

### SECTION-D

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

Q.23 Why filing system is essential in offices?

Q.24 Explain Modern methods of filing.

Q.25 Write short note on all Modern office equipments?

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

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**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 A photocopy machine can do-

- a) Enlargement
- b) Reduction
- c) Copying on both side
- d) All of these

Q.2 Laptop is-

- a) portable
- b) lightweight
- c) quite
- d) All of these

Q.3 Form designing should be-

- a) Suitable
- b) Simple
- c) Easy to understand
- d) All of these

- Q.4 Importance of indexing is-
- a) Systematic arrangement
  - b) Easy to locate
  - c) Time saving
  - d) All of these
- Q.5 Old filing methods include-
- a) Vertical Filing      b) Guard book
  - c) Horizontal filing    d) All of these
- Q.6 Modern Equipments are-
- a) Note sorting machine
  - b) Electronic billing machine
  - c) Both a & b
  - d) None of these

### SECTION-B

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

- Q.7 Forms are the basic \_\_\_\_\_ of all office works (Tools/ System)
- Q.8 Is filing system recommended to maintain an efficient record of correspondence?
- Q.9 CCTV stands for \_\_\_\_\_

(2)

183015

- Q.10 Office record is not necessary for comparative evaluation (T/F)
- Q.11 Filing is easy to \_\_\_\_\_ (locate/useless)
- Q.12 Full form of ATM is \_\_\_\_\_

### SECTION-C

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

- Q.13 Explain any four merits of numerically arrangement of filing.
- Q.14 What is Indexing? Explain any two types of Indexing.
- Q.15 What do you mean by office record?
- Q.16 Any four uses of ATM.
- Q.17 Mention any four differences between horizontal and vertical filing system.
- Q.18 What do you mean by Lateral filing method?
- Q.19 Describe office forms are important for official work?
- Q.20 What is e-billing machine & write any 4 examples where it is being used?
- Q.21 State any 4 factors which affect the choice of method of classification?
- Q.22 Write a short note on Book index?

(3)

183015