

National Testing Agency

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Fundamental of Office Management and Methods

Group Number : 1
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Break time: 0
Group Marks: 100

Fundamental of Office Management and Methods

Section Id : 70959789
Section Number : 1
Section type : Online
Mandatory or Optional: Mandatory
Number of Questions: 100
Number of Questions to be attempted: 100
Section Marks: 100
Display Number Panel: Yes
Group All Questions: No

Sub-Section Number: 1
Sub-Section Id: 70959798
Question Shuffling Allowed : Yes

Question Number : 1 Question Id : 7095978717 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical
Correct Marks : 1 Wrong Marks : 0

.....: This is the most basic authority. It reflects superior-subordinate relationship

- a) Line Authority b) Acceptance Authority
c) Coercive authority d) Expert authority or technical Authority

Question Number : 2 Question Id : 7095978718 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical
Correct Marks : 1 Wrong Marks : 0

Under this system cards are arranged about the circumference of a wheel which may be portable or set in a cabinet or desk.

- a. Wheel index b. Strip index c. loose leaf index__d. Staggered Card Index

Question Number : 3 Question Id : 7095978719 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

A good indexing system should bein terms of money, space, and effort.

- a. economical b. easy c. Good d. simple

Question Number : 4 Question Id : 7095978720 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

LAN is

- a. Local Arial Network b. land area network c. Local area network d. land Arial network

Question Number : 5 Question Id : 7095978721 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The work measurement method that is most often used for setting time standards for job is

- a) The predetermined data approach b) The elemental standard data approach
c) The time study method d) The work sampling method

Question Number : 6 Question Id : 7095978722 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

This act ensures that the tasks to be measure are performed in the most efficient probable way.

- A Time management B) Work measurement c) Standardization d) Work standard

Question Number : 7 Question Id : 7095978723 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

An Office is a place where _____ takes place.

- a) Business b) Production c) polishing d) welding

Question Number : 8 Question Id : 7095978724 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

_____ is the recording of financial transactions, and is a part of the process of accounting in business.

- a) Book Keeping b) Recruitment c) Sales and Marketing d) Records Management

Question Number : 9 Question Id : 7095978725 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.. An is a processing medium. It is responsible for directing and coordinating the various activities of the organization.

- a. Organisation b. Office c. department d. store

Question Number : 10 Question Id : 7095978726 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Back office is also known as ----

- a) Operations division b) Accounting division c) Record keeping division d) Clerical division

Question Number : 11 Question Id : 7095978727 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.....consists of the sequenced items requesting the desired information.

- A Heading b. Instruction c. Body d. Introduction

Question Number : 12 Question Id : 7095978728 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... explains the purpose of the form.

- A Heading b. Instruction c. Body d. Introduction

Question Number : 13 Question Id : 7095978729 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Such information is communicated with the help of written records.

- a. Routine information b. specific information
c. special information d. external information

Question Number : 14 Question Id : 7095978730 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Such information may be transmitted orally or through confidential notes.

- a. Routine information b. specific information
c. special information d. external information

Question Number : 15 Question Id : 7095978731 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The system should be such as to allow the making of insertions without disturbing the existing order of the files

- a. Compactness: b. economy c. Accessibility d. simplicity

Question Number : 16 Question Id : 7095978732 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

. Function of filing helps in preserving in a systematic manner the important records bearing on the progress of the organization

- a. historical b. administrative c. library informative d. all of above

Question Number : 17 Question Id : 7095978733 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Any place which is assigned for a clerical nature of job of a business concern is called an office". This definition is given by

- a. Peter Druker b. George Terry c. Henry Fayol d. L. Hall

Question Number : 18 Question Id : 7095978734 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Who develops the admission forms in educational institutes.

- a. Management b. Office c. Principal d. Teachers

Question Number : 19 Question Id : 7095978735 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... is the right to give orders and the power to exact obedience": according to Henry Fayol.

- a) Responsibility b) Authority c) Delegation d) Decentralization

Question Number : 20 Question Id : 7095978736 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The monthly reports state the planned budget and the actual budget. For this, the manager should manage the budget well.

- a) Customer Service b) Report Writing c) Budget Management d) Database Management

Question Number : 21 Question Id : 7095978737 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

If the forms are to be preserved for a longer duration to meet statutory requirements, the quality of paper must be

- a. Poor b. superior c. medium d. non of these

Question Number : 22 Question Id : 7095978738 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

In this type of filing files are positioned vertically

- (a) Cabinets (b) Arch lever File (c) Concertina File (d) Cardboard File

Question Number : 23 Question Id : 7095978739 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Under _____ method, papers and documents are placed in lettered or numbered pockets.

