



**Avinashilingam Institute for Home Science and Higher Education for Women**  
 (Deemed to be University under Category 'A' by MHRD, Estd. u/s 3 of UGC Act 1956)  
 Re-accredited with 'A+' Grade by NAAC. Recognised by UGC Under Section 12B  
 Coimbatore - 641 043, Tamil Nadu, India

**Bachelor of Vocation Degree Examination – March 2021**  
**I Semester**

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

**Time : 3 Hours**  
**Max. Marks: 100**

**20VAIC01 Computer Fundamentals & Office Automation**

**Part A**  
**Choose the Correct Answer**

**10 x 1 = 10**

1. PDA stands for
 

a. Personal Digital Applications	b. Private Digital Applications
c. Personal Digital Assistance	d. Private Digital Assistants
  
2. \_\_\_\_\_ computers are lower to mainframe computers in terms of speed and storage capacity.
 

a. Mini	b. Super	c. Mainframes	d. Hybrid
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3. What is the only language that a computer understands directly?
 

a. C Programming	b. Machine Language
c. Java	d. Compiler
  
4. Which of the following mechanism is/are provided by object oriented language to implement object oriented model?
 

a. Encapsulation	b. Inheritance	c. Polymorphism	d. All the above
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5. The part of machine level instruction which tells the CPU what has to be done is \_\_\_\_\_.
 

a. Address	b. Flipflop	c. Operation code	d. Locator
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6. The minimum number of links for any directory file.
 

a. 5	b. 6	c. 7	d. 2
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7. Which protocol provides e-mail facility among different hosts?
 

a. FTP	b. SMTP	c. TELNET	d. SNMP
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8. In a client/server model, a client program \_\_\_\_\_.
 

a. ask for information	b. provides information and files
c. serves software files to other computers	d. distributes data files
  
9. Microsoft word is an example of
 

a. An operating system	b. Application software
c. System software	d. Processing
  
10. File extension of MS-Word document in MS office 2007 is \_\_\_\_\_.
 

a. .doc	b. .docx	c. .pdf	d. .txt
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**Part B**

**5 x 6 = 30**

**Answer ALL questions**

**Each answer should not exceed 400 words or two pages**

11.a. Briefly explain the types of computers.

(or)

11.b. List out some of the limitations of computers.

12.a. Define procedural oriented programming and explain it.

(or)

12.b. Write a note on various programming tools.

13.a. Explain the functions of an operating system.

(or)

13.b. Provide an overview of Unix operating system.

14.a. What is modem? Explain about its uses and needs.

(or)

14.b. Explain the various switching techniques used in networks.

15.a. How you will use auto fill in MS Excel? Name the different types of Charts in MS Excel.

(or)

15.b. Explain the steps to create a Presentation.

**Part C**

**5 x 12 = 60**

**Answer ALL questions**

**Each answer should not exceed 800 words or four pages**

16.a. Briefly explain the history of computers.

(or)

16.b. With neat diagram explain the organization of a basic computer.

17.a. Explain the concept of object oriented programming with an example.

(or)

17.b. What are computer languages? Explain its types.

18.a. Describe about the evolution of operating system.

(or)

18.b. Write about the various feature of windows operating system.

19.a. Define Network. Explain its types of Network.

(or)

19.b. With neat diagram explain the client/server computing.

20.a. How you will create and insert charts in MS Excel?

(or)

20.b. Explain the type of Fields available in MS Access table and explain how will you use query in the database.

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