

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

# Office Automation Question Papers

**S Ben Porath**



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**Journal for the Advancement of Office Technology and Management** ,2008-10 [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 *Midcon Technical Papers* ,1978 **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

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