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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) Sutaiblity
- 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.