



**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

(Under Government of Kerala)

**CEP EXAMINATION- FEBRUARY 2023**

**Subject: Introduction to Accounting Packages  
DCFM**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. \_\_\_\_\_ voucher is a provisional voucher and the entries made using this voucher would not affect your accounts.
2. When goods are transferred from one location to another, the transaction is entered in \_\_\_\_\_ Journal to reflect correct godown wise stock.
3. Cost categories option will be available at \_\_\_\_\_ menu.
4. You can print any voucher by clicking \_\_\_\_\_ button before saving the Voucher.
5. Press F5 to create \_\_\_\_\_ voucher.
6. In \_\_\_\_\_ voucher you can enter transactions between cash and \_\_\_\_\_ Accounts.
7. A \_\_\_\_\_ is generally issued when a buyer returns some goods that you sold him.
8. To Delete a Voucher Type, select it in alteration mode and press \_\_\_\_\_
9. \_\_\_\_\_ lists all the vouchers you have entered.
10. \_\_\_\_\_ is the place to store goods.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Write short note on inventory masters.
2. How can we create units of measure in Tally?
3. What is Reorder level?
4. Differentiate between cost centre and cost category.
5. Expand the term TDS and its concepts.
6. Write short note on Tally vault.
7. What are inventory vouchers?
8. Write note on Stock Journal.
9. What are the qualitative characteristics of Accounting Information system?
10. Write the steps for Ledger creation in Tally.

11. Write the steps for preparing final Accounts in Tally.
12. List out the Voucher types used
  - a) Purchased goods for cash
  - b) Cash deposited into bank
  - c) Cash received from Das
  - d) Depreciation provided for machinery@10%
  - e) sold goods on credit to Gagan
13. Write the components of a Computer system.

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Explain the features of Inventory.
2. Explain Journal Register.
3. State the main components of Tally start up Screen.
4. List out the different Vouchers used in Tally.
5. Explain Pay Roll Accounting.
6. Explain the concept of VAT and how can we enable VAT in Tally.
7. Define Balance sheet. State its need and characteristics.

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

(Under Government of Kerala)

**CEP EXAMINATION-JUNE 2022**

**Subject: Introduction to Accounting Packages**

**DCFM / DCFM with TallyPRO / DCFM with TallyACE**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. Carriage inward is debited to \_\_\_\_\_ Account.
2. While creating units of measure the symbol pkt is used to denote \_\_\_\_\_
3. Gross profit is the difference between Sales and \_\_\_\_\_
4. Free samples distributed among customer's will be credited to \_\_\_\_\_ account.
5. Amount due by all customers to whom goods have been sold on credit are termed as \_\_\_\_\_
6. \_\_\_\_\_ Journals are special journal that are automatically reversed after the date of the journal.
7. The \_\_\_\_\_ unit manages and coordinates the entire computer system.
8. \_\_\_\_\_ option is used to copy company's data into pendrive or CD.
9. Alt+ \_\_\_\_\_ is used for create company.
10. Profit from Profit and Loss account is transferred to \_\_\_\_\_ account.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. List down the options available in Accounts book Menu in Tally.
2. "Information delayed is information denied". State the principle applicable behind this statement.
3. What are the features of Tally?
4. The sales and cost of goods sold by John Brothers are Rs. 40,000 and Rs. 28,000 respectively. What is the amount of his gross profit?
5. What is Debit note voucher?
6. On 1st April, 2022 Ajay purchased goods from Varun for Rs 8,000 on credit.  
Identify the debtor and creditor in this transaction
7. How can we export data in Tally?
8. List down any 10 shortcut keys and its uses in Tally.

9. When do you open a suspense account? Briefly explain its uses.
10. What is Reorder level?
11. Write down the steps for Godown creation.
12. "Accounting gives number of advantages to the business". What are the important advantages of accounting?
13. Briefly explain the option Banking under Utilities menu in Tally.

