



**NATIONAL OPEN UNIVERSITY OF NIGERIA
14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS
SCHOOL OF EDUCATION
MAY/JUNE 2012 EXAMINATION**

**BED414 Administration of the Electronic Office
Time Allowed: 2 Hours**

Instruction: Answer any three Questions

1. The administration of an electronic office is essential in a modern office. Discuss. (23.3 marks)
2. For an office to meet its designated functions there must be a system in operation. Explain this statement. (23.3 marks)
3. As an office manager, how would you manage records in your office? (23.3 marks)
4. Write short notes on any three of the following:
 - i. Form of office layout (7.8 marks)
 - ii. Qualities of electronic office staff (7.8 marks)
 - iii. Tele-text (7.8 marks)
 - iv. Electronically operated office equipment (7.8 marks)

