Draftstack
TEMPLATES · EBOOKS · TOOLS

EXAM PREP

Computer Basics & CCC Exam Prep

Short notes on every topic of the NIELIT CCC syllabus and 130 practice questions with answers.

MADE FOR

Candidates for the NIELIT CCC exam, government job applicants who need computer knowledge, and anyone starting with computers.

draftstack.in

How to use this exam prep

The NIELIT **CCC** (Course on Computer Concepts) certificate is asked for in many state and central government jobs. This book gives you short notes on each syllabus area and 130 multiple-choice questions to practise.

How to use it

1. Read the notes for one topic.
2. Answer that topic's questions on paper without looking.
3. Check with the answer key at the end. Mark the ones you got wrong and read their notes again.

CHECK THE LATEST EXAM DETAILS

Exam pattern, number of questions, duration and syllabus are decided by NIELIT and can change. Always check the current syllabus on the official NIELIT website before your exam.

Practise on a computer too

CCC is a computer-based test and some questions are about real screens. Spend time on Windows, Word, Excel, PowerPoint, email and a browser while you study.

Contents

Computer basics

1 Short notes

2 Practice questions

Operating system (Windows / Linux)

3 Short notes

4 Practice questions

Word processing

5 Short notes

6 Practice questions

Spreadsheet

7 Short notes

8 Practice questions

Presentations

9 Short notes

10 Practice questions

Internet and the web

11 Short notes

12 Practice questions

Email and social media

13 Short notes

14 Practice questions

Digital financial services

15 Short notes

16 Practice questions

Cyber security

17 Short notes

18 Practice questions

Futureskills and emerging technology

19 Short notes

Answer key

Draftstack
TEMPLATES · EBOOKS · TOOLS

You have read the free preview of CCC Exam Prep

Short notes on every topic of the CCC syllabus and 130 practice questions with an answer key: computer basics, Windows and Linux, Word, Excel, PowerPoint, internet, email, digital payments and cyber security.

- Short notes: Every CCC syllabus area on one page or less
- Practice questions: 130 multiple-choice questions by topic
- Answer key: All answers at the end
- Study method: How to revise in the last week

draftstack.in/product/ccc-exam-computer-basics-prep