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Explain in detail the term Account Groups of Asset Side.
2. Write down the steps for Final Accounts in Tally.
3. Which Voucher type would you select for entering the following transactions
  - (a) Started business with cash
  - (b) Opened a Current a/c with Canara Bank
  - (c) Purchased goods for cash
  - (d) Sold goods to Mr Anoop
  - (e) Advertisement charges paid
  - (f) With drawn from bank for office use
  - (g) Cheque received from Mr Anoop
  - (h) Freight charges incurred towards purchase
4. Explain the kinds of vouchers in Tally ERP.
5. Explain the different components of Tally start up screen.
6. List out the ledgers to be created and voucher types for entering the following transactions in Tally
  1. Started business with cash
  2. Purchased goods on credit from Devan & Co
  3. Sold goods on credit to Jasmine
  4. Rent Paid
  5. Transportation charges paid
7. Who are the users of Accounting Information?

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

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**CEP EXAMINATION-OCTOBER 2022**

**Subject: Introduction to Accounting Packages  
DCFM**

Register No. \_\_\_\_\_

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. \_\_\_\_\_ is the shortcut to select the credit not voucher in Tally ERP 9.
2. \_\_\_\_\_ is the shortcut to recall the last narration.
3. F2 shortcut key to change the \_\_\_\_\_ in Tally.
4. \_\_\_\_\_ menu appears after starting Tally for the first time.
5. \_\_\_\_\_ option is used in Tally to make changes in created company.
6. For copying company data in pen drive or CD we use \_\_\_\_\_ option.
7. To close an opened company in Tally we use \_\_\_\_\_ option.
8. The Menu used to create new ledger, Groups and Voucher Types in Tally is \_\_\_\_\_
9. There are \_\_\_\_\_ secondary groups in Tally.
10. \_\_\_\_\_ Voucher type is used to transfer amount from one bank to another.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. What do you mean by reversing journal entries?
2. How can you view the profit and loss statement in Tally ERP9?
3. What are available statutory features in Tally ERP?
4. Name the kinds of vouchers in Tally ERP.
5. What are the pre-defined ledgers available in Tally ERP9?
6. What are the requirements to connect Tally ERP 9 remotely?
7. Which Voucher type would you select for entering the following transactions
  - a) Cash introduced to Business
  - b) Building rent paid
  - c) Furniture purchased
  - d) Purchased goods on credit
  - e) Sold goods for cash

8. What is a Memo Voucher?
9. Write note on stock group and stock item.
10. What do you mean by Buffer stock?
11. Differentiate between LIFO and FIFO method.
12. Write the steps for posting the voucher in tally for the following transactions
  1. Purchased 10nos of LED TV 32 inch@22000 from Digital world on credit
  - 2.Sold 6 nos of LED TV@28000 and the cheque received deposited in Yes Bank
13. How can we create cost centre?

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Define voucher types with Function keys.
2. Explain Inventory Report and inventory Statutory Report.
3. Write down the steps to create and alter multiple stock categories.
4. Discuss the advantages of Computerised Accounting Systems over the Manual Accounting Systems.
5. Define Transfer voucher or journal voucher or a non-cash voucher.
6. Explain in detail the term Account Groups of Asset Side.
7. Computerised Accounting Systems are best form of accounting system'. Do you agree? Comment.

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

**(Under Government of Kerala)**

**CEP EXAMINATION- FEBRUARY 2023**

**Subject: Introduction to Financial Accounting**

**DCFM / DFA**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. Patents and trademarks comes under the head \_\_\_\_\_
2. The sales account will show \_\_\_\_\_ balance.
3. \_\_\_\_\_ account is prepared to compare actual performance with desired performance.
4. \_\_\_\_\_ denotes the order in which assets and liabilities are shown in the Balance sheet.
5. The income which has been earned but not yet received or has not become due are known as \_\_\_\_\_
6. The statement prepared with the balances of ledger accounts to test their arithmetical accuracy is called \_\_\_\_\_
7. \_\_\_\_\_ means the continuing decrease in the value of asset.
8. \_\_\_\_\_ refers to the amount invested by the proprietor in a business enterprise.
9. \_\_\_\_\_ is a rebate or allowance given by the seller to the buyer.
10. The person who still owe some amount to the business are termed as \_\_\_\_\_

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. What are the special features of Depreciation?
2. What is a finished good?
3. Briefly explain Purchases Day Book.
4. What are the different Types of Reserves?
5. How can we classify Liabilities under Indian GAAP?
6. Define Suspense Account.
7. Differentiate between LIFO method and FIFO method.
8. What are Source documents?
9. State the Rules of Debit and Credit.
10. Define 'Closing Stock'.

