


CREST Cyber Olympiad (CCO)

Sample Paper

Pattern and Marking Scheme				
Grade	Topic/Section	No. of Questions	Marks per Question	Total marks
Grade 4	Computer & IT	25	1	25
	Achiever's Section	10	2	20
Grand Total		35		45

The total duration of the exam is 60 minutes.

Syllabus

Section 1: Computer & IT

1. Computers

- Hardware and Software
- Operating System
- Input and Output Devices
- Primary and Secondary Memory
- Bits, Bytes and Memory size; RAM/ROM, Solid State Drive (SSD) and Hard Disk Drive (HDD)

2. Keyboard

- Function keys
- Key combinations/Shortcut keys with Windows key, CTRL key, ALT key, SHIFT key, Function keys

3. GUI Operating System and Desktop Management

- Search Bar and Cortana
- Settings (Date and Time, Languages, Display)
- Shortcut Icons and Creating Desktop Shortcuts
- Context menu: Display settings, Personalization and Properties
- Taskbar settings, File explorer and notifications
- RUN Dialog box

4. Basics of Troubleshooting

- Identify the Problem
- Restart and Refresh

5. Word Processing/MS Word

- Tab Menu: Home, Insert, Draw, Design
- Find & Replace
- Indents, Tabs, & Line Spacing
- Lists & their types
- Inserting Images
- Hyper Link

6. Introduction to Presentation Tool/MS PowerPoint

- Slides: Add, Edit and Organize
- Tab Menu: Home, Insert, Draw, Design (Themes)
- Text Box and Editing
- Adding and Editing in Images and Shapes
- Resize Tool

7. File Management

- Types of Files, Folders and their Extensions: Text Files (.txt, .docx, .pdf), Image Files (.jpg/.jpeg, .png, .gif), Audio Files (.mp3), Video Files (.mp4), Presentation file (.pptx)
- Recycle bin: How to Restore Files and Permanent Delete
- Shortcut Keys: Cut, Copy, Paste, Undo and Redo; File explorer

8. Internet – Web Browsers

- WWW, Web Browsers; Search Engines (Google, Bing, Yahoo!)), MS Paint (Advance tools: Colour picker, Remove Background and Selection Tools)
- Using: View Tab (Ruler and Grid lines)
- Using Shift key with Shapes, Line, and Curve

9. Latest Developments in the Field of IT

- Google Maps: GPS and Navigation
- Weather Forecasting; Virtual Reality

Section 2: Achievers Section

Higher Order Thinking Questions - Syllabus as per Section 1.

Questions are based on Windows 11 and MS Office 2016.

For more details, visit <https://www.crestolympiads.com/cyber-olympiad-cco>

Computer & IT (Each Question is 1 Mark)

1. Why is the thesaurus tool used in MS Word?
 - a. Synonyms and Antonyms
 - b. Grammar options
 - c. Spelling suggestions
 - d. Spelling mistake correction
2. Fill in the blank:
The _____ uses an addressing scheme known as URL that indicates the location of files or information on the web.
 - a. Java script
 - b. World Wide Web
 - c. SQL
 - d. String
3. Fill in the blank:
A Website address is a unique name that identifies a specific _____ on the Web.
 - a. Web browser
 - b. Website
 - c. PDA
 - d. Link
4. Which of the following is an example of a computer software?
 - a. Impact printer
 - b. Console
 - c. Device driver
 - d. Monitor
5. What is the function of Ctrl + B in MS Word?
 - a. It converts selected text, into the next larger size of the same font
 - b. It makes the selected text Bold
 - c. It adds a line break to the document
 - d. It applies underline formatting the selected text
6. What is the shortcut key combination to insert a hyperlink in an MS Word document?
 - a. Ctrl + K
 - b. Ctrl + Shift + K
 - c. Alt + K
 - d. MS Word does not support hyperlinks
7. What is the primary use of Random Access Memory (RAM) in a computer system?
 - a. To permanently store user data and files
 - b. To connect external devices like printers and scanners
 - c. To temporarily store data and programs currently in use
 - d. To process and execute machine instructions
8. Fill in the blank:
Computer stores information in _____.
 - a. files
 - b. folders
 - c. directory
 - d. library

9. Fill in the blank:

_____ is lists of recently opened items, such as files, folders, or websites, organized by the program that you use to open them.

- a. Snap
- b. Jump list
- c. Flip
- d. Peek

10. What is Virtual Reality (VR)?

- a. A type of software used to design real-world buildings and bridges
- b. A computer-generated simulation of a 3D environment that can be interacted with
- c. A physical robot that performs tasks in the real world
- d. A video format used for high-definition movies

11. Which of the following change case option is applied to Text-1 to convert it to Text-2 as shown in the given snapshot in MS-Word 2010?

UNICUS CYBER OLYMPIAD - Text-1

Unicus cyber olympiad - Text-2

- a. Lowercase
- b. Uppercase
- c. Toggle case
- d. Sentence case

12. To draw a circle without boundary, what should you do?









- a. Set the shape Outline style to no Outline
- b. Set the shape Outline to solid color
- c. Use the same Color 1 and Color 2
- d. Set the background

13. Identify the given device.

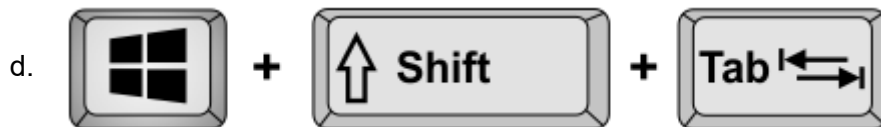
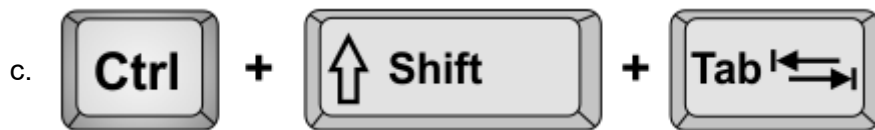
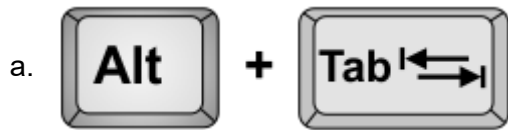


- a. Pen drive
- b. Memory card reader
- c. USB card
- d. Portable Hard Disk

14. Daniel needs to quickly access his files without using the mouse. Which shortcut should he press to open File Explorer instantly?

