

Total Pages : 5

Roll. No. :

Examination Session June-2022

(Second Semester)

DVEOM-202

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

[Introduction to E-Office Management - II]

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) 2×26 = 52

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 Management System ? Explain its classification by using suitable example. 14
- (b) Why e-governance ? Explain its usage. 12
2. (a) What is Normalization ? Explain all its types by using suitable example. 14
- (b) Define ER-Model. Explain its notations. Design an ER diagram for storing student records. 12

- (b) Define Page-Break. Explain the usage of Header and Footer. 6
4. (a) What are the main components of spread sheet file ? Why filter is required in MS-Excel ? 6
- (b) What are the main components of power-point ? 6
5. What are google sheets ? Explain why google sheets are helpful in collecting the data. 12
6. Explain file sharing. Write some basic strategies for file sharing by using Internet. 12
7. What is google meet ? Why we need it ? Explain its merits and demerits ? 12
8. What is Data Security ? Explain some commonly used data security techniques. 12

3. (a) Discuss the usage of MS-Excel. Explain any five inbuilt functions commonly used with MS-Excel sheet. 14
- (b) Write a process to create a presentation in power point. 12
4. (a) Define Google Docs. Write a process to create google document by using suitable example. 14
- (b) Write a short note on discussion forum, blogs and news groups by making a comparative analysis between them. 12
5. (a) Define Digi-Locker. Explain some applications associated with Digi-Locker. 14
- (b) What is online discussion forum ? Explain any three commonly used discussion forums. 12

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SECTION—B

(Short Answer Type Questions) 4×12 = 48

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) Discuss all the challenges associated with e-governance in India. 6
- (b) Define e-banking and its benefits. 6
2. (a) What is Data Model ? Explain its classification. 6
- (b) What is SQL ? Explain its types. 6
3. (a) What is Bullets and Numbering ? Explain its type(s). 6

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