CCC – (COURSE on COMPUTER CONCEPTS)

 Interview Q/A [Question & Answers] for a CCC (Course on Computer Concepts)

1. **What is the CCC course?**
   Answer: The CCC course teaches basic computer skills, like how to use software, the internet, and computer hardware. It helps people become more comfortable with computers.

2. **What is hardware and software?**
   Answer: Hardware is the physical parts of a computer, like the keyboard and monitor. Software is the programs that run on the computer, like games and word processors.

3. **What is an operating system? Can you give examples?**
   Answer: An operating system is the main software that runs a computer and helps other programs work. Examples include Windows and macOS.

4. **What are some features of Microsoft Word?**
   Answer: Microsoft Word lets you type and format text, check spelling, add pictures, and create different kinds of documents, like letters and reports.

5. **How do you make a formula in Excel?**
   Answer: To create a formula in Excel, you start with an equal sign (=) and then write what you want to calculate. For example, to add two numbers, you might write =A1+A2.

6. **Why do people use spreadsheets?**
   Answer: Spreadsheets help organize and analyze data. You can do calculations, create charts, and keep track of information easily.

7. **What is the internet?**
   Answer: The internet is a huge network that connects computers all over the world. It allows people to share information and communicate with each other.

8. **What is a web browser? Can you name some?**
   Answer: A web browser is a program you use to access websites. Examples include Google Chrome and Firefox.

9. **How can you keep your computer safe online?**
   Answer: To keep your computer safe, use strong passwords, avoid clicking on strange links, and keep your antivirus software updated.

10. What is basic troubleshooting for a computer?

    Answer: Basic troubleshooting means checking simple things when a computer isn't working, like making sure it's plugged in, restarting it, or checking the connections.