

S-1009

Total Pages : 3

Roll No.

DVEOM-202

Introduction to E-Office Management-II

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

2nd 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 classification of e-File? How one can get benefited by migrating to e-file system from a traditional system? [13]
- (b) Define Reports? Why we need reports? Explain all types of reports. [13]

2. (a) Explain some applications of e-governance. How e-governance benefited to our society. [13]
- (b) Define ER-Model? Explain its notations. Also design an ER diagram for storing employee records of an organization. [13]
3. (a) Define key features of MS-Word. Explain font tab group by using suitable example. [13]
- (b) Explain the process to create a presentation in power point. [13]
4. What is google drive. Explain how it is beneficial to us by using suitable example. Also, define discussion forums. [26]
5. What is google slide? Write the steps to create google slides. What is online meeting. List some application through which we can conduct online meeting. [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 e-governance? What are its merits and demerits? [12]

2. What do you understand by Data security? Explain different types of data security controls. [12]
 3. How e-banking is useful for citizens ? Explain its role in promoting digital transaction. [12]
 4. What are the steps for creating professional slides? Which components of MS-Power points helps in making professional slide? [12]
 5. What is file sharing. Define some file sharing techniques used through Internet. [12]
 6. What is Digi Locker? Explain some common applications we can use through Digi-Locker. States its merits and demerits. [12]
 7. What is messaging service. Explain some techniques we use in messaging service. [12]
 8. Write a short note on the following- (i) Components of spreadsheet program (ii) Google Form (iii) E-money [12]
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