

**K-1106**

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**CVEOM-102**

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

**OFFICE AUTOMATION AND  
INTERNET SKILLS**

**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. Explain Information system. State some common threats associated while using Information System.
2. What is storage device. Explain its classification by using a suitable example ?
3. What is Bullet and Numbering ? Explain its classification. Also write the steps to use bullets and numbering.
4. In the terms of MS-Excel, write a short note on the following by using some suitable examples :
  - (i) SUM( )
  - (ii) AVERAGE( )
  - (iii) MAX( )
  - (iv) MIN( )
  - (v) ROUND( )
  - (vi) TODAY( )
5. What is computer network ? Shortly, explain different types of computer networks.

### **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.

1. What is computer technology. State some areas which are directly associated with computer technology by using some examples ?
2. Write a short note on computer classification ? Explain some commonly used computer hardware and peripherals ?
3. What is clipboard ? Why it is required ? Write the shortcut to cut, copy and paste.
4. Define Digital Certificate. Explain the process to generate Digital certificates.
5. What are header and footers ? Why header and footers are used in a document ? Write a process to add header/footer in the document.
6. What is spelling and grammar check ? How is it important while writing a document ? Illustrate the process to add spelling in a word document so that it can be used while writing in a document.
7. Explain the following :  
  
Sort, Filter and Subtotal in the terms of MS-Excel by using an example.

8. What is speaker notes and Handouts in terms of MS Power point ? Write the steps to use speaker notes.

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