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

- Answer all the questions, each within I word or 1 sentence:  $1 \times 10 = 10$ 
  - (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**

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#### **Table of Contents Office Automation Question Papers**

- 1. Understanding the eBook Office Automation Question Papers
  - The Rise of Digital Reading Office Automation Question Papers
  - Advantages of eBooks Over Traditional Books
- 2. Identifying Office Automation Question Papers
  - 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 Question Papers
  - User-Friendly Interface
- 4. Exploring eBook Recommendations from Office Automation Question Papers
  - Personalized Recommendations
  - Office Automation Question Papers User Reviews and Ratings
  - Office Automation Question Papers and Bestseller Lists
- 5. Accessing Office Automation Question Papers Free and Paid eBooks
  - Office Automation Question Papers Public Domain eBooks
  - Office Automation Question Papers eBook Subscription Services
  - o Office Automation Question Papers Budget-Friendly Options

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

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