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

Time : Hours] [Total Marks :
Instructions :
(1) Fill up strictly the details of signs on your answer book.

Name of the Examination :
First Year B. Com. (Sem. II)

Name of the Subject :
Office Management : Paper - II (Old)

Subject Code No. : 2 6 5 9 Section No. (1, 2, ....) : Nil

Seat No. :

(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 is Typewriting?  
(b) Explain the ways in which a tabular statement can be arranged in typing.

OR

3 (a) What is the proper posture that one should sit while typing in order to avoid health problems?  
(b) What is the importance of proper type and size of tables to be used for typewriting?

4 Write short notes: (any three)  
(1) Syllabification  
(2) Foot-Notes  
(3) Carriage and card holder  
(4) Vertical and Horizontal typing  
(5) DIPHONES and TRIPHONES.