Zed-King
GROUP OF INSTITUTIONS
ISO 9001: 2015 Certified

CCC - Course on Computer Concepts

MODEL TEST PAPER 2

Based on NIELIT CCC Syllabus [Revision 4]

Total Questions: 100	**Marks:** 100 (1 mark each)	**Time:** 90 minutes

Instructions: All questions are multiple choice with one correct answer. Each carries 1 mark. Answer key is given at the end of this paper.

Q1. The smallest unit of data in a computer is:

(A) Byte
(B) Word
(C) Kilobyte
(D) Bit

Q2. 1 Byte is equal to:

(A) 1024 bits
(B) 16 bits
(C) 8 bits
(D) 4 bits

Q3. 1 Kilobyte (KB) is equal to:

(A) 1024 bytes
(B) 1024 bits
(C) 1000 bits
(D) 512 bytes

Q4. Which statement about ROM is correct?

(A) It is non-volatile and keeps its contents when power is off
(B) It is used as the main working memory for running programs
(C) It loses data when power is off
(D) It is an output device

Q5. Which of the following is a secondary storage device?

(A) Cache memory
(B) Registers
(C) Hard disk
(D) RAM

Q6. Which of the following is the fastest memory?

(A) Hard disk
(B) DVD
(C) Pen drive
(D) Cache memory

Q7. MS Word is an example of:

(A) Utility software
(B) Application software
(C) Firmware
(D) System software

Q8. An operating system is an example of:

(A) System software
(B) Utility software

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(C) Mobile app
(D) Application software

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Q9. Antivirus and disk cleanup tools are examples of:

(A) Programming language
(B) Operating system
(C) Utility software
(D) Application software

Q10. Which of the following is open source software?

(A) Windows
(B) MS Office
(C) Ubuntu
(D) macOS

Q11. The default file extension of a MS Word document is:

(A) .txt
(B) .docx
(C) .pptx
(D) .xlsx

Q12. The default file extension of a MS Excel workbook is:

(A) .docx
(B) .jpg
(C) .xlsx
(D) .pptx

Q13. The default file extension of a PowerPoint presentation is:

(A) .docx
(B) .mp3
(C) .pptx
(D) .xlsx

Q14. Which extension belongs to an image file?

(A) .txt
(B) .pptx
(C) .jpg
(D) .mp3

Q15. Which is an audio file extension?

(A) .pdf
(B) .mp3
(C) .xlsx
(D) .jpg

Q16. Which key is used to rename a selected file or folder?

(A) F12
(B) F1
(C) F2
(D) F5

Q17. GUI stands for:

(A) Graphical Utility Integration
(B) Global User Input
(C) Graphical User Interface
(D) General User Interface

Q18. To change the screen resolution, we use:

(A) Date and time settings
(B) Mouse properties
(C) Recycle Bin
(D) Display settings

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Q19. Programs can be removed from a computer using:

(A) Settings > Apps (Programs and Features)
(B) Notepad
(C) Recycle Bin
(D) Task Manager

Q20. A printer can be shared with other computers on a network through:

(A) The Mouse settings
(B) The Recycle Bin
(C) The Date and Time settings
(D) The Sharing tab in Printer Properties

Q21. Which shortcut key is used to print a document?

(A) Ctrl + P
(B) Ctrl + T
(C) Ctrl + S
(D) Ctrl + R

Q22. Bullets and Numbering are used to:

(A) Check spelling
(B) Insert pictures
(C) Change page margins
(D) Create lists of items

Q23. Which key starts Spelling and Grammar check in MS Word?

(A) F11
(B) F7
(C) F9
(D) F5

Q24. Page Setup is used to set:

(A) Font colour only
(B) Printer driver
(C) Margins, orientation and paper size
(D) Spelling language only

Q25. Merging cells in a table means:

(A) Dividing one cell into many
(B) Changing border colour
(C) Combining two or more cells into one
(D) Deleting a row

Q26. Which shortcut changes the case of selected text in MS Word?