11. What do you mean by Grouping and marshalling of Liabilities.
12. Original cost of the Asset 22000, Estimated Scrap Value Rs 2000, Life of the Asset 5 years  
Calculate Depreciation.
13. Opening Stock Rs 15000, Wages paid Rs 500, Purchases Rs 18000, Sales Rs 22000, closing  
Stock Rs 5000.  
Compute Gross Profit.

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Who are the different users of Accounting Information?
2. What are the causes of differences in the cash Book and pass Book balance?
3. What are Financial Statements? Mention the objective for Preparing Financial statements.
4. Explain the Golden Rules of Accounting.
5. Define Balance Sheet. Draw a specimen of Balance sheet and list the items appearing  
under both sides of the Balance sheet.
6. Enter the following transactions in the Journal of Anandan
  - a) Purchased goods from Anil for Cash Rs 25000/-
  - b) Purchased goods from Akshay Rs 8000/-
  - c) Sold goods to Devi Rs 12000/-
  - d) Paid cash to Komal Rs 1500/-
  - e) Received cash from Dev Rs 10000/-
7. What are the different methods for inventory valuation?

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

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**CEP EXAMINATION-JUNE 2022**

**Subject: Introduction to Financial Accounting**

**DCFM / DCFM with TallyPRO / DCFM TallyACE / DFA**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. Return inwards is also Known as \_\_\_\_\_
2. When bank loan is repaid there is a decrease in assets and decrease in \_\_\_\_\_
3. Depletion is a factor which leads to \_\_\_\_\_
4. In IGST 'I' stands for \_\_\_\_\_
5. \_\_\_\_\_ = Liabilities + Capital.
6. Federal Bank Account comes under the ledger head \_\_\_\_\_
7. The value of unsold goods lying in the stores at the end of the accounting period is known as \_\_\_\_\_
8. \_\_\_\_\_ A/c Dr 15000/-  
To Sales A/c 15000/-  
(Sale of goods to Sajeev on credit)
9. While creating units of measure the symbol 'pkt' is used to denote \_\_\_\_\_
10. Cash Withdrawn from bank is entered in the \_\_\_\_\_ Voucher.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. List out the four advantages of computerized accounting.
2. List down the Internal users of Accounting Information.
3. Find the value of Depreciation  
Cost of Machinery Rs 350000/-  
Erection charges paid Rs 40000/-  
Pre operation cost Rs 20000/-  
Salvage value after 8 years was Rs 10000/-
4. What is Opening Entry?
5. Define the term Capital Expenditure.
6. What is the purpose of Contra Entry?

7. Find the Cost of Goods Sold if

Opening stock Rs 80000/-

Closing stock Rs 130000/-

Purchases Rs 375000/-

Sales Rs 600000/-

Carriage inwards Rs 7000/-

Carriage outwards Rs 4000/-

8. Distinguish between debtors and creditors.

9. Match the following.

**A**

1. Stock

2. Patent right

3. Plant & Machinery

4. Creditors

5. Loan against Machinery

**B**

1. Fixed Asset

2. Long term liability

3. Intangible Asset

4. Current Asset

5. Current Liability

10. Write note on accrual system of Accounting.

11. What do you mean by Memo Voucher?

12. Write note on accrual system of Accounting.

13. Difference between Statement of Affairs and Balance sheet.

**III. Answer any FIVE questions. Explain in detail.**

**(5 × 10 = 50)**

1. Prove the Accounting Equation  $A = L + C$

1. Started business with cash Rs 500000/-

2. Purchased goods on credit Rs 40000/-

3. Sold goods costing Rs 27000 on credit for Rs 30000/-

4. Bank loan received Rs 80000/-

2. What are the different methods of calculating Depreciation?

3. List out the objectives of preparing a Trial Balance.

4. Classify the following expenses into capital expenditure and revenue expenditure.

- Machinery purchased
- Salaries paid
- Bank loan paid
- Purchased building
- The amount for repair of the building

5. From the following Transactions of M/s Lal and Sons for the month of December 2021.

Prepare Purchase Day Book.

