

- (f) Define Autofill feature. 12
- (g) What is the short cut key for new slide in MS-PowerPoint ? Ctrl + M
- (h) Define design template in MS-PowerPoint.
- (i) Mention redirection operators.
- (j) List the names of text alignment in MS-Office. 1×10=10
2. (a) Differentiate between internal and external DOS commands. 6
- (b) Explain automating information with fields feature.
- (c) Describe goal seek feature of Excel.
- (d) Differentiate between master and normal slide in relation to MS-PowerPoint.
- (e) Describe the find and replace feature. 4×5=20

Part-B

3. List syntax for the following DOS commands, along with options and examples explaining the command :
- (a) FIND 3
- (b) FORMAT 10

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Ian Pickup



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Table of Contents Office Automation Course Previous Question Paper

1. Understanding the eBook Office Automation Course Previous Question Paper
 - The Rise of Digital Reading Office Automation Course Previous Question Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Automation Course Previous Question Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Automation Course Previous Question Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Automation Course Previous Question Paper
 - Personalized Recommendations
 - Office Automation Course Previous Question Paper User Reviews and Ratings
 - Office Automation Course Previous Question Paper and Bestseller Lists
5. Accessing Office Automation Course Previous Question Paper Free and Paid eBooks

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- Office Automation Course Previous Question Paper eBook Subscription Services
- Office Automation Course Previous Question Paper Budget-Friendly Options
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 - ePub, PDF, MOBI, and More
 - Office Automation Course Previous Question Paper Compatibility with Devices
 - Office Automation Course Previous Question Paper Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Automation Course Previous Question Paper
 - Highlighting and Note-Taking Office Automation Course Previous Question Paper
 - Interactive Elements Office Automation Course Previous Question Paper
- 8. Staying Engaged with Office Automation Course Previous Question Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Automation Course Previous Question Paper
- 9. Balancing eBooks and Physical Books Office Automation Course Previous Question Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Automation Course Previous Question Paper
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Office Automation Course Previous Question Paper
 - Setting Reading Goals Office Automation Course Previous Question Paper
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Office Automation Course Previous Question Paper
 - Fact-Checking eBook Content of Office Automation Course Previous Question Paper
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development

- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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