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[Roll No.

DVEOM-102

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

**INTRODUCTION TO E-OFFICE
MANAGEMENT-I**

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. What is an office ? Explain the value of having an office and the range of services it may provide to a company/organization.
2. Talk about the responsibilities of an office manager and the essential traits you believe they should possess.
3. What does the modern office need ? List its attributes. Why is the service department sometimes referred to as the office ?
4. What benefits and drawbacks does vertical card indexing have ?
5. How do you enter equations and special characters in Word 2007 ? Give an example to illustrate.

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. Briefly explain all the office activities.
2. Briefly discuss the administrative functions of an office.
3. Explain the historical developments of an office.

4. Describe the different kinds of charts that Microsoft Excel offers.
5. Explain the need and importance of paperless office.
6. How can we transform today's office into paperless office with authentication ?

Or

Explain the following in short, i.e. :

- (i) Minutes of meeting
 - (ii) Resolution
 - (iii) Agenda
 - (iv) Notice
7. What is MS-PowerPoint ? Describe the main features of Microsoft PowerPoint.
 8. Explain the following terms :
 - (i) Automated Office
 - (ii) Virtual Office
 - (iii) Modem, Internet and Wi-Fi
