A1053

Name.....

Register No.....

NAIPUNNYA INSTITUTE OF MANAGEMENT AND INFORMATION TECHNOLOGY (AUTONOMOUS)

FIRST SEMESTER (FYUG) DEGREE EXAMINATION NOVEMBER 2025

MULTI-DISCIPLINARY COURSE

ITY1FM105 - INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

Time:One Hour and a Half | Maximum:50 marks

Section A

Answer the following

2 marks each, 10x2=20 with a ceiling of 16 marks

1. Describe about Ribbon in MS word. CO2
2. What is automation? CO5
3. Explain hardware and software CO1
4. Define autosum function? CO3
5. What is the future of automation in the workplace? CO5
6. Explain how to change font size,font type and font color in MS word CO2
7. What is meant by automation solutions? CO5
8. Differentiate between system software and application software. CO1
9. Briefly describe the key benefits of automation for businesses. CO5
10. Explain auto correct and auto text in MS word. CO2

Section B

Answer the following

6 marks each, 5x6=30 with a ceiling of 24 marks

11. Distinguish between primary memory and secondary memory. CO1
12. Identify different methods to add new slides in powerpoint. CO4
13. How to add sounds and video to your Power Point presentation? CO4
14. Explain page formatting in MS word. CO2
15. Describe any five functions using in MS Excel. CO3

Section C

Answer any one of the following

10 marks each

16. Discuss on creating,editing and formatting a word document. CO2
17. Explain how to create a beautiful presentation using MS Power Point. CO4

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