

Course Code

CSP – 41

DCA – 02

Term End Examination - December, 2019

OFFICE AUTOMATION

PG Diploma in Computer Applications (PGDCA)
Advance Diploma in
Computer Applications (ADCA)
Diploma in Computer Applications (DCA))

Time : 3 hours

Full Marks : 100

The figures in the right-hand margin indicate marks

Answer all Groups as directed

Group—A

- 1.** Answer *all* the questions, each within *1*
word or *1* sentence: 1×10=10

- (a) Define the status bar of MS-Excel.
- (b) Define Textbox.
- (c) How to add a new worksheet in a workbook?
- (d) Write a procedure to create a new MS-PowerPoint.

Office Automation Question Papers

Minjie Lin



Office Automation Question Papers:

Unveiling the Magic of Words: A Report on "**Office Automation Question Papers**"

In a global defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is truly awe-inspiring. Enter the realm of "**Office Automation Question Papers**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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