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[Roll No.]

CVEOM-101

**Certificate in Voc. (Soft Skill and
E-Office Management) Ist Semester
Examination Dec., 2023**

**APPLICATIONS OF E-OFFICE
MANAGEMENT TOOLS**

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 there in. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

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.

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(1)

P.T.O.

1. “The office has a personality of its own, and this personality is a reflection of the purpose of the existence of an office”. Comment on this statement. And also, list the commonly carried activities in an office.
2. Why to use Management Information System (MIS) ? How it is helpful for an organization ? Explain.
3. What is the purpose of the dispatch register ? Explain the importance of mailing system in this digital era.
4. Write a short note on any *four* from the following :
 - (i) Google Docs
 - (ii) Meeting Agenda
 - (iii) Types of Networks
 - (iv) DigiLocker
 - (v) Office meetings- Types and purpose
 - (vi) Applications of Internet
5. What do you mean by e-file management system ? List the benefits of e-file management system.

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.

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(2)

1. What is the modern concept of office ? State its characteristics. Why the office is sometimes called the service department ?
2. List essential components of a computer network. How does the search engine works ?
3. How Google Drive works ? List the benefits of using Google Drive.
4. With the help of suitable example, explain the role of information in competitive advantage.
5. List and briefly explain the functions of management.
6. How one can manage incoming and outgoing mails in reference to an office ? Explain.
7. Write the steps to create a Google Sheet, and also explain how to share a Google Sheet with others.
8. Define E-commerce. Explain the various types of E-commerce business models.
