

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

**Annelies Wilder-Smith**



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