Dec5 2021 Purchased credit from M/s Ameen Mills.

100 pieces of long cloths @ Rs 150/piece

50 pieces of shirting @ Rs 250/piece

Dec8 2021 Purchased for cash from M/s Vaishnav Mills.

50 pieces of suitings @ Rs 300/piece

Dec 15 2021 Purchased goods on credit from Motilal Mills.

20 pieces of coatings @ Rs 2,200/piece

10 pieces of shirtings @ Rs 350/piece

Dec 20 2021 Purchased credit from Meerut Traders

60 Dye @ Rs 700/each

6. Enter the following transactions in Simple Cash book of January 2022

01 Cash in hand - Rs 70000

03 Paid to Manjith - Rs 5000

06 Purchased goods- Rs 18000

12 Received cash from Ajay-Rs 80000

18 Cash Sales- Rs 45000

25 Paid to Rajeev- Rs 17000

30 Paid Salary - Rs 5000

30 Rent Paid - Rs 4000

7. Explain the following with suitable examples.

a) Fixed asset

b) Source document

c) Compensating error

d) Capital expenditure

e) Indirect expenses

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**CEP EXAMINATION-OCTOBER 2022**

**Subject: Introduction to Financial Accounting**

**DCFM / DFA**

Register No.

Time: 3 Hours

Maximum Marks: 100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. A 'credit note' is sent by \_\_\_\_\_ to \_\_\_\_\_
2. Patent account falls under \_\_\_\_\_
3. The process of ascertaining the balance of a particular account on a given date is \_\_\_\_\_
4. \_\_\_\_\_ is the book of original entry.
5. Furniture is an example for \_\_\_\_\_ assets.
6. Income earned but not received is known as \_\_\_\_\_
7. \_\_\_\_\_ refers the amount invested by the owner into business.
8. \_\_\_\_\_ is the major source of revenue of any business.
9. Carriage inwards can be included in \_\_\_\_\_ expense.
10. Business sold goods to Manjith on credit. Manjith is the \_\_\_\_\_ of the business.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Where do accruals appear on the balance sheet?
2. What are the characteristics of financial accounting?
3. What are the different types of financial reporting?
4. "The primary objective of accounting is to provide information to facilitate business decisions". Briefly explain any four objectives of accounting.
5. Classify into Capital Expenditure and Revenue Expenditure
  1. Machinery purchased
  2. Sale of land
  3. Depreciation on machinery
  4. Installation charge on machinery
  5. Goods purchased

6. Complete the series based on the hint given:

Hint: Intangible asset – goodwill

- a) Fictitious asset – \_\_\_\_\_
- b) Liquid asset – \_\_\_\_\_
- c) Current Asset – \_\_\_\_\_
- d) Fixed Asset – \_\_\_\_\_

7. Enumerate four different forms of the accounting equation.
8. Identify the relevant principles and concepts associated with the following.
- 1. The quality of manpower is not recorded in the books of accounts.
  - 2. Capital is a liability for the business.
  - 3. For every debit, there is an equal and corresponding credit.
  - 4. Contingent liabilities are shown as a footnote in the balance sheet.
  - 5. Anticipate no profit but provide for all possible losses.
9. Differentiate between Reserves and Provision.
10. Who are the users of Accounting Information?
11. Develop an accounting equation with respect to Ram Traders on 1st January 2022.
- a) Started business with a capital of Rs. 1,50,000.
  - b) On 2nd January 2022, purchased machinery for Rs. 35,000.
  - c) On 18th January 2022, purchased goods from Raju on credit worth Rs. 85,000.
  - d) On 20th Feb 2022 paid Rs. 60,000 to Kashi
12. Cashbook is different from other journals. Explain any four features of a cashbook.
13. Difference between Trade Discount and Cash Discount.

