QP Code: UV25DR002

Reg. No : .....
Name : .....

ST MARY'S COLLEGE (AUTONOMOUS), THRISSUR-20

I SEMESTER (FYUGP) DEGREE EXAMINATIONS, NOVEMBER 2025
SFD1FS111 : Introduction to Computers and Office Automation
2025 Admission Onwards
(Credits: 3)

Time:1.5 Hours **Maximum Marks:50**

Section A

*Answer **All**. Each question carries **2** Marks.* ***(Ceiling: 16 Marks)***

1. What is the function of an operating system?
2. Define software and hardware.
3. What are the main components of the CPU?
4. What is Mail Merge?
5. Explain the steps for creating a table.
6. What is the use of AutoText?
7. Use filters to display specific data in a worksheet.
8. Analyze the role of Pivot Tables in data analysis.
9. Apply steps to insert an image in a slide.
10. Classify computers based on their size.

Section B

*Answer **All**. Each question carries **6** Marks.* ***(Ceiling: 24 Marks)***

11. Describe the steps involved in creating, editing, and formatting a document.
12. Explain the concept of a spreadsheet and describe its structure.
13. Apply functions such as SUM, AVERAGE, IF, and COUNT to prepare a financial report.
14. Analyze the differences between data, information, and knowledge with examples.
15. Evaluate the role of Excel as a decision-support tool in business and data management.

Turn Over

Section C

*Answer **any one**. Each question carries **10** Marks.* ***(1x10=10 Marks)***

16. Apply your knowledge of presentation tools to design a business or academic presentation that includes multimedia elements, transitions, and animations. Explain how each element improves communication.

17. Explain in detail the components of a computer system. Discuss the role of each unit input, output, CPU, and memory with neat diagrams and examples.

****