

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

Jianjun Gao



Office Automation Question Papers:

Office Automation Question Papers Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Office Automation Question Papers**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound effect on our existence. Throughout this critique, we will delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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