

<b>QP Code:</b> D136565		<b>Total Pages:</b> 1		<b>Name:</b>	
				<b>Register No.</b>	
<b>FIRST SEMESTER B.VOC (CUFYVP) REGULAR EXAMINATION NOVEMBER 2025</b>					
<b>DATA SCIENCE AND ANALYTICS</b>					
<b>DSA1FM105 Introduction to Computers and Office Automation</b>					
<b>2025 Admission</b>					
<b>Maximum Time :1.5 Hours</b>				<b>Maximum Marks :50</b>	
<b>Section A</b>					
<b>All Question can be answered. Each Question carries 2 marks (Ceiling: 16 Marks)</b>					
1	What is a CPU?				
2	Define system software.				
3	What is a compiler?				
4	What is AutoText?				
5	What is a template?				
6	Define spreadsheet.				
7	What is consolidation?				
8	What is layering of objects?				
9	What is slide master?				
10	What is slide sorter view?				
<b>Section B</b>					
<b>All Question can be answered. Each Question carries 6 marks (Ceiling: 24 Marks)</b>					
11	Explain the types of computers.				
12	Differentiate RAM and ROM.				
13	Explain inserting graphics and tables in a document.				
14	Describe macros and templates.				
15	Describe slide formatting and design features.				
<b>Section C</b>					
<b>Answer any ONE. Each Question carries 10 marks (1x10=10 Marks)</b>					
16	Describe Mail Merge with suitable example.				
17	Discuss organizational charts and various chart types with examples.				