

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**

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Turn Over

# Computer Office Automation Exam Model Question Paper

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