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Gmail - GDC NAKKAPALLI - OFFICE MANAGEMENT & SECRETARIAL - QUESTION PAPER- REG.

Legal Section, Andhra University, A.P. <supdt4041@gmail.com>

GDC NAKKAPALLI - OFFICE MANAGEMENT & SECRETARIAL - QUESTION PAPER- REG.

1 message

GDC Nakkapalli <gdcnakkapalli@gmail.com>
To: supdt4041@gmail.com

Tue, Feb 22, 2022 at 1:18 PM

Please find the attachment Enclosed

With Regards
Dr. Sivaiah,
Principal,
Govt. Degree College, Nakkapalli.
Visakhapatnam Dist.

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ANDHRA UNIVERSITY
B.A. (CBCS) DEGREE EXAMINATION
SEMESTER III
Part-II: OFFICE MANAGEMENT & SECRETARIAL PRACTICE
Paper III- COMPUTER APPLICATIONS
(Effective from the admitted batch of 2020-2021)
Time: 3 hours Maximum: 75 Marks

SECTION-A (5x5=25 Marks)

Answer any FIVE of the following Eight questions

1. Super computers
2. Characteristics of computers
3. world wide web
4. word processing
5. BAR and PIE
6. editing a work book
7. uses of power points
8. disadvantages of Internet

SECTION-B (5x10=50 Marks)

(Answer the following selecting one from each unit)

Select and Answer one question from each of the following units

9. (a) Write a note on Generations of computers?

or

- (b) What are differences the Hardware and software?

10. (a) Write an essay on basic Internet technologies

or

(b) What is the Internet Security? Discuss the Search Engines and their types

11. (a) Discuss the Word processing concepts

or

(b) What are the Usages of Internet for society?

12. (a) Briefly Explain about the Mail Merge and Keyboard Operations

or

(b) Explain the Spreadsheet concepts

13. (a) Write an essay on use of Formulas used in excel,

or

(b) Write an essay on the Power Point

Jane Srinivas

Principal
Government Degree College
Nakkapalli, Visakha Dist

ANDHRA UNIVERSITY
B.A. (CBCS) DEGREE EXAMINATION
SEMESTER IV
Part-II: OFFICE MANAGEMENT & SECRETARIAL PRACTICE
Paper IV- STENOGRAPHY
(Effective from the admitted batch of 2020-2021)
Time: 3 hours Maximum: 75 Marks

SECTION-A (5x5=25 Marks)

Answer any FIVE of the following Eight questions

1. Types of Consonants
2. Punctuation Signs
3. Phraseography
4. Medial use of Loops
5. Compound consonants
6. RT and LT
7. NG-KR and NG-GR
8. Right Semi-Circle

SECTION-B (5x10=50 Marks)

(Answer the following selecting one from each unit)

Select and Answer one question from each of the following units

9. (a) Explain the brief History of Pitman's Shorthand?

or

(b) Write a note on Short Forms-Definition, Importance and use of Logograms, Grammalogues and Phraseography?

10. (a) Write an essay on Circles?

or

(b) What is the Loop? Write use of Loops and Exceptions to the use of Loops

11. (a) Discuss the Small Initial Hooks

or

(b) What are the uses of Small final Hooks in Phraseography and Exceptions to the use of Small final Hooks?

12. (a) Briefly Explain about the Halving Principle

or

(b) Briefly Explain the Doubling Principle

13. (a) Write an essay on Diphones?

or

(b) Write an essay on the Suffixes?

Janu Swaidh
Principal
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