**III. Answer any FIVE questions. Explain in detail.**

**(5 × 10 = 50)**

- 1. Raju is working as an accountant in an organization and Aju is working as a book-keeper. Raju argued that her work is much wider than that of Aju. Do you agree? Why?
- 2. A building worth Rs. 30 lakhs is purchased for Rs. 15 lakhs and recorded the same in the books of account at Rs. 15 lakhs.
  - a) Name the accounting principle referred to in the above.
  - b) Explain that principle.
- 3. A company bought machinery at a cost of ₹ 8200 and spent ₹ 800 on erection charges. It is estimated that its working life is 4 years and the value of scrap is ₹ 1000. Calculate the amount of annual depreciation.

4. Taking into account the following adjustments, prepare the Trading and Profit and Loss account and the Balance Sheet for the year ended 31 st March, 2022.

- a) Stock in hand on 31st March, 2022 was Rs. 26,800.
- b) Machinery is to be depreciated at the rate of 10% and patent at the rate of 20%.
- c) Salaries for the month of March, 2022 amounting to Rs. 1,500 were unpaid.
- d) Insurance includes a premium of Rs. 170 on a policy expiring on 30th September, 2022.
- e) A provision for bad and doubtful debts is to be credited to the extent of 5% on sundry debtors.

5. What are the different basis for inventory valuation?

6. Differentiate between Periodic Inventory system and perpetual inventory system.

7. In every organization, a large number of small payments of repetitive nature are there. To record these as a separate cash book is maintained is called petty cashbook.

- a) Name the person who prepares this book.
- b) What is imprest?

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

(Under Government of Kerala)

**CEP EXAMINATION- FEBRUARY 2023**

**Subject: Internet and e-Commerce**

**DCFM**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. WWW stands for \_\_\_\_\_
2. A program that is used to view websites is called a \_\_\_\_\_
3. Servers are computers that provide resources to other computers connected to a \_\_\_\_\_
4. An interconnected network exclusively used within organizations such as banking, business firms, etc that uses web technologies for sharing data or information internally is called \_\_\_\_\_
5. The business strategy that enables customers to buy and sellers to sell goods and services through the internet is known as \_\_\_\_\_
6. \_\_\_\_\_ is a system for ensuring the security of financial transactions on the Internet.
7. B2B stands for \_\_\_\_\_
8. \_\_\_\_\_ software is used to remove virus.
9. NTFS stands for \_\_\_\_\_
10. A collection of web pages on the internet is called \_\_\_\_\_

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Write a short note on Internet.
2. What do you mean by Protocol. List out various protocols used.
3. Define Communication channels.
4. Write a short on URL.
5. How to remove Malware?
6. What are the various applications of E-commerce?
7. Briefly explain about proxy server
8. Briefly explain Electronic auctions.
9. Differentiate between data Encryption and Decryption.
10. What do you mean by Digital envelops.



11. Write a short note on cryptography.
12. Brief on Secure Electronic Transaction.
13. What is the need of computer security.

**III. Answer any FIVE questions. Explain in detail.**

**(5 × 10 = 50)**

1. Describe various stages in detail about the working of web search engines
2. Explain in detail various types of E-commerce.
3. Explain in detail about different types of protocols.
4. What is computer Virus. Explain in detail about various types of Viruses. How we can protect our system from Viruses.
5. Explain the role of Information Technology in society.
6. Explain in detail about the concept of data security
7. Explain the following with its advantages.
  - a) Intranet
  - b) Extranet

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

**(Under Government of Kerala)**

**CEP EXAMINATION-JUNE 2022**

**Subject: Internet and e-Commerce**

**DCFM / DCFM with TallyPRO / DCFM with TallyACE**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. \_\_\_\_\_ is a network protocol on internet to provide bidirectional interactive communication facility.
2. \_\_\_\_\_ includes the digital publication of e-books and electronic articles and the development of digital libraries and catalogues.
3. An intranet portal is the gateway that unifies access to all enterprise information and applications on intranet. True or False \_\_\_\_\_
4. Antivirus software is used to prevent \_\_\_\_\_
5. P2P in e-commerce is stands for \_\_\_\_\_
6. EDI stands for \_\_\_\_\_ electronic data interchange.
7. SSL stands for \_\_\_\_\_
8. \_\_\_\_\_ mechanism attempt to respond to attacks, minimize their impact and avoid collateral damage.
9. A \_\_\_\_\_ function is any well-defined procedure or mathematical function which convert a large data into a small datum.
10. HTTP is a protocol used for communication. True or False \_\_\_\_\_

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Briefly explain the importance of URL.
2. Briefly explain about web browsers.
3. Write a short note on computer virus.
4. Briefly explain about cryptography.
5. Write a short note on telnet.
6. Briefly explain about mitigation.
7. Briefly explain about data encryption standards (DES).

