

VEDANTSRI COMPUTER INSTITUTE

CCC (Course on Computer Concepts)

Latest Model Question Paper 2026

Time: 90 Minutes Max Marks: 100

Instructions:

- 1. All questions are compulsory.**
- 2. Each question carries 1 mark.**
- 3. Choose the correct option from the given alternatives.**
- 4. There is no negative marking. This is a model paper of 100 questions for practice, based on the pattern of the actual NIELIT CCC exam.**

1. Which shortcut key is used to select all items?

(a) Ctrl + A (b) Ctrl + S (c) Ctrl + P (d) Ctrl + Q

2. ALU stands for:

(a) Arithmetic Logic Unit (b) Advanced Logic Unit (c) Arithmetic Local Unit (d) Applied Logic Unit

3. The effect applied while moving from one slide to the next is called:

(a) Animation (b) Transition (c) Layout (d) Theme

4. Which function calculates the arithmetic mean of numbers?

(a) MEAN (b) AVERAGE (c) AVG (d) MEDIAN

5. Which technology was used in second generation computers?

(a) Vacuum tubes (b) Microprocessors (c) Transistors (d) Artificial intelligence

6. Which shortcut key deletes a file permanently, without sending it to the Recycle Bin?

(a) Delete (b) Ctrl + Delete (c) Alt + Delete (d) Shift + Delete

7. A firewall is used to:

(a) Increase internet speed (b) Protect a network from unauthorised access (c) Store passwords (d) Print documents

8. BIOS stands for:

(a) Basic Input Output System (b) Binary Input Output System (c) Basic Integrated Operating System (d) Base Input Output Software

9. A computer basically works on which cycle?

(a) Output - Process - Input (b) Input - Process - Output (c) Process - Input - Output (d) Input - Output - Process

10. Every formula in Excel must begin with which symbol?

(a) # (b) = (c) \$ (d) @

11. OTP stands for:

(a) One Time Password (b) Only Text Password (c) One Type Password (d) Open Transfer Password

12. Who invented the World Wide Web (WWW)?

(a) Bill Gates (b) Tim Berners-Lee (c) Vint Cerf (d) Mark Zuckerberg

13. The main circuit board of a computer, to which all components are connected, is called:

(a) Hard disk (b) Processor (c) Motherboard (d) Cabinet

14. A hard disk is an example of:

(a) Primary memory (b) Secondary storage (c) Cache memory (d) Register

15. Which of the following is a type of malware?

(a) Firewall (b) Antivirus (c) Router (d) Trojan horse

16. RAM is which type of memory?

(a) Non-volatile (b) Permanent (c) Volatile (d) Read-only

17. The default file extension of a Word 2007 (and later) document is:

(a) .doc (b) .docx (c) .dotx (d) .txt

18. Which is the National Cyber Crime Helpline number in India?

(a) 1930 (b) 100 (c) 108 (d) 112

19. Which of the following is the strongest password?

(a) 12345678 (b) password (c) john2000 (d) Vs@92#kP7x

20. Which function key starts the Spelling and Grammar check in MS Word?

(a) F5 (b) F9 (c) F12 (d) F7

21. Which technology was introduced in third generation computers?

(a) Vacuum tubes (b) Transistors (c) Microprocessors (d) Integrated Circuits (ICs)

22. Which shortcut key opens the Task Manager directly?

(a) Ctrl + Shift + Esc (b) Ctrl + Alt + Tab (c) Alt + F4 (d) Ctrl + Shift + Tab

23. Phishing is:

(a) A search engine (b) A backup method (c) Cheating users through fake e-mails or websites to steal sensitive information (d) A type of memory

24. Which technology marked the fourth generation of computers?

(a) Vacuum tubes (b) Microprocessor (VLSI) (c) Transistors (d) Punch cards

25. Which of the following is an output device?

(a) Mouse (b) Printer (c) Keyboard (d) Scanner

26. Which shortcut key closes the active program window?

(a) Alt + Tab (b) Ctrl + Esc (c) Alt + F4 (d) Ctrl + F5

27. The Format Painter is used to:

(a) Draw shapes (b) Copy text only (c) Copy formatting from one text to another (d) Insert pictures

28. In which year was the Digital India campaign launched?

(a) 2013 (b) 2014 (c) 2015 (d) 2016

29. The Mail Merge option is available on which tab?

(a) Review (b) References (c) Insert (d) Mailings

30. Which shortcut key inserts a page break in MS Word?

(a) Shift + Enter (b) Alt + Enter (c) Ctrl + Enter (d) Ctrl + P

31. The default file extension of an Excel 2007 (and later) workbook is:

(a) .xlsx (b) .xls (c) .docx (d) .pptx

32. Web pages are mainly created using which language?

(a) SQL (b) HTML (c) COBOL (d) Pascal

33. Which error is displayed when a number is divided by zero?

(a) #NAME? (b) #VALUE! (c) #REF! (d) #DIV/0!

