# P-1151

# CVEOM-102/DVEOM-102

### Introduction to E-Office Management-1

C.Voc.(Soft Skill & E-Office Management)

1st Semester Examination, 2023 (June)

**Time : 2 Hours]**                    **Max. Marks : 100**

**Note :** This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answer to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

### SECTION–A
### (Long Answer Type Questions)

**Note :** Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

**1.** State the importance of an office in the business and discuss the various service rendered by it to the business. Explain the below sentence- "Office management and planning bridges the gap between the present and the future". [26]

**2.** (A) What is filing system? Explain the classification and methods / techniques of filing system. [13]

(B) Discuss the importance and applications of E-Commerce. Explore the models of E-Commerce. [13]

**3.** Explain different methods of remittance? List the benefits of E-banking and also Explain E-Banking services. [26]

**4.** (A) Discuss the principles of management and also explain the elements of office management. [13]

(B) Define word processor. Describe various types of "Text alignment" and "Text formatting" in a word document. [13]

**5.** Write down the steps to create a MS PowerPoint Presentation with animated slides. List the major/ key features of MS PowerPoint? [26]

## SECTION–B
### (Short Answer Type Questions)

**Note :** Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

**1.** What is the objective of indexing? What are the advantages and disadvantages of vertical card indexing? [12]

2. Explain the importance of mailing system in this digital era. Define the term CC and BCC in the context of sending an e-mail. [12]

3. What do you understand by Agenda? Discuss the types of meeting in details. [12]

4. Explain the need and importance of Management Information System. [12]

5. What is Wi-Fi? What is the difference between the Internet and World Wide Web? [12]

6. What do you mean by cell referencing, and what are different types of cell referencing? [12]

7. Explain the concept of E-office. Describe the E-file Management System. [12]

8. What do you understand by minutes of meeting? Discuss the types of meetings in detail. [12]

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