(A) Ctrl + F3
(B) Shift + F3
(C) Shift + F5
(D) Alt + F3

Q27. Print Preview is used to:

(A) Delete the document
(B) See how the document will look when printed
(C) Spell check the document
(D) Print the document immediately

Q28. Ctrl + X performs:

(A) Paste
(B) Cut
(C) Close
(D) Copy

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Q29. A document can be saved as a PDF file by using:

(A) Mail Merge
(B) Print Preview only
(C) Find and Replace
(D) Save As / Export as PDF

Q30. Paragraph indentation refers to:

(A) Moving paragraph text away from the margin
(B) Checking spelling
(C) Changing the font
(D) Inserting a table

Q31. Sorting data means:

(A) Deleting duplicate data
(B) Arranging data in ascending or descending order
(C) Copying data
(D) Showing only matching data

Q32. Filtering data means:

(A) Displaying only the rows that meet given criteria
(B) Arranging data alphabetically
(C) Adding formulas
(D) Changing fonts

Q33. The small square at the bottom-right corner of a selected cell is called the:

(A) Name box
(B) Cell pointer
(C) Scroll bar
(D) Fill handle

Q34. AutoFill is used to:

(A) Change page orientation
(B) Print the sheet
(C) Fill a series (numbers, days, months) automatically
(D) Insert a chart

Q35. Paste Special allows you to paste:

(A) Nothing
(B) Only charts
(C) Only images
(D) Only specific content such as values or formats

Q36. The value of the formula =10+5*2 is:

(A) 25
(B) 15
(C) 20
(D) 30

Q37. By default, numbers in a cell are aligned:

(A) Left
(B) Right
(C) Centre
(D) Justified

Q38. Which operator is used for multiplication in a formula?

(A) ^
(B) *
(C) x
(D) %

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Q39. Which chart is most suitable to show a trend over time?

(A) Pie chart
(B) Doughnut chart
(C) Line chart
(D) Table

Q40. If a cell shows ####, it usually means:

(A) The file is corrupted
(B) The formula is correct
(C) The cell is empty
(D) The column is too narrow to display the value

Q41. Which key ends a running slide show?

(A) Tab
(B) Esc
(C) Enter
(D) Insert

Q42. ClipArt refers to:

(A) A spreadsheet function
(B) A type of virus
(C) Ready-made pictures and graphics from a library
(D) A printer setting

Q43. An object on a slide can be resized by dragging its:

(A) Status bar
(B) Title bar
(C) Sizing handles
(D) Scroll bar

Q44. Which view shows all slides as small thumbnails for rearranging?

(A) Outline view only
(B) Notes view
(C) Print view
(D) Slide Sorter view

Q45. A slide show can run automatically (without clicks) by:

(A) Changing fonts
(B) Setting slide timings
(C) Printing handouts
(D) Deleting the master slide

Q46. A blank presentation is one that:

(A) Contains sample text
(B) Cannot be edited
(C) Has no design or content, so the user starts from scratch
(D) Has a built-in template design

Q47. Movies and sound can be added to slides using:

(A) View > Zoom
(B) Home > Font
(C) Design > Colors
(D) Insert > Media / Movie and Sound

Q48. Which of the following is the presentation program in LibreOffice?

(A) Impress
(B) Base
(C) Writer
(D) Calc

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Q49. Slide layout determines:

(A) The file extension
(B) The arrangement of title, text and objects on a slide
(C) The printer to be used
(D) The internet speed

Q50. A table can be added to a slide using:

(A) Review > Spelling
(B) File > Close
(C) Insert > Table
(D) View > Ruler

Q51. HTTP stands for:

(A) HyperText Transmission Program
(B) Hyper Terminal Transfer Process
(C) HyperText Transfer Protocol
(D) High Transfer Text Protocol

Q52. In HTTPS, the letter S stands for:

(A) Secure
(B) Server
(C) Standard
(D) Simple

Q53. A MAC address is:

(A) A software licence key
(B) A unique hardware address assigned to a network interface card
(C) A type of email address
(D) The address of a website

Q54. IMEI number is used to identify:

(A) A mobile phone
(B) A website
(C) A printer
(D) An email account

Q55. Sharing a mobile phone's internet with a computer through a USB cable is called:

(A) USB tethering
(B) Bluetooth printing
(C) Screen mirroring
(D) Cloud backup

Q56. The domain extension .edu is generally used for:

(A) Government bodies
(B) Commercial businesses
(C) Educational institutions
(D) Network providers

Q57. Which of the following is a search engine?

