

No. of Printed Pages : 4

183015

Roll No.

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 passegues. (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.