

**A-1055**

**Total Pages : 4**

**Roll No. -----**

**DVEOM-202**

**Introduction to E-Office Management-II**

**D.Voc. (Soft Skills & E-Office Management)**

**2<sup>nd</sup> Semester Examination 2024 (June)**

**Time: 2:00 hrs**

**Max. Marks: 100**

**Note :** This paper is of Hundred (100) marks divided into Two (02) Section A and B. Attempt the questions contained in these sections according to the detailed instructions given therein. Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.

**P.T.O.**

**A-1055/DVEOM-202**

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## Section-A (Long-Answer-Type Questions)

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.

[2x26=52]

- Q.1. What features are important to consider when choosing an E-File Management system? How do I organize my electronic files? [26]
- Q.2. How do I change the margins, line spacing, and indentation in MS Word? Write the correct steps to do the same. [26]
- Q.3. How do you manage multiple worksheets within a workbook? How can you insert, delete, rename, and move worksheets? [26]
- Q.4. What are the potential benefits of E-Governance for citizens, businesses, and the government itself? [26]
- Q.5. Explain the Entity-Relationship (E-R) Model and its components, i.e. Entities, Attributes, Relationships. [26]

## **Section-B (Short-Answer-Type Questions)**

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. [4x12=48]

- Q.1. What is E-Governance and what are its core objectives? [12]
- Q.2. What are the benefits of using an E-File Management system over traditional paper filing? [12]
- Q.3. What is a spreadsheet and what are its core components? How do you navigate around a spreadsheet in MS Excel? [12]
- Q.4. How do you format text in PowerPoint? What are some tips for using images and graphics effectively in your slides? [12]
- Q.5. What are the different data types you can enter in cells? What is a formula in Excel and how do you create basic formulas for calculations? [12]
- Q.6. What is a Database Management System (DBMS) and what are its functions? [12]
- Q.7. What are the parts of the MS Word interface? Explain the following- Ribbon, Quick Access Toolbar, Document Area, etc. [12]

P.T.O.

Q.8. What are the components of a presentation in PowerPoint? How do you create a new presentation and navigate the PowerPoint interface? [12]

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