



Avinashilingam Institute for Home Science and Higher Education for Women

(Deemed to be University Estd. u/s 3 of UGC Act 1956, Category 'A' by MHRD)(now MoE)
Re-accredited with 'A++' Grade by NAAC. Recognised by UGC Under Section 12B
Coimbatore - 641 043, Tamil Nadu, India

Continuous Internal Assessment II – OCTOBER 2025 I Semester

Class: I B.Voc
Major: Artificial Intelligence and Machine Learning

Time: 2 hours
Max. Marks: 60

23VAIC02 Computer Fundamentals and Office Automation

Course Outcomes:

At the end of the course, students will:

1. Understand the concept of computer, generations and peripheral devices.
2. Understanding the concept of framing algorithm and pseudo code for real time application problems.
3. Understand the importance of operating systems and functionalities of OS.
4. Discuss the basic rudiments of networking concepts.
5. Recognize when to use each of the Microsoft Office programs to create professional and academic documents.

Part-A Choose the correct answer

6x1=6

1. Which network topology requires a central controller or hub?
a. Star b. Mesh c. Ring d. Bus CO3 K1
2. WAN stands for _____.
a. World area network b. Wide area network
c. Web area network d. Web access network CO3 K1
3. Which one of the following is the characteristic of a multimedia system?
a. High Storage b. high data rates
c. both high storage and high data rates d. Low storage CO4 K2
4. _____ refers to any type of application or presentation that involves more than one types of media, such as text, graphics, video, animation, and sound.
a. An executable file b. Desktop publishing c. Multimedia d. Hypertext CO4 K1
5. Which of the following is not a font style?
a. Bold b. Italic c. Superscript d. None of the above CO5 K1
6. Formulas in Excel start with
a. % b. = c. + d. - CO5 K2

Part- B Answer ALL Questions

3x6=18

Each answer should not exceed 400 words or two pages

7. a. Discuss about the switching techniques. CO3 K2
(or)
7. b. Difference between Hardware and Software for Multimedia. CO4 K4
8. a. What is Multimedia? Explain the multimedia system and its advantages. CO4 K2
(or)
8. b. Illustrate the Components of Multimedia. CO4 K3
9. a. Difference between Microsoft word and Microsoft excel? CO5 K4
(or)
9. b. Write a short note on Microsoft Access. CO5 K3

Part C Answer all questions

3x12=36

Each answer should not exceed 800 words or four pages

10. a. Draw and Explain the various types of network Topology. CO3 K2
(or)
10. b. Draw and Briefly explain the Microsoft word operations in detail. CO5 K2

11. a. Briefly explain the Applications of Multimedia in detail. CO4 K2
(or)
11.b. Write a Short note on Hardware for Multimedia. CO4 K3
12. a. What is power point presentation? Explain its Features & advantages in detail. CO5 K1
(or)
12.b. Write a Business letter with letterhead and table. (Sales Manager). CO5 K3

No.of.Copies: 55

Staff in Charge: Dr.T.Prabha