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Roll No.....

183015

1<sup>st</sup> Year Annual Pattern (Re-app)  
**Branch :** Office Management & Computer Application  
**Sub.:** Office Management

**Time : 3 Hrs.** **M.M. : 60**

### **Section-A**

**Note:** Multiple Choice Questions. All Questions are compulsory. (6x1=6)

- Q.1** Type of form is
  - a) Purchase form
  - b) Sales form
  - c) Account for
  - d) All of above
- Q.2** Type of filling is
  - a) Horizontal
  - b) Verticals
  - c) Visibel
  - d) All of above
- Q.3** While selecting office machines which factor should be used
  - a) Easy in operation
  - b) Flexibility
  - c) Both A & B
  - d) None of these
- Q.4** Type of record is
  - a) Administrative record
  - b) Policy record

- c) Both A & B
  - d) None of these
- Q.5 Objective of office machine is
- a) Saving time      b) Improving quality
  - c) Heavy Investment    d) Both A & B
- Q.6 Essential of filling is
- a) Simlicity      b) Sutability
  - c) Adaptability    d) All of above

### **Section-B**

- Note:** Objective/Completion type questions. All questions are compulsory. (6x1=6)
- Q.7 Importance of filling is \_\_\_\_\_ (Efficiency / Inefficiency)
- Q.8 Office record is essential for future planning of organization. (True/False)
- Q.9 A Photocopier is an electronics machine that makes copies of images and documents. (True/False)
- Q.10 A mobile phone is wireless handled device that allow users to make and receive calls. (True/False)
- Q.11 Form is helpful in \_\_\_\_\_ (Analysing/time wasting)
- Q.12 Office filling is \_\_\_\_\_ storing of record (Careful/useless).

### **Section-C**

- Note:** Short answer type Question. Attempt any eight questions out of ten Questions. (8x4=32)
- Q.13 Explain the essential of office filling.
  - Q.14 Explain the traditional methods of office filling.
  - Q.15 Explain the various types of office records.
  - Q.16 Explain the various type of office phone.
  - Q.17 Explain the advantage of laser printer used in office.
  - Q.18 Explain the importance of electronics weighing machine.
  - Q.19 What is e-mail? Explain its advantages.
  - Q.20 Explain the advantages of electronics billing machines.
  - Q.21 How conference equipment are helpful in office. Explain its importance.
  - Q.22 What is counting machine. Explain its merit.

### **Section-D**

- Note:** Long answer questions. Attempt any two question out of three Questions. (2x8=16)
- Q.23 what is office filling? Explain the classification of office files.
  - Q.24 What is office record. Explain various types of office record.
  - Q.25 Explain the various types of office forms.