

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

**Emilie Sanchez**



## **Office Automation Question Papers:**

## Decoding **Office Automation Question Papers**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its power to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Office Automation Question Papers**," a mesmerizing literary creation penned by a celebrated wordsmith, readers embark on an enlightening odyssey, unraveling the intricate significance of language and its enduring affect our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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