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BASSPO 283

**Choice Based Credit System Fourth Semester B.A. Degree
Examination, September 2022
(2019-20 Batch Onwards)
SECRETARIAL PRACTICE
Secretarial Administration (Open Elective)**

Time : 2 Hours

Max. Marks : 40

PART – A

1. Answer **any five** questions in **2-3** sentences **each**. **(5×2=10)**
- a) Define secretary.
 - b) What is meant by posture ?
 - c) Define Filing.
 - d) What is meant by chronological method of filing ?
 - e) What is 'Ribbon' in Microsoft Office ?
 - f) What is 'Cell' in MS Excel ?

**PART – B
Unit – I**

2. Answer **any two** of the following : **(2×5=10)**
- a) Mention the different types of secretaries. Explain any one type.
 - b) Explain the qualifications required to be a successful Secretary.
 - c) State the various qualities of an efficient secretary. Explain personal appearance.

Unit – II

3. Answer **any two** of the following : **(2×5=10)**
- a) Explain the significance of Filing.
 - b) Describe briefly the classification of papers.
 - c) Briefly explain the advantages and disadvantages of E-filing.

Unit – III

4. Answer **any two** of the following : **(2×5=10)**
- a) Explain any five parts of MS word screen.
 - b) Explain how to insert rows, columns and sheet in MS Excel.
 - c) Describe briefly the important parts of MS PowerPoint.
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