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DVEOM–202

D. Voc. (Soft Skill and E-Office Management) IInd Semester Examination Dec., 2023

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 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.

1. "The primary purpose of the e-governance is the welfare of citizens". Write your own views about this statement.

2. How Google sheets are useful for maintaining data online ? Explain. Write the steps to cerate a customized Google sheet.

3. Define the following in the terms of Microsoft PowerPoint, i.e. Change font size and color; Insert a table; Table formatting; Insert and modifying chart.

4. Define the need of e-file. How e-file management system is useful for handling massive amount of data ? Explain.

5. Write a short note on any *four* from the following :

    (i)   Merits and demerits of E-Filing System

    (ii) Benefits of E-governance

    (iii) Bullets and Numbering in MS Word

    (iv) Components of Spreadsheet program

    (v)   Data filtering in MS-Excel

    (vi) List any four e-file management systems.

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 define the e-governance models, i.e. G2G, G2B,
G2C, G2E.

2. Write a brief note with its key features on the following :

(i)   Google Docs

(ii) Google Slide.

3. What is the difference between Threat. Vulnerability
and Risk in the terms of data security ?

4. List the common types of cyber security attacks. Also
suggest the ways to protect oneself from such attacks.

5. "In today's digital era, e-banking facilitates all the
hanking services to bank users at the door steps". Write
your own views about the said statement.

6. How to create a customized Google Form ? Write the
steps.

K–1110   (3)

7. Explain the various features available on the Google Drive. How can we share a resource from the Google Drive ?

8. Briefly define any *three* key terms from the following :

    (i) Unified Mobile Application for New-age Governance (UMANG)

    (ii) DigiLocker

    (iii) National e-Governance Division (NeGD)

    (iv) Text Alignment in MS Word.

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K–1110 (4)