

Class +1
Modern Office Practice
List of deleted topics for March 2020-2021 examination

Sr. no.	Unit	Topics deleted
1.	Unit-IV	Computer in Office
2.	Unit-V	MS Office, Scanning, Printing and copying
3.	Unit-VI	Effective Communication-Role of Manager
4.	Unit-VII	E-mail
5.	Unit-VIII	Telephone calls
6.	Unit-IX	Filing Methods of Documents
7.	Unit-X	Micro filming: Merits and Demerits, Types- Role Film, Fiche, Jackets ect.