S-1007

Roll No. ....

DVEOM-102

Introduction to E-Office Management-I

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

1st Semester, Examination, 2022 (Dec.)

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.

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) Explain the importance of office to an organization. State the challenges that the office fears in the near future in our country. [13]

(b) Discuss the role of an office manager and the important qualities you think he should have. [13]

2. (a) What do you mean by mail? Explain in details how to manage incoming and outgoing mails? [13]

(b) Define E-Commerce. Explain features of E-Commerce in details. [13]

3. (a) What do you mean by E-Banking? Define the functions of banks in detail. [13]

(b) What do you mean by the range of cells? What do you mean by cell referencing, and what are different types of referencing? [13]

4. Explain the components of E-office. Describe the E-file Management System. [26]

5. Explain the importance of E-Commerce. Explore the models of E-Commerce. [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. "Poor Filing system can affect the efficiency of any office". Do you agree with the statement? Yes or No? Justify your answer. [12]

2. How will you insert special characters and equations in word 2007? Explain using an example. [12]

3. What is a modem? How do computers connect over the Internet? [12]

4. What is a word processor? Describe various types of apply text formatting in a word document. [12]

5. What is the importance of decision making in an organization? [12]

6. What is MS Power Point? Explain the major functions used in MS Power Point. [12]

7. What is Internet? How to find information on the internet? [12]

8. Explain the need and importance of management information system. [12]

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