



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY

(Under Government of Kerala)

CEP EXAMINATION- FEBRUARY 2023

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. _____ computers can be used for forecasting weather.
2. A cell in a worksheet is defined as _____
3. _____ help to repeat content on top of every page in a document.
4. _____ view shows how the document will look if printed.
5. _____ is the short cut key for underline text.
6. Cell address of the very first cell in a worksheet is _____
7. The _____ manages all of the software and hardware on the computer.
8. A _____ is a single page of a presentation.
9. _____ and _____ are two types of software.
10. Web Cameras are examples of _____ devices.

II. Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. What are the various types of keys on a computer keyboard?
2. Write short note on personal computers.
3. Briefly explain about text formatting using word processor.
4. What are the differences between RAM and ROM?
5. Write short note on filtering data.
6. What are the commands shown under Font group?
7. Write short note on present generation of computers.
8. Define operating system. List types of operating systems.
9. What are the options listed for Change Case?
10. What are the benefits of using Pivot tables?
11. Write steps for inserting and deleting a slide.
12. What do you know about transitions in PowerPoint?
13. Write short note on desktop icons.

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. Explain about
 - a) types of software
 - b) types of computers
2. Explain about various functions in MS Excel.
3. Write the steps for mail merging letters.
4. Explain about
 - a) Text Alignments
 - b) Clipboard commands
 - c) Page layouts
 - d) Creating a numbered list
5. a) How will you add animation to different parts of a slide?
 - b) What are the components of a PowerPoint window?
6. Explain in detail about input output devices.
7. Explain in detail about secondary storage devices.
