



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION-JUNE 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. Processed data is called _____
2. _____ manages computer resources.
3. A bit can be either 1 or _____
4. Desktop background is also known as _____
5. The function used to calculate the average of the numbers in a given cell range is _____
6. A _____ represents a page in a presentation.
7. Two types of primary memory are _____ and _____
8. _____ is the text that appears at the top of each page of a document.
9. Every cell has a unique _____
10. _____ and _____ are the two types of page orientations.

II. Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. What do you know about themes in MS PowerPoint?
2. What are the various cell alignments in MS Excel?
3. What are icons? Give example.
4. Differentiate system and application software.
5. How printers are differing from scanners?
6. What are the features of Windows operating system?
7. Compare 2nd and 4th generation computers.
8. How do you insert a table in a document? How additional rows and columns are inserted?
9. Write short note on text formatting. How page borders are applied?
10. Write short note on data filtering in MS Excel.
11. How do you add animation to a presentation?
12. Write steps to insert a picture in a slide.
13. How can you print a document? What are the options available in the dialog box?

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. What is the use of Mail Merge feature in MS Word? Write down steps for mail merging.
2. Explain about charts and its advantages. How do you create a chart?
3. Explain about various types of computers.
4. Explain in detail about various types of functions in MS excel.
5. Explain about various input devices.
6. What are the components of MS PowerPoint Window? Write steps to create a presentation.
7. Explain about computer memory and its types.