- a.  + 
- b.  + 
- c.  + 
- d.  + 

15. Olivia is multitasking between different applications and wants to switch between them in the order they were opened. Which shortcut should she use?



16. How can you access the context menu for a file or folder?

- a. Right-click the file or folder
- b. Left-click the file or folder
- c. Double-click the file
- d. Press F2 on the file

17. Which option allows you to automatically hide the taskbar when not in use so that you use the whole display?

- a. Taskbar Settings
- b. Personalization
- c. Display settings
- d. Task View Settings

18. You are unable to connect to the internet. What should you check first?

- a. Check if Wifi is turned on
- b. Check if the router is damaged
- c. Restart the computer
- d. Call technical support

19. Logan has finished his slide, but he wants to move it to the end. How can he do this quickly?

- a. Press delete and add it again
- b. Copy and paste the slide
- c. Change the background colour
- d. Drag it to the end of the slide list

20. Mia wants to highlight some text on her slide. Which tab contains the highlight tool?

A	B	C	D
Home	Insert	Draw	Design

- a. D
- b. A
- c. B
- d. C

21. Chloe deleted five files. Which option will remove all of them forever from Recycle Bin?

- a. Rename the Bin
- b. Click 'Restore All'
- c. Open File Explorer
- d. Click 'Empty Recycle Bin'

22. Harper wants to add sound to her PowerPoint. What kind of file should she use?

- a. .mp3
- b. .png
- c. .txt
- d. .docx

23. You notice your web browser has many tabs open and is running slowly. What can you do?

- a. Close unused tabs
- b. Organise the tabs
- c. Open more tabs
- d. Switch to a new search engine

24. You want to remove the background of an image. What should you use?



25. What would happen if a GPS device couldn't connect to any satellites?

- a. It would overheat
- b. It would stop showing location
- c. It would give wrong temperature
- d. It would show wrong time

Achiever's Section (Each Question is 2 Marks)

26. Which of the following statement is false regarding the convention of file names?

- a. Every file in the same folder must have a unique name
- b. The file name comes before the dot (.)
- c. File extension is another name for the type
- d. The file extension comes before the (.) followed by the file name

27. Which of the following is the default margin setting for MS Word?

- a. Normal
- b. Narrow
- c. Moderate
- d. Wide

28. Which of the following statements is incorrect regarding computer hardware?

- a. Functionality of a computer depends on RAM capacity
- b. Computer peripherals are the programmable parts of computer
- c. A video camera is the most commonly used input device for capturing video data
- d. Data in hard disk drive is not lost if the power is disconnected

29. The Page Setup group is used to change the _____.

- 1. Default margins
- 2. Page size
- 3. Number of columns in a page

- a. Only 1
- b. Only 2 and 3
- c. Only 1 and 3
- d. 1, 2, and 3

30. What is a key difference between a Solid State Drive (SSD) and a Hard Disk Drive (HDD)?

- a. SSDs use spinning magnetic disks while HDDs use flash memory
- b. SSDs are slower than HDDs in data access and boot time
- c. HDDs have moving parts, while SSDs use no mechanical components
- d. Both SSDs and HDDs require continuous power to retain data

31. Elina drew a very good scenery using MS Paint. She wanted to set the scenery image as her desktop background and needs your assistance. Can you assist her in setting the image as a desktop background?

- a. Right Click and select the option set as desktop background
- b. Go to File tab and select the option set as desktop background
- c. Left Click and select the option set as desktop background
- d. Go to View tab and select the option set as desktop background

32. Fill in the blank:

If you type_____ in the RUN dialog box, it will open calculator.

- a. calc
- b. calculator
- c. calcul
- d. calculation

33. Choose the correct answers:

Your computer is running very slow. What can be a common reason?

- a. Power cable and wall socket
- b. RAM stick position
- c. Power supply switch at the back
- d. Monitor cable connection

- a. b and d
- b. a and c
- c. d and a
- d. c and a

34. Mason is creating a school project in PowerPoint. He accidentally added two slides instead of one. What should he do to remove the extra slide?

- a. Click 'Hide Slide'
- b. Drag the slide off the screen
- c. Right-click and select 'Delete Slide'
- d. Click on 'Zoom In'

35. Your friend uses a web browser in 'incognito mode'. What's the main reason they might do this?

- a. To browse without saving history
- b. To block viruses
- c. To use two screens
- d. To make the internet faster

Answer Key

1.	a	2.	b	3.	b	4.	c	5.	b	6.	a	7.	c
8.	a	9.	b	10.	b	11.	d	12.	a	13.	d	14.	a
15.	a	16.	a	17.	a	18.	a	19.	d	20.	b	21.	d
22.	a	23.	a	24.	a	25.	b	26.	d	27.	a	28.	b
29.	d	30.	c	31.	b	32.	a	33.	b	34.	c	35.	c