of the above

49   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

50   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

Doeacc ccc True and False Questions

51   Animation effects appears in the Standard toolbar.

(A)True   (B)False

52   Hybrid computer is a mixture of both digital and analog computers.   (A)True   (B)False

53   "When you create a formula that contains a function, the Insert Function dialog box helps you enter worksheet functions."

(A)True   (B)False

54   You can enlarge the sheet upto 500% while printing.

(A)True   (B)False

55   "To insert a header or footer in a worksheet, select Header and Footer option in the File menu."

(A)True   (B)False

56   You can search for a file in Windows even if you know only part of the file name

(A)True   (B)False

57   "When you hide a slide it remains in your file, even though it is hidden when you run the presentation."

(A)True (B)   False

58   The AutoContent Wizard creates the structure and contents based on the choices you make.

(A)True   (B)False

59   "If your text exceeds the size of the placeholder, Microsoft PowerPoint reduces the font size and line spacing incrementally as you type, to make the text fit."

(A)True   (B)False

60   Change case command is used to change the capitalization of a sentence. (A)True   (B)False

61   You can print slides for overhead projector transparencies

(A)True   (B)False

62   Unitprice is a valid name for a cell or range.

(A)True   (B)False

63   You cannot change the position of the slide images on the Handout Master. (A)True   (B)False

64   "To have Microsoft Excel always use a specific currency symbol, change the currency symbol selected in Regional Settings in Control Panel before you start Excel."

(A)True   (B)False

65   "When you turn on background printing, you can continue working in PowerPoint while you print."

(A)True   (B)False

66   E-mail addresses are case-sensitive.

(A)True   (B)False

67   A set of rules is known as protocol.

(A)True   (B)False

68   ISP is a company that provides an Internet connection

(A)True   (B)False

69   Hypertext enables you to read and navigate text and visual information in a nonlinear way base on what you want to know next

(A)True   (B)False

70   The two parts of an e-mail address is separated by @ symbol

(A)True   (B)False

71   "In SMTP, the message can be of any length"

(A)True   (B)False

72   HTML files are text files only

(A)True   (B)False

73   In Web site designing you should make the title catchy descriptive and accurate

(A)True   (B)False

74   "A smiley, is a sequence of ordinary printable characters, or a small image, intended to represent a human facial expression and convey an emotion." (A)True   (B)False

75   You can draw objects in a presentation by using the Design toolbar.   (A)True   (B)False

76   "To create a new worksheet, select worksheet from the file menu."

(A)True   (B)False

77   "In a multi-page document, the dotted line that extends on a page is called as soft page break."

(A)True   (B)False

78   Numerals have the same widths in a proportionally spaced font.

(A)True   (B)False

79   You cannot use different page-numbering styles in different section of your document

(A)True   (B)False

80   "In Word, the ruler is displayed by default."

(A)True   (B)False

81   Even and odd pages can have different footers in Word.

(A)True   (B)False

82   Headers and footers are displayed in the normal view in Word.

(A)True   (B)False

83   The AutoFit to contents enables Word to widen or narrow columns based on the contents you insert in Insert Table.

(A)True   (B)False

84   You can use the AutoFormat command to analyse the formatting in the document and automatically create styles for you.

(A)True   (B)False

85   Page preview shows the page in WYSIWYG mode.

(A)True   (B)False

86   Print Preview of Word does not allow you to do any editing.

(A)True   (B)False

87   "To fill a formula into a range, select the cell that contains the formula and then drag the fill handle downward, upward, right or left as far as you need."

(A)True   (B)False

88   "In Word, the easiest way to resize a picture is by dragging its edges to match the size and shape you want."

(A)True   (B)False

89   A blog is a website where entries are made in journal style and displayed in a reverse chronological order.

(A)True   (B)False

90   Multiple non adjacent ranges can be selected in Excel.

(A)True   (B)False

91   Pressing [Home] moves the active cell to column A of the current row (A)True   (B)False

92   Pressing [Shift]+[Spacebar] selects the entire column.

(A)True   (B)False

93   You cannot move or copy sheets from one workbook to another

(A)True   (B)False

94   [Ctrl]+[End] moves the last cell containing contents in the worksheet in Excel.

(A)True   (B)False

95   "When you copy a formula in Excel, relative cell references do not change"   (A)True   (B)False

96   "In Excel, The delete and clear commands perform the same function."(A)True   (B)False

97   Excel cannot insert multiple rows in its sheet.

(A)True   (B)False

98   You can add a new sheet to the workbook by using Worksheet command on the Insert menu. The new worksheet is inserted in front of the current sheet.   (A)True   (B)False

99   Microsoft Excel ignores manual page breaks when you use the Fit to option of the Page Setup.

(A)True   (B)False

100   Styles can be used to generate a table of contents quickly in Word.   (A)True   (B)False

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