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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.

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Reviewing **Office Automation Course Previous Question Paper**: Unlocking the Spellbinding Force of Linguistics

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 embark on an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives. Throughout this assessment, we shall delve in 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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