34. RAM stands for:

(a) Read Access Memory (b) Random Access Memory (c) Rapid Access Memory (d) Run Access Memory

35. Which translator converts assembly language into machine language?

(a) Compiler (b) Interpreter (c) Assembler (d) Linker

36. UPI stands for:

(a) Unique Payment Interface (b) Universal Payment Internet (c) Unified Payments Interface (d) United Payments Interface

37. Which device connects two or more networks and forwards data packets between them?

(a) Router (b) Hub (c) Modem (d) Repeater

38. A network limited to a small area such as an office or a building is called:

(a) WAN (b) MAN (c) Internet (d) LAN

39. Which shortcut key centre-aligns the selected text in MS Word?

(a) Ctrl + L (b) Ctrl + R (c) Ctrl + J (d) Ctrl + E

40. Which part of the CPU directs and coordinates all the operations of a computer?

(a) ALU (b) Memory (c) Control Unit (d) Hard disk

41. Which of the following is an open-source operating system?

(a) Windows (b) MS-DOS (c) Linux (d) macOS

42. What is the maximum number of columns in an Excel 2007 (and later) worksheet?

(a) 256 (b) 1,024 (c) 16,384 (d) 65,536

43. Ctrl + Z is used to:

(a) Redo (b) Undo (c) Delete (d) Save

44. Which of the following works as both an input and an output device?

(a) Scanner (b) Mouse (c) Printer (d) Touch screen

45. Which part is called the brain of the computer?

(a) Monitor (b) Keyboard (c) CPU (d) Printer

46. USB stands for:

(a) Universal Serial Bus (b) United Serial Bus (c) Universal System Bus (d) Uniform Serial Bus

47. The Track Changes option is available on which tab?

(a) Home (b) View (c) Insert (d) Review

48. Which function returns the current date?

(a) TODAY() (b) TIME() (c) DAY() (d) WEEK()

49. Which of the following is an input device?

(a) Monitor (b) Printer (c) Scanner (d) Speaker

50. DNS is used to:

(a) Send e-mails (b) Translate domain names into IP addresses (c) Scan viruses (d) Compress files

51. ISP stands for:

(a) Internet Security Protocol (b) Internal Service Provider (c) International Service Provider (d) Internet Service Provider

52. Which of the following is the fastest?

(a) Hard disk (b) Cache memory (c) RAM (d) Pen drive

53. URL stands for:

(a) Uniform Resource Locator (b) Universal Resource Link (c) Uniform Resource Link (d) Universal Record Locator

54. In MS Word, the Header and Footer option is available on which tab?

(a) Home (b) Insert (c) Layout (d) View

55. A cell reference such as \$A\$1 is called:

(a) Relative reference (b) Mixed reference (c) Absolute reference (d) Circular reference

56. Files deleted normally from the hard disk are first stored in:

(a) Clipboard (b) Recycle Bin (c) Desktop (d) Control Panel

57. In e-mail, BCC stands for:

(a) Blind Carbon Copy (b) Black Carbon Copy (c) Basic Carbon Copy (d) Best Carbon Copy

58. Which function counts the number of cells that contain numbers?

(a) SUM (b) AVERAGE (c) COUNT (d) MIN

59. MS Word is an example of:

(a) System software (b) Firmware (c) Application software (d) Language translator

60. Which shortcut key inserts a hyperlink in MS Word?

(a) Ctrl + H (b) Ctrl + K (c) Ctrl + L (d) Ctrl + I

61. Which memory keeps its contents even when the power is turned off?

(a) RAM (b) Cache memory (c) Register (d) ROM

62. The only language a computer directly understands is:

(a) High-level language (b) Assembly language (c) Natural language (d) Machine language

63. The process of starting a computer is called:

(a) Formatting (b) Scanning (c) Shutting down (d) Booting

64. PARAM, developed in India, is an example of a:

(a) Microcomputer (b) Supercomputer (c) Minicomputer (d) Palmtop

65. Windows logo key + D is used to:

(a) Lock the computer (b) Open File Explorer (c) Show the desktop (d) Open Settings