(A) Firefox
(B) Chrome
(C) Opera
(D) Google

Q58. Which shortcut opens a new tab in most web browsers?

(A) Ctrl + H
(B) Ctrl + W
(C) Ctrl + P
(D) Ctrl + T

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Q59. In _____topology, each device is connected to exactly two other devices forming a closed loop.

(A) Bus
(B) Star
(C) Mesh
(D) Ring

Q60. Which shortcut is commonly used in a browser to save a web page?

(A) Ctrl + S
(B) Ctrl + T
(C) Ctrl + H
(D) Ctrl + W

Q61. Which of the following is a professional networking site?

(A) Instagram
(B) WhatsApp
(C) LinkedIn
(D) Telegram

Q62. Which portal is used for online passport application in India?

(A) UMANG only
(B) Passport Seva
(C) DigiLocker
(D) IRCTC

Q63. Which of the following is an instant messaging app?

(A) Excel
(B) Gmail
(C) Chrome
(D) Telegram

Q64. A blog is:

(A) An online journal or website with regularly posted entries
(B) A hardware device
(C) A type of virus
(D) A spreadsheet

Q65. E-commerce means:

(A) Sending e-mails only
(B) Buying and selling of goods and services online
(C) Repairing computers
(D) Printing documents

Q66. Netiquette refers to:

(A) A type of network cable
(B) A computer virus
(C) A search engine
(D) Rules of good behaviour while using the Internet

Q67. Which website is used for online railway ticket reservation in India?

(A) IRCTC
(B) NPCI
(C) ISRO
(D) UIDAI

Q68. UMANG stands for:

(A) Unified Mobile Application for New-age Governance
(B) Universal Mobile App for National Government
(C) Unified Media Application for Network Governance
(D) United Mobile Access for New Governance

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Q69. DigiLocker is used to:

(A) Send bulk SMS
(B) Play online games
(C) Store and access important documents digitally
(D) Edit photos

Q70. In eHospital, ORS stands for:

(A) Office Record System
(B) Open Registration Software
(C) Online Reporting Service
(D) Online Registration System

Q71. The minimum amount that can be transferred through RTGS is:

(A) Rs. 10,000
(B) Rs. 1,000
(C) Rs. 50,000
(D) Rs. 2 lakh

Q72. IMPS stands for:

(A) Instant Money Process System
(B) Internet Money Payment Service
(C) Immediate Payment System
(D) Immediate Payment Service

Q73. The CVV number on a debit/credit card is usually:

(A) Your ATM PIN
(B) 3 digits printed on the back
(C) Your bank's IFSC code
(D) 16 digits on the front

Q74. Online bill payment can be used for:

(A) Only e-mail
(B) Electricity, water, mobile recharge and similar bills
(C) Only shopping
(D) Only train tickets

Q75. An IFSC code consists of:

(A) 8 characters
(B) 11 characters
(C) 16 characters
(D) 10 characters

Q76. NPCI stands for:

(A) National Payment Council of India
(B) National Payments Corporation of India
(C) National Public Credit Institute
(D) New Payments Corporation of India

Q77. Which is the safest practice regarding an OTP?

(A) Write it on the card
(B) Post it on social media
(C) Never share it with anyone
(D) Share it with callers claiming to be from the bank

Q78. To use internet banking, a customer needs:

(A) An internet connection and registered login credentials
(B) Only a scanner
(C) Only a pen drive
(D) Only a printer

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Q79. ATM PIN stands for:

(A) Private Information Number
(B) Public Identification Number
(C) Personal Identification Number
(D) Personal Internet Number

Q80. A UPI ID is also known as:

(A) MICR
(B) CVV
(C) VPA (Virtual Payment Address)
(D) IFSC

Q81. Regularly updating the operating system helps because it:

(A) Removes the firewall
(B) Slows the system
(C) Fixes security vulnerabilities
(D) Deletes all files

Q82. A padlock symbol and 'https' in the address bar indicate:

