

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.

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The Enigmatic Realm of **Office Automation Question Papers**: Unleashing the Language is Inner Magic

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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
 - Office Automation Question Papers Budget-Friendly Options
6. Navigating Office Automation Question Papers eBook Formats
 - 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
 - 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
- Interactive and Gamified eBooks

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