



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

**Course Code: BED414**  
**Course Title: Administration of the electronic office.**  
**Time: 2Hours.**

Instruction: Answer Question One and any other two questions.

1. a. Enumerate five merit and demerit of electronic office.  
(10marks)
- b. List and explain Five office equipment that may be required in managing a boss electrically  
(10marks)
- c. Explain five functions of electronic office in modern day business.  
(10marks)
2. a. What do you understand by ICT?  
(5marks)
- b. Discuss five characteristic of information.  
(10marks)
- c. State and explain the three major component of ICT.  
(5marks)
3. Write short notes on the following:
  - i. Electronic mail (e-mail)  
(10marks)
  - ii. Tele -Text.  
(10marks)

10+10

=20marks

4. a. Records must be managed properly to facilitate decision making.  
State five reasons for records management.  
(10marks)
- b. Enumerate five benefit of electronic filing system.  
(10marks)