66. The binary number system uses which digits?

(a) 0 to 9 (b) 0 to 7 (c) 0 and 1 (d) 0 to 9 and A to F

67. A 12-digit unique identification number issued by UIDAI is called:

(a) PAN (b) Aadhaar (c) Voter ID (d) Passport

68. Ctrl + B is used to apply:

(a) Italic (b) Underline (c) Bold (d) Strikethrough

69. The default file extension of a Notepad file is:

(a) .doc (b) .txt (c) .xls (d) .ppt

70. Which shortcut key switches between open programs?

(a) Ctrl + Tab (b) Alt + Tab (c) Shift + Tab (d) Tab + Enter

71. Which program translates the whole high-level program into machine language at once?

(a) Compiler (b) Interpreter (c) Assembler (d) Editor

72. Which shortcut key justifies the selected text?

(a) Ctrl + J (b) Ctrl + E (c) Ctrl + L (d) Ctrl + R

73. Which of the following is a non-impact printer?

(a) Dot matrix printer (b) Daisy wheel printer (c) Line printer (d) Laser printer

74. DigiLocker is used for:

(a) Editing photos (b) Playing online games (c) Making video calls (d) Storing and sharing important documents digitally

75. A modem is used to:

(a) Convert only text to images (b) Convert digital signals to analog and analog to digital (c) Convert voice to text (d) Store data permanently

76. Which technology was used in first generation computers?

(a) Transistors (b) Vacuum tubes (c) Integrated circuits (d) Microprocessors

77. Which Word view shows how the document will look when printed?

(a) Print Layout (b) Draft (c) Outline (d) Web Layout

78. 1 byte is equal to:

(a) 4 bits (b) 16 bits (c) 10 bits (d) 8 bits

79. Which shortcut key is used to copy the selected item?

(a) Ctrl + X (b) Ctrl + V (c) Ctrl + C (d) Ctrl + Z

80. 1 GB (Gigabyte) is equal to:

(a) 1024 MB (b) 1000 KB (c) 1024 KB (d) 100 MB

81. The base of the hexadecimal number system is:

(a) 2 (b) 8 (c) 10 (d) 16

82. Which shortcut key inserts a new slide in PowerPoint?

(a) Ctrl + N (b) Ctrl + S (c) Ctrl + D (d) Ctrl + M

83. Who is known as the "Father of the Computer"?

(a) Charles Babbage (b) Alan Turing (c) Bill Gates (d) Steve Jobs

84. Which of the following is NOT an operating system?

(a) Linux (b) Windows (c) Unix (d) MS Excel

85. Page orientation (Portrait/Landscape) is set from which tab?

(a) Home (b) Insert (c) Layout (Page Layout) (d) Review

86. The default file extension of a PowerPoint 2007 (and later) presentation is:

(a) .ppt (b) .pptx (c) .docx (d) .xlsx

87. The intersection of a row and a column in Excel is called:

(a) Range (b) Sheet (c) Cell (d) Table

88. By default, numbers in an Excel cell are:

(a) Right-aligned (b) Left-aligned (c) Centre-aligned (d) Justified

89. Which shortcut key inserts the AutoSum formula?

(a) Alt + = (b) Ctrl + = (c) Shift + = (d) Ctrl + S

90. Ctrl + H is used to open:

(a) Replace (b) Find (c) Go To (d) Hyperlink

91. By default, text in an Excel cell is:

(a) Right-aligned (b) Left-aligned (c) Centre-aligned (d) Justified

92. Which key ends a running slide show?

(a) Esc (b) Enter (c) Tab (d) Delete

93. Which key starts the slide show from the first slide?

(a) F1 (b) F2 (c) F5 (d) F7

94. Which of the following is system software?

(a) MS Word (b) Tally (c) Photoshop (d) Operating System

95. 1 KB (Kilobyte) is equal to:

(a) 1000 bytes (b) 1204 bytes (c) 1024 bytes (d) 100 bytes

96. HTTP stands for:

(a) High Transfer Text Protocol (b) HyperText Transmission Process (c) HyperText Transfer Protocol (d) HyperText Transfer Program

97. Which function returns the largest value in a range?

(a) BIG (b) MAX (c) HIGH (d) TOP

98. Which function is used to add the values of selected cells?

(a) ADD (b) TOTAL (c) PLUS (d) SUM

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

(a) F1 (b) F5 (c) F12 (d) F2

100. What is the smallest unit of data in a computer?

(a) Byte (b) Kilobyte (c) Word (d) Bit

Answer Key

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