

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

No. of Printed Pages : 4
Roll No.

183015

Q.25 Write a short notes on the following

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

Time : 3 Hrs.

M.M. : 60

1st Year / Office Management and Computer Application
Subject : Office Management

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. $(6 \times 1 = 6)$

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. $(8 \times 4 = 32)$

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. $(2 \times 8 = 16)$

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