



NATIONAL OPEN UNIVERSITY OF NIGERIA
14/16 AHMADU BELLO WAY, LAGOS

SCHOOL OF EDUCATION
MAY/JUNE 2013 EXAMINATION

Course Code: **BED 414**
Course Title: **Administration of the Electronic Office**
Time: **2 Hours**

Instruction: Answer question **one** and any other **two** Questions

1.
 - a. List and explain five office equipment that may be required in managing a boss electronically. (15 marks)
 - b. Explain five functions of electronic office in a modern day business. (15 marks)
2. Discuss the importance of the administration of an electronic office. (20 marks)
3. As an office manager, explain how you will manage records in your office. (20 marks)
4. Write short notes on any three of the following:
 - i. Form of office layout (5 marks)
 - ii. Qualities of electronic office staff (5 marks)
 - iii. Tele-text (5 marks)
 - iv. Electronically operated office equipment (5 marks)