

P-1153

Total Pages : 3

Roll No.

DVEOM-202

Introduction to E-Office Management-II

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

2nd 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. (a) What is e-File? Explain the methods to create e-File?
Explain its benefits? [13]
- (b) Explain some challenges faced while implementing e-governance in India. [13]

2. (a) Define Normalization? Explain its classification by using suitable example. [13]
- (b) What is Data Model? Explain its types by using suitable example. [13]
3. Why MS Excel is useful tool for Office? Write any 10 commonly used functions of MS excel with short description. [26]
4. Define Google form. Write the process to create a google form to collect the basic details of a student, i.e. Name, Age, Gender, and Mobile No. [26]
5. (a) What is Digi-Locker? Write the steps to use Digi-Locker, also explain some applications associated with Digi-Locker. [13]
- (b) What do you understand by Data Security? What are the challenges faced to secure the data in the digital world. [13]

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. Define Bullets and Numbering in context of MS-Word? [12]

2. Explain the "Page Set Up" option in MS-Word. How it is useful for managing a word document? [12]
 3. What is discussion forum? State some examples of discussion forum? How it helps in spreading office announcements? [12]
 4. Write a short note on Google Slides and Google Drive. [12]
 5. What is Blog. Explain the importance of Blogging. [12]
 6. Define E-Banking. State the benefits of E-Banking in context to customers and bankers. [12]
 7. Explain ER diagram. What are the basic rules for designing ER diagram? [12]
 8. Why header and footer are used? Write down the steps to use header and footer in a document. [12]
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