8. Briefly explain the importance of WWW in terms of e-commerce.
9. Write a short note on EDI.
10. Write a short note on e-commerce principle.
11. What do you mean by sHTTP?. Write the advantage of sHTTP over HTTP.
12. Write a short note on digital signature.
13. What do you mean by biometric identification?

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Explain the following
  - a) Web server   b) Proxy server
2. What is intranet? Explain its characteristics, uses and benefit.
3. What do you mean by e-commerce? Explain its applications and characteristics.
4. What do you mean by secure electronic transaction? Explain its need and technology.
5. Explain in detail about the need of information security.
6. Explain the following
  - a) SSL   b) B2B   c) Unicode   d) Firewall
7. Explain the following
  - a) Digital envelope   b) e-publishing   c) Worms

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**CEP EXAMINATION-OCTOBER 2022**

**Subject: Internet and e-Commerce**

**DCFM**

Register No.

Time: 3 Hours

Maximum Marks:100

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**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. URL stands for \_\_\_\_\_
2. Expansion of HTTP is \_\_\_\_\_
3. SHTTP stands for \_\_\_\_\_
4. VPN stands for \_\_\_\_\_
5. \_\_\_\_\_ is an example for Browser.
6. \_\_\_\_\_ is a type of radio wave transmission system.
7. Starting tag of html page is \_\_\_\_\_
8. LAN stand for \_\_\_\_\_
9. Mouse is an example for \_\_\_\_\_ device.
10. \_\_\_\_\_ is a global system of interconnected computer networks.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. What is FTP?
2. What is a Web Browser? Give two examples.
3. What is Firewall? What are the firewall techniques?
4. What is EDI?
5. What is Secure Electronic Transaction?
6. What are the various types of attacks on computer systems?
7. How web server engine works?
8. Write a short note on cryptography.
9. Define computer virus.
10. What do you mean by electronic auction?

11. What is web crawling?
12. What is extranet?
13. What is a digital signature?

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. What is e-commerce? What are the basic types of ecommerce?
2. What is data security? Explain about data security technologies.
3. Distinguish between B2B and B2C.
4. Explain the different types of attacks to a computer system.
5. Explain in detail, any one e-learning architecture.
6. Explain the working of search engine in detail.
7. Explain the different Secure Transport Protocols.

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

(Under Government of Kerala)

**CEP EXAMINATION - FEBRUARY 2023**

**Subject: PC Software**

**DCFM / DDTP / DIM / DOA / DFA**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. India's first Super computer was \_\_\_\_\_
2. MICR stands for \_\_\_\_\_
3. The speed of the processors is denoted by \_\_\_\_\_
4. The basic storage unit of a Spread sheet file is called \_\_\_\_\_
5. \_\_\_\_\_ button is used for summing up values in a row or column.
6. \_\_\_\_\_ is a collection of slides that helps to create presentations.
7. Opera is an example of a \_\_\_\_\_
8. WordPad files are saved with the \_\_\_\_\_ extension.
9. 1 Kilobyte = \_\_\_\_\_ Bytes.
10. A worksheet contains \_\_\_\_\_ rows and \_\_\_\_\_ columns.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Briefly explain about Barcode Reader.
2. Define Operating System.
3. How to move or cut a file or folder?
4. What are the different Desktop icons?
5. Write a short note on Hyperlink.
6. Define Macros. How to create a Macro?
7. What are the basic components of Excel Screen?
8. Distinguish Relative referencing and Absolute referencing.
9. Briefly explain about Pivoted Tables.
10. Define Templates.
11. What are the different Computer Networks?
12. How to insert Page Number in a word file?
13. Write a short note on UPS.

