

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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