

Total No. of Questions : 10]
(1106)

[Total No. of Printed Pages : 3

**B.C.A. UG (CBCS) RUSA 1st Semester
Examination**

3611

**OFFICE AUTOMATION TOOLS
BCA-105**

Time : 3 Hours]

[Maximum Marks : 70

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note :- Part A is compulsory. Attempt one question each from Part B, Part C, Part D and Part E.

Part-A

1. (a) Specify the output of DIR command.
- (b) How is recycle bin different from other folders ?
- (c) Define Hot keys.
- (d) Differentiate between portrait and landscape orientation.
- (e) List any four names of charts in MS-Excel.

B-356

(1)

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From Paragraph to Term Paper Ellen Lipp,1990-12-12 **Report of the ISSA Regional Meeting for Asia and the Pacific on Modern Management Issues and Application of Data Processing Techniques, Izmir, Turkey, (28-30 September 1993)** ,1995 *General Reports and a Background Paper* ,1960 [Working Paper](#) ,1986 [Resources in Human-computer Interaction](#) ,1990 **Proceedings** American Institute for Decision Sciences. Meeting,1985 *Data Processing Digest* ,1983 **Systems Analysis and Design** H. L. Capron,1986 Besedilo govori o analizi sistemov na rtovanje gradnje sistemov gradnja sistemov kontrola sistema mikrora unalniki v sistemu **Computer Chips and Paper Clips: Case studies and policy perspectives** National Research Council (U.S.). Committee on Women's Employment and Related Social Issues. Panel on Technology and Women's Employment,Heidi I. Hartmann,Robert E. Kraut,Louise Tilly,1986 Reviews the development and implementation of new information technologies in several clerical occupations and sectors in order to identify its positive and negative consequences for women s employment Considers the likely size incidence nature and timing of these effects and looks at the impact of employers decisions to adopt and implement new technologies on these processes Recommends policies that can alleviate negative effects and improve women s employment opportunities while producing a more humane work environment **Education** Kishor Gandhi,1999 Contributed articles presented at a seminar with reference to India **Japanese Technical Abstracts** ,1987 *Computer Chips and Paper Clips: without special title* National Research Council (U.S.). Committee on Women's Employment and Related Social Issues. Panel on Technology and Women's Employment,Heidi I. Hartmann,1986 Reviews the development and implementation of new information technologies in several clerical occupations and sectors in order to identify its positive and negative consequences for women s employment Considers the likely size incidence nature and timing of these effects and looks at the impact of employers decisions to adopt and implement new technologies on these processes Recommends policies that can alleviate negative effects and improve women s employment opportunities while producing a more humane work environment *Administration & Management* ,1985

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