

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)

Turn Over

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CL Gary



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Reviewing **Computer Office Automation Exam Model 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 "**Computer Office Automation Exam Model Question Paper**," an enthralling opus penned by a very 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 into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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