

# Super vision computer

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**'CCC' TEST PAPERS**

Name \_\_\_\_\_

1 "When a computer prints a report, this output is called \_\_\_\_\_."

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

2 The first page that you normally view at a Web site is its:

(A) Home page (B) Master page (C) First page (D) Banner page

3 The binary number system has a base

(A) 2 (B) 4 (C) 8 (D) 16

4 "A mouse, trackball, and joystick are examples of \_\_\_\_\_."

(A) pointing devices (B) pen input devices

(C) data collection devices (D) multimedia devices

5 The Save As... dialog box can be used

(A) for saving the file for the first time to save (B) file by some alternative name

(C) to save file in a format other than Word (D) All of the above

6 "In which Word menu, Letter wizard command appears"

(A) Format (B) Tools (C) Insert (D) Table

7 "In Word, split cells command appears in \_\_\_\_\_ menu."

(A) Table (B) Format (C) Insert (D) Tools

8 Status bar shows different types of keys:

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

9 In Excel the intersection of a row and column is called

(A) square (B) cubicle (C) cell (D) worksheet

10 BIOS stands for Basic Integrated Operating System

(A) True (B) False

11 LENGTH () function is used to find the length of the string.

(A) True (B) False

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

(A) True (B) False

13 You can add items to the Start menu of windows

(A) True (B) False

14 You can apply a color scheme to the current slide or to all slides in your presentation.

(A) True (B) False

15 PowerPoint allows you to differentiate your own animation effects.

(A) True (B) False

16 Internet is not a commercial information service.

(A) True (B) False

17 Main memory is also known as .....

(A) Hard Disk (B) ROM (C) RAM (D) Floppy Disk

18 The Back and Forward buttons can be used to visit only pages from the same website

(A) True (B) False

19 MICR stands for

(A) Magnetic Ink Character Reader (B) Magnetic Ink Code Reader

(C) Magnetic Ink Cases Reader (D) None

20 The full form of ISP is Information Source Provider

(A) True (B) False

21 You can stop using the spelling checker at any time by clicking the close button.

(A) True (B) False

22 A program that manages all other programs in a computer is called Operating system.

(A) TRUE (B) FALSE

23 In which menu Spelling command appears

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

24 Primary memory has higher storage capacity than secondary memory.

(A) True (B) False

25 Pressing \_\_\_\_\_ is a quick way to cycle between open program windows.

(A) Alt+Tab (B) Ctrl+Tab (C) Shift+Tab (D) Shift+Alt

26. Ctrl+U select the italics style for the selected text.

(A) TRUE (B) FALSE

27 **Del** key deletes the text to the left of the insertion point.

(A) True (B) False

28 You can create your own dictionaries in Word.

(A) True (B) False

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

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

30. To create a new blank presentation you could \_\_\_\_\_.

(A) click on the New button (B) use the File New command

(C) Both of the above (D) None of the above

31. In which menu Change Case command appears

(A) Insert (B) Slide show (C) Format (D) Edit

32. 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

33 Which of the following is a graphical package?

(A) CorelDraw (B) MS-Excel (C) MS-Word (D) None of these

34. Which of the following is not an option of edit menu in PowerPoint?

(A) Cut (B) Delete slide (C) Copy (D) Page setup

35. Bullets and numbering appears in the standard toolbar.

(A) True (B) False

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

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