(A) The site is a government site
(B) The site is down
(C) The site is free of all viruses
(D) A secure, encrypted connection to the website

Q83. To keep a social media account safe, one should:

(A) Use the same password everywhere
(B) Use strong passwords and review privacy settings
(C) Accept all friend requests
(D) Share the password with friends

Q84. To keep a smartphone secure, apps should be installed from:

(A) Official app stores such as Google Play or the App Store
(B) Shared USB drives
(C) Links in unknown SMS
(D) Any unknown website

Q85. A Trojan horse is malware that:

(A) Pretends to be a useful program but is harmful
(B) Only spreads by CDs
(C) Always shows pop-ups only
(D) Is a type of firewall

Q86. Taking regular backups of data helps to:

(A) Increase RAM
(B) Block all viruses automatically
(C) Recover data after loss or attack
(D) Increase internet speed

Q87. Private/Incognito browsing mode:

(A) Does not save browsing history on the local device
(B) Blocks all viruses
(C) Speeds up the internet
(D) Makes you completely anonymous online

Q88. Which is a risk of using public Wi-Fi?

(A) Data can be intercepted by attackers
(B) It improves password strength
(C) It increases phone battery
(D) It removes malware

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Q89. A computer worm:

(A) Is a type of browser
(B) Is a type of firewall
(C) Only deletes the Recycle Bin
(D) Replicates itself and spreads across networks without needing a host file

Q90. In India, the national cyber crime helpline number is:

(A) 100
(B) 1930
(C) 1098
(D) 108

Q91. Machine Learning is:

(A) A spreadsheet function
(B) A kind of virus
(C) A type of hardware
(D) A subset of Artificial Intelligence

Q92. Deep Learning is based on:

(A) Artificial neural networks
(B) Search engines only
(C) Keyboards
(D) Floppy disks

Q93. General AI refers to:

(A) A type of printer
(B) AI with human-level intelligence across many tasks
(C) A basic calculator
(D) AI limited to one task

Q94. Super AI refers to:

(A) AI weaker than humans
(B) A basic chatbot
(C) A search engine
(D) AI that surpasses human intelligence

Q95. NLP (Natural Language Processing) enables computers to:

(A) Print faster
(B) Understand and process human language
(C) Store more data
(D) Cool the CPU

Q96. Which is an important concern in the ethics of AI?

(A) Brand of the mouse
(B) Fairness, transparency and privacy
(C) Colour of the monitor
(D) Size of the keyboard

Q97. Which is an advantage of AI?

(A) It cannot make mistakes
(B) It can work 24x7 without fatigue
(C) It never needs data
(D) It is always free

Q98. Which is a disadvantage of AI?

(A) It can lead to job displacement and high development cost
(B) It can never be misused
(C) It always reduces cost
(D) It needs no electricity

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Q99. Which of the following is an application of AI?

(A) Plugging in a cable
(B) Typing with a keyboard
(C) Using a calculator only
(D) Face recognition and chatbots

Q100. The goal of AI is to:

(A) Remove all software
(B) Make computers heavier
(C) Build systems that can perform tasks requiring human intelligence
(D) Stop the use of the Internet

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ANSWER KEY - MODEL TEST PAPER 2

1. D	2. C	3. A	4. A	5. C	6. D	7. B	8. A	9. C	10. C
11. B	12. C	13. C	14. C	15. B	16. C	17. C	18. D	19. A	20. D
21. A	22. D	23. B	24. C	25. C	26. B	27. B	28. B	29. D	30. A
31. B	32. A	33. D	34. C	35. D	36. C	37. B	38. B	39. C	40. D
41. B	42. C	43. C	44. D	45. B	46. C	47. D	48. A	49. B	50. C
51. C	52. A	53. B	54. A	55. A	56. C	57. D	58. D	59. D	60. A
61. C	62. B	63. D	64. A	65. B	66. D	67. A	68. A	69. C	70. D
71. D	72. D	73. B	74. B	75. B	76. B	77. C	78. A	79. C	80. C
81. C	82. D	83. B	84. A	85. A	86. C	87. A	88. A	89. D	90. B
91. D	92. A	93. B	94. D	95. B	96. B	97. B	98. A	99. D	100. C

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