

Q.24 What is office form? What should be kept in mind while designing office forms.

Q.25 Write a short notes on the following

- a) Internet
- b) LCD monitor
- c) Digital duplicator and
- d) E-mail

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

183015

**1st Year / Office Management and Computer 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 method of filing is described as the best

- a) Horizontal Filing      b) Vertical Filing
- c) Pigeon Filing          d) Box Files

Q.2 Mimeograph is a (A) stencil duplicator. (True/ False)

Q.3 Franking machine is used for

- a) Duplicating              b) Stamp Fixing
- c) Accounting Work      d) Punched Card

Q.4 The latest communication device is

- a) Fax                          b) E mail
- c) Telephone                d) None of these

Q.5 Indexing is an important

- a) Method of filling
- b) Maintaining account books
- c) Aid of filing
- d) None of these

Q.6 Blue printing is also known as

- a) Xerography                      b) Microfilming
- c) Diazo                              d) Lithography

### SECTION-B

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

- Q.7 All the record is placed at one place is called \_\_\_\_\_ filing.
- Q.8 Write one advantages of office forms.
- Q.9 Which office machine used to print the documents \_\_\_\_\_ (Scanner/ Printer)
- Q.10 Open shelf filing is type of which filing system.
- Q.11 Define one merits of flat filing system.
- Q.12 Define name of any one horizontal filing system.

### SECTION-C

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

- Q.13 Define merits of horizontal filing system.
- Q.14 Explain about Electronic weighting machine.
- Q.15 Describe the importance of a good filing system.
- Q.16 Discuss the disadvantages of mechanization of office.
- Q.17 Define merits of form designing.
- Q.18 Define filing and indexing.
- Q.19 Define demerits of vertical filing system.
- Q.20 Explain about ATM and CCTV.
- Q.21 Write a short note on Electronic billing machine.
- Q.22 Write a short note on sorting and counting machine.

### SECTION-D

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

- Q.23 What is filing? Explain the traditional methods of filing.