

Total No. of Questions : 10]  
(1106)

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**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 )

Turn Over

# Computer Office Automation Exam Model Question Paper

**Michal Rosen-Zvi**



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**Introduction to Information Processing** Harvey M. Deitel, Barbara Deitel, 2014-06-28 An Introduction to Information Processing provides an informal introduction to the computer field This book introduces computer hardware which is the actual computing equipment Organized into three parts encompassing 12 chapters this book begins with an overview of the evolution of personal computing and includes detailed case studies on two of the most essential personal computers for the 1980s namely the IBM Personal Computer and Apple's Macintosh This text then traces the evolution of modern computing systems from the earliest mechanical calculating devices to microchips Other chapters consider the components and operation of typical data communications systems This book discusses as well the various types of communications networks and communications via space satellites The final chapter deals with software or computer programs the sets of instructions that programmers write to inform the computer how to solve particular problems This book is a valuable resource for computer specialists mathematicians and computer programmers *Office Administration and Automation*, 1983

**Resources in Education**, 1985-10 *Japanese Technical Abstracts*, 1987 **Japanese Technical Periodical Index**, 1987 **Computer Decisions**, 1986 **Information Processing** International Federation for Information Processing, 1989 **Index**, 1998 McGraw-Hill Yearbook of Science and Technology, 1987 **Infosystems**, 1985 IMC Journal, 1985 *Information Processing 89* G. X. Ritter, 1989 Proceedings Miscellaneous *Administrative Management*, 1982 **Annual Report on the Zoological Survey of India for the Year ...** Zoological Survey of India, 1999 Business Periodicals Index, 1973 **Small Business Sourcebook**, 2004 **Telecommunications Abstracts**, 1985 **Accounting** ROMNEY, STEINBAR, Cushing, 1996-09

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