



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION-FEBRUARY 2020
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. Windows XP is an _____
2. _____ is a commonly used text editor.
3. Short cut key used to paste a copied text is _____
4. UPS stands for _____
5. In Excel the individual spread sheet file is called _____
6. _____ is used in first generation computers.
7. Word files are saved with _____ extension.
8. Printer is a _____ device.
9. _____ is the most important quality of a computer.
10. RAM is a _____ memory.

II.Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. Distinguish between Primary Memory and Secondary Memory.
2. How to create a table in MS Word?
3. Define Macros. Write down the steps to create a Macro.
4. How to copy the files to CD and a pen drive?
5. Distinguish between Absolute Referencing and Relative Referencing.
6. What are the basic components of a Power Point Window?
7. Write note on LCD.
8. How to insert header and footer in a Word File?
9. Describe about Mail Merging.
10. How does a System Unit work?
11. Briefly explain about Pivoted Tables.
12. Write note on Computer Networks.
13. Discuss about different view modes for a created slide.

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. Draw the structure of Operating System and explain its functions.
2. What are the different generations of computer?
3. List out the steps to create a Power Point presentation.
4. Explain about the Financial Functions in Excel?
5. Explain about the I/O devices.
6. What are the different types of application software?
7. What is Slide Transition? How can you add or remove transitions?
