



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY
(Under Government of Kerala)
CEP EXAMINATION - FEBRUARY 2014
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. Vacuum tubes were used in _____ generation Computers.
2. OCR stands for _____.
3. Linux is an _____.
4. LAN stands for _____.
5. Floppy Disk is a _____ storage device.
6. The shortcut key for printing a document is _____.
7. Plotter is a _____ device.
8. ROM Stands for _____.
9. PARAM is a _____ Computer.
10. In a Hard disk _____ access is possible.

II. Explain briefly. Answer any TEN questions.

(10 x 4 = 40)

1. Differentiate between Primary Memory and Secondary Memory.
2. Differentiate between Impact and Non- Impact Printers.
3. What is a Virtual Memory?
4. What is subscript and superscript in MS Word?
5. What is a Macro in Excel?
6. Differentiate between Power point presentation and Power point show.
7. What are the different options available in Change case in MS Word?
8. What is Conditional Formatting in Excel?
9. Explain how to insert header and footer in a word document.
10. What is sorting in Excel? What are the different types of sorting available?
11. What is the procedure to insert a function in a cell in Excel?
12. Define Cache Memory.
13. What are the options in Excel to copy and paste cell values?

III. Answer any FIVE questions. Explain in detail.

(5 x 10 = 50)

1. Explain about the generations of computers.
 2. Explain the fundamental units of a Computer.
 3. Explain any five arithmetic functions in Excel with example.
 4. Explain the procedure to Open, Edit, Save, Print and close a word Document.
 5. Explain in detail how sounds and videos are added in Power point.
 6. Explain any five types of Charts in Excel.
 7. Explain the following desktop icons and its uses
 - a. My Computer
 - b. My Documents
 - c. Recycle Bin
 - d. Internet Explorer
 - e. My Network Places
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