



AC-2810
First Year B. Com. (Sem. II) Examination
April / May – 2015
Office Management : Paper - II
(Old Course)

Time : Hours]

[Total Marks :

Instructions :

(1)

<p>नीचे दृशावेव निशानीवाणी विगतो उत्तरवडी पर अवश्य लभवी. Fillup strictly the details of signs on your answer book.</p> <p>Name of the Examination :</p> <p>First Year B. Com. (Sem. II)</p> <p>Name of the Subject :</p> <p>Office Management : Paper - II (Old)</p> <p>Subject Code No. : 2 6 5 9 Section No. (1, 2,.....) : Nil</p>	<p>Seat No. :</p> <table border="1" style="width: 100%; height: 20px;"><tr><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td><td style="width: 15%;"></td></tr></table> <div style="border: 1px solid black; border-radius: 15px; height: 60px; margin-top: 10px; display: flex; align-items: center; justify-content: center; padding: 10px;">Student's Signature</div>						

(2) Question one and two are compulsory.

(3) Figures to the right indicate marks.

1 Answer in brief: 10

- (1) Why vowels are described as first second **OR** third place vowels?
- (2) What are the main keys used in typewriting?
- (3) Which positioning is known as home row positioning?
- (4) What do you mean by Intervening vowels.
- (5) What do you mean by vertical typing?

2 Fill in the blanks. 12

- (1) Tabulator is located on the _____ of the keyboard.
- (2) _____ is the function of a paper Bail.
- (3) There are _____ strokes in short hand based on the sound it represents.
- (4) A, S, D, F are the keys is _____ row.
- (5) Vowels have a _____ against a stroke.
- (6) A simple vowel followed immediately by another separately sounded vowel is known as _____.

- 3 (a) How many types of paragraph type and styles are used in Typewriting? 7
- (b) Explain the ways in which a tabular statement can be arranged in typing. 6
- OR
- 3 (a) What is the proper posture that one should sit while typing in order to avoid health problems? 7
- (b) What is the importance of proper type and size of tables to be used for typewriting? 6
- 4 Write short notes: (any three) 15
- (1) Syllabification
 - (2) Foot-Notes
 - (3) Carriage and card holder
 - (4) Vertical and Horizontal typing
 - (5) DIPHONES and TRIPHONES.