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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)**
- Define secretary.
  - What is meant by posture ?
  - Define Filing.
  - What is meant by chronological method of filing ?
  - What is 'Ribbon' in Microsoft Office ?
  - What is 'Cell' in MS Excel ?

**PART – B  
Unit – I**

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

**Unit – II**

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

**Unit – III**

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