CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION-OCTOBER 2022
Subject: PC Software
DCA

Register No.   Time: 3 Hours
                                                                                   Maximum Marks:100

I. Fill in the blanks. Answer ALL questions.   **(10 x 1 = 10)**

1. Hard disk is an example for _____

2. 10 MB =_____ KB.

3. Short cut key for Undo command is _____

4. _____ act as an interface between the user and the computer.

5. A PowerPoint presentation contains one or more _____

6. Default text alignment in MS word is _____

7. Intersection of a row and a column is called _____

8. Text given as header always shows at the _____ of the pages.

9. Web cam is an example for _____ device.

10. The largest value among a selected range of cells can be found using _____ function.

II. Explain briefly. Answer any TEN questions.   **(10 x 4 = 40)**

1. How will you create a presentation using MS PowerPoint?

2. What are the options available in the View menu of MS Word?

3. How will you personalize your desktop?

4. What are the various cell alignments in MS Excel?

5. What is a macro? How will you record a macro?

6. What is the purpose of Find and Replace options in MS word?

7. Briefly explain about clipboard commands and their shortcut keys.

8. What is an operating system? What is its importance?

9. Write short note on Keyboard and Mouse.

10. Write short note on drop cap, word art and watermark.

11. What are the characteristics of a computer?

12. What do you know about transitions? List some transitions in MS PowerPoint.

13. What are the various options available in the Page Setup dialog box?

III. Answer any FIVE questions. Explain in detail. (5 x 10 = 50)

1. What are the steps to be followed for creating letters using Mail Merge?

2. Explain about

   a) Functions in MS Excel

   b) Windows operating system

3. Compare various generations of computer.

4. Give brief note on the following

   a) Custom Animation

   b) Slide show menu options

   c) Inserting a picture in a slide

   d) Presentation Views

5. What is the purpose of computer memory? Explain about its types.

6. Explain about commonly used input output devices.

7. Explain about

   a) Header, Footer, foot Note and End Note in a document

   b) Chart in MS Excel and its types

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