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Name.....

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**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

F Rizvi



Office Automation Question Papers:

The book delves into Office Automation Question Papers. Office Automation Question Papers is an essential topic that must be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Office Automation Question Papers, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:
 - Chapter 1: Introduction to Office Automation Question Papers
 - Chapter 2: Essential Elements of Office Automation Question Papers
 - Chapter 3: Office Automation Question Papers in Everyday Life
 - Chapter 4: Office Automation Question Papers in Specific Contexts
 - Chapter 5: Conclusion
2. In chapter 1, this book will provide an overview of Office Automation Question Papers. This chapter will explore what Office Automation Question Papers is, why Office Automation Question Papers is vital, and how to effectively learn about Office Automation Question Papers.
3. In chapter 2, the author will delve into the foundational concepts of Office Automation Question Papers. This chapter will elucidate the essential principles that must be understood to grasp Office Automation Question Papers in its entirety.
4. In chapter 3, the author will examine the practical applications of Office Automation Question Papers in daily life. This chapter will showcase real-world examples of how Office Automation Question Papers can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Office Automation Question Papers in specific contexts. This chapter will explore how Office Automation Question Papers is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Office Automation Question Papers. This chapter will summarize the key points that have been discussed throughout the book.

This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Office Automation Question Papers.

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