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(Pages : 2)

Name.....

Reg. No.....

**FIFTH SEMESTER (CBCSS—UG) DEGREE EXAMINATION  
NOVEMBER 2022**

BCA/B.Sc. Computer Science/IT

BCA/B.C.S./BIT 5D 01—INTRODUCTION TO COMPUTERS AND OFFICE AUTOMATION

(2019 Admission onwards)

Time : Two Hours

Maximum : 60 Marks

**Part A**

*Short Answer type questions (Answer all questions, each correct answer carries a maximum of 2 marks.  
Ceiling 20 marks).*

1. How to insert Animated pictures in MS Power point ?
2. How can a macro be created using macro editor ?
3. Write a short note about system software ?
4. Define Client.
5. What is layering object ?
6. How add images to our documents ?
7. Explain High level language.
8. Define WAN.
9. Write a short note about CPU ?
10. How to check spelling and grammar in MS Word ?
11. What is client server model ?
12. Differentiate notebook and net book.

**Section B (Short Essay Type Questions)**

*Answer all questions, each correct answer carries a maximum of 5 marks.  
Ceiling 30 marks)*

13. Explain detail on creating and editing a document.
14. Explain various storage devices.

Turn over

# Office Automation Course Previous Question Paper

**L Reisser**



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**Management Information Systems** Larry E. Long,1989      **Proceedings** American Institute for Decision Sciences. Meeting,1985      *The Hindu Index* ,2004      Resources in Education ,1990      **IPCC 1989** ,1989      **Proceedings** ,1983  
Microlog, Canadian Research Index ,1990 An indexing abstracting and document delivery service that covers current Canadian report literature of reference value from government and institutional sources      **Sessional Papers Printed by Order of the House of Lords: Minutes of Proceedings ... Public Bills ... Reports from Committees ... Miscellaneous** Great Britain. Parliament. House of Lords,1984 Includes lists of orders rules bills etc      CIPS Congress 85 Canadian Information Processing Society. Congress,1985      **Walford's Guide to Reference Material: Social and historical sciences, philosophy and religion** Alan Day,Marilyn Mullay,Priscilla Schlicke,Joan M. Harvey,1993      **American Paper Merchant** ,1962      Proceedings of the Annual Meeting American Society for Information Science,1982      *Social Issues in Computing* Chuck Huff,Thomas Finholt,1994      **Government Reports Announcements & Index** ,1991      *Walford's Guide to Reference Material* Marilyn Mullay,1989      *Datamation, July, 82* ,      *IPCC 89, Communicating to the World* ,1989  
McGraw-Hill Yearbook of Science and Technology ,1987      **Datamation** ,1983      **Banking** ,1960

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