



**NATIONAL OPEN UNIVERSITY OF NIGERIA  
14-16 AHMADU BELLO WAY, VICTORIA ISLAND, LAGOS  
SCHOOL OF EDUCATION  
JANUARY/FEBRUARY 2013 EXAMINATION**

**Course Code:** BED 414  
**Course Title:** Administration of the Electronic Office  
**Time:** 2 Hours  
**Instruction:** Answer any three Questions

- 1. Discuss the importance of an electronic office.  
(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. Explain the functions of electronic office in modern day business.  
(23.3 marks)**
- 4. As an office manager, list and explain the equipment that may be required in managing a boss electronically.  
(23.3 marks)**