

D 30472

(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 Question Papers

Ellen Lipp



Office Automation Question Papers:

Office Automation Question Papers Book Review: Unveiling the Power of Words

In some sort of driven by information and connectivity, the ability of words has be more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Office Automation Question Papers**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

<https://matrix.jamesarcher.co/files/scholarship/fetch.php/Framework%20Investing%20Simplified.pdf>

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