**III. Answer any FIVE questions. Explain in detail.**

**(5 × 10 = 50)**

1. What are the different applications of Computers?
2. Describe about Computer Memory.
3. Explain about different types of Operating System.
4. What are the basic components of PowerPoint window?
5. Describe about Excel Functions.
6. Explain about different application software.
7. Explain about different generations of computer.

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

(Under Government of Kerala)  
**CEP EXAMINATION-JUNE 2022**

**Subject: PC Software**

**DCFM / DCFM with TallyPRO / DCFM with TallyACE / DDTP / DIM / DOA / DFA**

Register No.

Time: 3 Hours

Maximum Marks:100

**I. Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. \_\_\_\_\_ were used in fourth generation computers.
2. OMR stands for \_\_\_\_\_
3. 1 Giga Byte = \_\_\_\_\_ Mega Byte.
4. Word files are saved with \_\_\_\_\_ extension.
5. The individual spread sheet file in excel is called \_\_\_\_\_
6. Software required to access internet is known as \_\_\_\_\_
7. India's first Super computer was \_\_\_\_\_
8. A set or collection of software programs that controls overall operation of a computer system is called \_\_\_\_\_
9. \_\_\_\_\_ is the shortcut key for change font.
10. \_\_\_\_\_ is referred to as the brain of computer.

**II. Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Differentiate RAM and ROM.
2. How to create a new folder in Windows?
3. Briefly explain about Font Group Tab.
4. What are the different application areas of Spread Sheets?
5. What are the different types of Cell References in a formula?
6. How to insert and delete clip arts in PowerPoint?
7. What are the different types of Computer Networks?
8. How to insert Header and Footer in a Word File?
9. What are the different Desktop icons in Windows?
10. List out different types of Printers.



11. How to insert Margins in a Word File?
12. What are the different types of Scanners?
13. Distinguish Mainframe and Super Computers.

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. Explain about the System Unit and how it works.
2. Briefly explain about different types of Operating System.
3. Describe about different Application Software.
4. Define Spread Sheet. What are the basic components of Excel Screen?
5. What are the different applications of Computer?
6. How to create a PowerPoint presentation?
7. Explain about classification of Functions in Excel.

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**CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY**

**(Under Government of Kerala)**

**CEP EXAMINATION-OCTOBER 2022**

**Subject: PC Software**

**DCFM / DDTP / DIM / DOA / DFA**

Register No.

Time: 3 Hours

Maximum Marks:100

**I.Fill in the blanks. Answer ALL questions.**

**(10 x 1 = 10)**

1. \_\_\_\_\_ is the most important quality of a computer.
2. First generation computer uses \_\_\_\_\_
3. Data coded in the form of small lines are known as \_\_\_\_\_
4. \_\_\_\_\_ is the most fundamental of all system software.
5. 1 Mega Byte = \_\_\_\_\_ kilo byte.
6. Word files are saved \_\_\_\_\_ extension.
7. Safari is an example of a \_\_\_\_\_
8. \_\_\_\_\_ is the short cut key for format painter option.
9. UPS stands for \_\_\_\_\_
10. \_\_\_\_\_ is known as the mind of the computer.

**II.Explain briefly. Answer any TEN questions.**

**(10 x 4 = 40)**

1. Define LCD.
2. Distinguish RAM and ROM.
3. How to create a new folder?
4. How to insert page number in a file?
5. Define Water Mark.
6. Briefly explain about Spread sheet.
7. Define Pivot Table.
8. What are the different view modes for viewing a presentation?
9. Define a Network and a browser.
10. How to copy files to CD?
11. Define an Operating System.
12. Briefly explain about Cell References.
13. Distinguish Status bar and Scroll bar in PowerPoint.

**III. Answer any FIVE questions. Explain in detail.**

**(5 x 10 = 50)**

1. What are the different types of Operating System?
2. What are the basic components of an Excel Screen?
3. Explain about different Masters created by PowerPoint.
4. Explain about different Application software.
5. What are the different I/O devices?
6. Explain about Mail Merging using MS Word.
7. Explain about different generations of Computers.

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