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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

Katrin Zwirglmaier



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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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In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is actually astonishing. Within the pages of "**Office Automation Course Previous Question Paper**," an enthralling opus penned by a highly acclaimed wordsmith, readers set about an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve to the book is central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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