

No. of Printed Pages : 4  
Roll No. ....

183015

**1st Year / OMCA**

**Subject : Office Management**

Time : 3 Hrs.

M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory (6x1=6)

- Q.1 Laptop is easy to
- a) Portable                      b) Light weight
  - c) Difficult to handle      d) All of the above
- Q.2 Importance of indexing is
- a) Systematic arrangement
  - b) Easy to locate
  - c) Time saving
  - d) All of above
- Q.3 Form should be
- a) Suitable                      b) Simple
  - c) Easy to understand      d) All of above
- Q.4 Filing is
- a) Systematic arrangement
  - b) Keeping of record
  - c) Both A and B
  - d) None of these

- Q.5 Office record is helpfull in  
 a) Comparison                      b) evaluation  
 c) Both A and B                      d) none of these
- Q.6 Effective and efficient management depend upon  
 a) Collecting                      b) Processing  
 c) Storing                      d) All of above

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 Office form is helpfull in \_\_\_\_\_ (Planning /misusing)
- Q.8 Filing is easy to \_\_\_\_\_ (Locate/ useless)
- Q.9 Which type of office do not have walls, separators and passeges. (open office / Closed office)
- Q.10 Photocopier is \_\_\_\_\_ (portable /Fixed)
- Q.11 Office machine is helpfull in \_\_\_\_\_ (Saving time/ Risky)
- Q.12 Form designe should be \_\_\_\_\_ (Simple/Difficult)

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Explain the importance of office filing.

- Q.14 What is indexing? Explain its importance.
- Q.15 Explain the needs of effective office record.
- Q.16 What is office form? Explain its importance.
- Q.17 What is ATM? Explain its importance.
- Q.18 Explain different types of office machines.
- Q.19 Explain the advantages of alphabetical filing.
- Q.20 Explain the principles of form designing.
- Q.21 Explain the advantages of photocopier used in modren office.
- Q.22 Explain the importance of computer and pripherals used in office.

### SECTION-D

**Note:** Long answer type questions. Attempt any two questions out of three questions. (2x8=16)

- Q.23 What is filing? Explain the modren methods of filing.
- Q.24 Explain the merit and demerit of computer based indexing.
- Q.25 How internet is helpfull in office? Explain its advantages and disadvantages.