

TC221770S

Reg. No:.....

Name:.....

DIPLOMA EXAMINATION, NOVEMBER 2023
(2022, 2020 & 2021 Admission Supplementary)
SEMESTER I – GENERAL COURSE
(GARMENT MAKING)
VGM1G02D20 - OFFICE MANAGEMENT

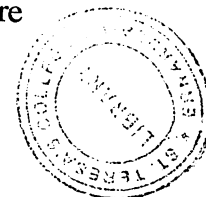
Time: 3 Hours

Maximum Marks: 80

PART A

I. Answer any 10 questions. Each question carries 2 marks

1. Which of the following networking solutions is suitable for networking in a building?
(LAN, WAN, WAN, All of the above)
2. The first network that planted the seed of internet was:
(ARPANET, NSFnet, Vnet, Both(A) and (B))
3. Which Device is used to back up the data? (Floppy
Disk, Tape, Network Drive, All of these)
4. Which one of the spreadsheet applications that comes with MS Office software
group?
(MS Word, MS Excel, MS Powerpoint, MS Access).
5. ARPANET Stands for _____.
6. Sending an E- Mail is similar to _____.
(Sending a package, talking on the phone , writing a letter, drawing a picture)
7. Office Management involves the _____, design, implementation of work in an
organization.
(Organizing, Staffing, Planning, Directing)
8. URL stands for _____.
(Unique reference label, uniform reference label, uniform resource locator)
9. A Program that is used to view websites is called a _____.
(Browser, Web Viewer, Spreadsheet, Word Processor)
10. The first network that planted the seed of internet was:
(ARPANET, NSFnet, Vnet, Both(A) and (B))
11. Which of the following networking solutions is suitable for networking in a building?
(LAN, WAN, WAN, All of the above)
12. In which one of the following countries, email was invented.
(Norway, Spain, America, Canada)



(10 x 2 = 20)

PART B

II. Answer any six questions. Each question carries 5 marks

13. What are the elements of Office Management?
14. Explain Email.
15. Explain the benefits of Ecommerce.
16. What are the challenges of Ecommerce?
17. What is the difference between a LAN, a MAN, and a WAN?
18. What is Directing?
19. What are the roles of Office Management?
20. Which are the MS tools in Office Management?
21. What is a web browser?

(6 x 5= 30)

PART C

III. Answer any two questions. Each question carries 15 marks

22. Explain the features, importance and different browsers of the internet.
23. What is a chart in Excel? Explain the different types of charts.
24. Explain Ecommerce and write the benefits, challenges of Ecommerce.
25. What is cybercrime and Different types of cybercrime?

(2x15=30)

