

- Q.18 What is an LCD monitor? Write any two benefits of using it in offices.
- Q.19 What is the significance of office forms?
- Q.20 Explain the use of conference equipment in the office. Why is it important?
- Q.21 What is the use of an electronic billing machine in shops?
- Q.22 Write two differences between an ATM and an electronic billing machine.

#### SECTION-D

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

- Q.23 What is indexing? Explain the importance and methods of indexing.
- Q.24 What are office forms? Discuss the different types of forms.
- Q.25 Explain the role of the internet and e-mail in modern office communication. Why are they important for fast and effective working?

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Roll No. ....

### 1st Year / Office Management and Control Application

#### Subject : Office Management

Time : 3 Hrs.

M.M. : 60

#### SECTION-A

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

- Q.1 Which of the following is NOT an essential of a good filing system?
- a) Accessibility                      b) Complexity
- c) Safety                                d) Simplicity
- Q.2 Which of the following is NOT a type of office record?
- a) Financial Records
- b) Legal Records
- c) Sports Scores
- d) Personnel Records

Q.3 What is the full form of LCD in LCD monitor?

- a) Liquid Crystal Display
- b) Light Control Device
- c) Large Computer Display
- d) Light Color Diagram

Q.4 Why are office forms used?

- a) To waste time
- b) For entertainment
- c) To collect and share information easily
- d) To decorate files

Q.5 ATM stands for:

- a) Automatic Time Machine
- b) Advances Teller Method
- c) All-Time Money
- d) Automated Teller Machine

Q.6 What is the main function of a laser printer?

- a) Record audio
- b) Send emails
- c) Print high-quality text and images
- d) Make phone calls

## SECTION-B

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

Q.7 Modern filing methods include digital and cloud-based systems. (True/False)

Q.8 Office records are only useful for past references. (True/False)

Q.9 A \_\_\_\_\_ is portable and easy to carry for office work. (laptop/LCD monitor)

Q.10 Records help in \_\_\_\_\_ important information. (Storing/destroying )

Q.11 Office forms are used to collect and provide information in an organized way. (True/False)

Q.12 An electronic billing machine helps in creating bills quickly. (True/False)

## SECTION-C

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

Q.13 Define office records and explain their significance.

Q.14 What are the different types of records?

Q.15 Differentiate between traditional and modern filing methods.

Q.16 What is filing? Why is it important in an office?

Q.17 What is the classification of files?