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183015

Roll No.

**1st Year Branch : Diploma in Office Management &
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 _____ may be defined as the process of arranging & storing records, so that they can be located, whenever they required.
- a) Indexing b) Filing
c) None of these d) Noting
- Q.2 _____ fining is suitable for small offices:
- a) Horizontal b) Vertical
c) Centralized d) Decentralized
- Q.3 Inquires & orders are examples of _____ mail.
- a) Inward mail b) Outward mail
c) Both A & B d) None of these
- Q.4 The last step in the conduct of meeting is _____.
- a) Voting
b) Closing of meeting
c) Recording of minutes of meeting
d) None of the above

- Q.5 What should occur when there is a simple paper jam in the Photocopier?
- a) A report made to office manager
 - b) Machine must be switched off at power point
 - c) Follow instructions from manual or on control panel display
 - d) Call to service difficulty department
- Q.6 Objective of office machine is
- a) Saving time b) Improving quality
 - c) Heavy investment d) Both A & B

Section-B

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

- Q.7 _____ may be defined as a guide to locate the required file. (Index/Filing)
- Q.8 Traditional filing methods are used in modern offices. (True/False)
- Q.9 E mail stands for _____.
- Q.10 ATM is _____ (helpful/useless)
- Q.11 Working conditions in offices have improved in recent years (True/False)
- Q.12 An accountant must always have his own office. (True/False)

Section-C

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

- Q.13 What is Office Record? Explain any four types of office records.
- Q.14 Describe any four old filing methods.
- Q.15 Briefly explain the principle of form designing.
- Q.16 How Internet is useful in offices?
- Q.17 Explain meaning and any four advantages of office forms.
- Q.18 Mention any four importance of Email.
- Q.19 Differentiate between scanner and printer.
- Q.20 Write any four principles of record making.
- Q.21 Write any four advantages of photocopies in offices.
- Q.22 Explain conference equipments.

Section-D

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

- Q.23 Describe classification of filing.
- Q.24 What is indexing? Explain its methods in detail.
- Q.25 Explain guidelines of form designing?