870

Roll No. ....

DVEOM-202

INTRODUCTION TO E-OFFICE MANAGEMENT-II

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

Second Semester Examination, 2021 (Winter)

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) How e-file management system is useful for future record keeping? Explain various types of e-file management system. [14]

(b) What is Electronic File? Explain e-file management system. [12]

2. (a) How filter option is useful in MS Excel for analyzing data? Write the suitable steps to apply filter in a given data series. [14]

(b) Write the merits and demerits of electronic File management system. [12]

3. (a) How Google Drive is useful for you? Explain, how can you use google drive? [14]

(b) List the key points to be kept in mind while creating an effective presentation in MS PowerPoint. [12]

4. (a) What do you understand by e-governance? How e-governance approach transmits towards citizen-oriented governance? Explain. [14]

(b) What are benefits of e-governance? [12]

5. Write a short note (Not more than 20 words) on the following- Header and Footer, text alignment, format painter, page setup, line spacing, title bar, status bar, task bar, cell referencing, conditional formatting, formula, address bar, worksheet.

[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. (a) Write the steps to change the background of a slide in MS PowerPoint. [6]

   (b) List five major challenges of implementing e-governance in India. [6]

2. (a) How to create a google sheet? How it is different from MS Excel? [6]

   (b) What is the use of Firewall? Explain. [6]

3. (a) Explain the role of database in data storage. How it is different from traditional data storage system? [6]

   (b) Write the steps involved in creating a Bulleted list. [6]

4. (a) Write the steps to merging and splitting cells of a table in terms of text editor (MS Word). [6]

   (b) How will you insert a table in a slide in terms of MS PowerPoint? Write the correct steps to do the same.

5. What types of interactions are possible in e-governance? Explain. [12]

6. List some of the mission mode projects implemented by national e-governance division. [12]

7. What is the difference between Threat, Vulnerability and Risk in terms of data security? [12]

8. Write the full name of the following abbreviated terms :

(i) CSC

(ii) NeGD

(iii) ITeS. [12]

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