

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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Table of Contents Office Automation Question Papers

1. Understanding the eBook Office Automation Question Papers
 - The Rise of Digital Reading Office Automation Question Papers
 - Advantages of eBooks Over Traditional Books
2. Identifying Office Automation Question Papers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Office Automation Question Papers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Office Automation Question Papers
 - Personalized Recommendations
 - Office Automation Question Papers User Reviews and Ratings
 - Office Automation Question Papers and Bestseller Lists
5. Accessing Office Automation Question Papers Free and Paid eBooks
 - Office Automation Question Papers Public Domain eBooks
 - Office Automation Question Papers eBook Subscription Services
 - Office Automation Question Papers Budget-Friendly Options
6. Navigating Office Automation Question Papers eBook Formats

- ePub, PDF, MOBI, and More
 - Office Automation Question Papers Compatibility with Devices
 - Office Automation Question Papers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Office Automation Question Papers
 - Highlighting and Note-Taking Office Automation Question Papers
 - Interactive Elements Office Automation Question Papers
 8. Staying Engaged with Office Automation Question Papers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Office Automation Question Papers
 9. Balancing eBooks and Physical Books Office Automation Question Papers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Office Automation Question Papers
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Office Automation Question Papers
 - Setting Reading Goals Office Automation Question Papers
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Office Automation Question Papers
 - Fact-Checking eBook Content of Office Automation Question Papers
 - Distinguishing Credible Sources
 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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