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| **SESSION** | **JAN-FEB, 2025** |
| **PROGRAM** | **BACHELOR OF BUSINESS ADMINISTRATION** |
| **SEMESTER** | **I** |
| **COURSE CODE & NAME** | **DBB1117 OFFICE AUTOMATION TOOLS** |
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**Set – 1**

**1. Define Office Automation. 10**

**Ans 1.**

**Office Automation**

Office automation refers to the use of technology, software, and systems to perform a wide variety of office tasks with minimal human intervention. It involves the application of electronic devices and communication technology to enhance the efficiency, accuracy, and speed of administrative functions. Office automation is aimed at simplifying, optimizing, and automating routine tasks such as data storage, communication, document management, scheduling, and reporting, ultimately leading to improved productivity and reduced operational

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**2. Differentiate between Read-only Memory & Random Access Memory. 10**

**Ans 2.**

**Difference between Read-only Memory and Random Access Memory**

Memory plays a critical role in the functioning of computer systems. Two essential types of memory are Read-only Memory (ROM) and Random Access Memory (RAM). Both have distinct characteristics, purposes, and impacts on the performance of computing devices. Understanding their differences is vital for grasping how computers process, store, and retrieve information efficiently.

**Concept of Read-only Memory**

Read-only Memory, commonly known as ROM, is a type of non-volatile memory. This means

**3. Discuss the role of sorting in Excel sheets. 10**

**Ans 3.**

**Role of Sorting in Excel Sheets**

Sorting in Excel is a fundamental feature that allows users to organize and arrange data systematically based on specific criteria. It plays a crucial role in enhancing data analysis, increasing clarity, and improving overall data management. Sorting helps users locate information quickly, identify trends, and make informed decisions. Whether working with small datasets or large databases, the ability to sort efficiently is essential for accurate and

**Set – 2**

**1. Difference between input and output devices. 10**

**Ans 1.**

**Difference between Input and Output Devices**

Input and output devices are essential components of a computer system, enabling communication between the user and the machine. They perform critical roles in ensuring that data can be entered, processed, and presented in a form understandable to humans. Understanding the distinction between input and output devices is fundamental to grasping

**2. Explain the system and application software with examples. 10**

**Ans 2.**

**System Software and Application Software**

Software is a collection of programs that instruct a computer system to perform specific tasks. It serves as an interface between users and hardware. Software is broadly classified into two main categories — system software and application software. Both are essential for the effective functioning of computers but differ in their purpose, functionality, and interaction with hardware.

**System Software**

System software is designed to manage and control the hardware components of a computer

**3. Describe the phases in the SDLC Life Cycle. 10**

**Ans 3.**

**Phases in SDLC Life Cycle**

System Development Life Cycle (SDLC) is a structured process used for developing information systems efficiently and effectively. It defines the stages involved in the development, implementation, and maintenance of a software application or system. SDLC provides a systematic approach to project management, ensuring that software meets business