



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION-JUNE 2021
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. 1 GB is equivalent to _____ MB.
2. Cache memory functions in between _____ and _____
3. The _____ function used to combine two or more strings.
4. By the intersection of row and column, a _____ is formed.
5. The _____ in a computer act as a resource manager.
6. The default setting of text alignment in MS word is _____
7. _____ are used to automate complex series of task.
8. In MS- Excel, files are called _____
9. Speaker is an example of _____ device
10. Presentations can be created using the application software _____

II.Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. What are the features of MS PowerPoint?
2. Compare ROM and RAM.
3. Briefly give note on text alignment options in MS- Word.
4. What do you know about first generation computers?
5. List any 4 commonly used shortcut keys.
6. What is the use of Filter option in MS Excel?
7. What are hyperlinks?
8. How will you insert pictures in a document?
9. How will you create a simple presentation?
10. What are the uses of files and folders?

11. What is an operating system? Give example.
12. Define computer.
13. What are the advantages of spread sheets?

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. Write down steps to create one document and send it to multiple people.
2. Explain in detail about Windows 10 operating system.
3. Explain about generations of computer.
4. Explain about different functions used in MS-Excel.
5. Explain in detail about secondary storage devices.
6. What are super computers, mainframe computers and personal computers?
7. Write short note on following
 - a) Animation
 - b) Slide show
 - c) Slide transition
 - d) Different views in Ms PowerPoint