- (a) Box Files (b) Docketing (c) Expanding Pockets (d) Guard Books

Question Number : 24 Question Id : 7095978740 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

18. A refers mostly to the customer relations department and sales and marketing divisions of a company

- a. Front office b. Back office c. Middle level d. none of these.

Question Number : 25 Question Id : 7095978741 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The is responsible for processing the information in such a way that it becomes useful to the point to be communicated to the consumers.

- a. Front office b. Back office c. Middle level d. none of these

Question Number : 26 Question Id : 7095978742 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office provides the information to the management by providing functions like -----

- a) Communication b) Planning c) Authority d) Policy

Question Number : 27 Question Id : 7095978743 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Employees in the office will find it difficult to work in a -----Environment.

- a) Noisy b) Clam c) Healthy d) Good

Question Number : 28 Question Id : 7095978744 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... is a place where clerical work is performed & where all kinds of paper work is maintained.

- a) An Organization b) The Management c) An office d) An administration

Question Number : 29 Question Id : 7095978745 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office forms can be classified on the basis of

- a. Office activities b. Office operations c. Office functions d. All of these

Question Number : 30 Question Id : 7095978746 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Example of external office form is

- a. application form b. memorandum form c. report form d. order form

Question Number : 31 Question Id : 7095978747 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... is being used as much to distribute information as it is used for graphic editing, document management, workflow, and archiving.

- a. scanning b. copping c. shredders d. none of these

Question Number : 32 Question Id : 7095978748 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Communication devices used in offices are

- a. intercom b. computer c. fax d. all of above

Question Number : 33 Question Id : 7095978749 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Objectives of using office machines:

- a. to save time b to save labour c. to increase efficiency d. all of above

Question Number : 34 Question Id : 7095978750 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office manual brings -----in office system.

- a) Uniformity b. Security c. Code d. Control

Question Number : 35 Question Id : 7095978751 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office manuals are prepared to help -----.

- a) Outsider b. supplier c. customer d. Employees

Question Number : 36 Question Id : 7095978752 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

It is a source of information of knowledge which is essential for the performance of office work.

- a. Information manual b. Office manual c. Communication manual d. Time manual

Question Number : 37 Question Id : 7095978753 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

An inactive record is:

- a. A record that is no longer used for ongoing business purposes
- b.. A record that has just been created
- c. A record that is used on a regular basis
- d. A paper record

Question Number : 38 Question Id : 7095978754 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Which is the most appropriate way to manage records?

- a. retain all records permanently
- b. destroy records when filing cabinets are full
- c. follow an approved retention schedule
- d. save paper records as well as electronic records

Question Number : 39 Question Id : 7095978755 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

following is the example of tangible form of record

- a. Birth certificate
- b. property card
- c. mark sheet
- d.all of above

Question Number : 40 Question Id : 7095978756 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Housekeeping is management and maintenance of the of an institution

- a. property
- b. stationery
- c. files
- d. all of these

Question Number : 41 Question Id : 7095978757 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Indoor air pollution can be caused by –

- a. improperly applied pesticides,
- b. improperly diluted cleaning agents such as rug shampoo, tobacco smoke
- c. poorly ventilated sources
- d. all of above

Question Number : 42 Question Id : 7095978758 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Privacy and concentration are advantages of _____ type of workplace.

- a. Cubicle.
- b. Private office.
- C. Team space.
- D. Open office.

Question Number : 43 Question Id : 7095978759 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Computer programmers prefer _____ workstations

- a) Private.
- b. Open.
- C. Team.
- d. Cubicle

Question Number : 44 Question Id : 7095978760 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The term open office was originally conceived to:

- a. Facilitate communication. b. Reduce idea flow.
c. Both (a) and (b). d. Neither (a) nor (b).

Question Number : 45 Question Id : 7095978761 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

If lower level managers are involved in decision-making process, the organization is _____

- a. Centralized. b. De-centralized. c. Specialized. d. Both (a) and (c).

Question Number : 46 Question Id : 7095978762 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Function of _____ department is to ensure the quality of the raw material, process and finished goods ready for sale.

- a) Quality. b. Maintenance. c. Both (a) and (b). d. Specialized

Question Number : 47 Question Id : 7095978763 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

For better control and ease of operation each branch has:

- a. Branch manager. b. Zonal manager. c. Board of directors. d. None of the above

Question Number : 48 Question Id : 7095978764 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

_____ is a group of people who work together to achieve a set of objectives/goals:

- a) Industry. b. Office. C. Organization. d. Business.

Question Number : 49 Question Id : 7095978765 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Which of the following level of management categories are responsible for team building and problem solving:

- a) Junior level. b. Middle level. c. Senior level. d. None of above

Question Number : 50 Question Id : 7095978766 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Sometimes jobs of _____ members are temporary.

- a) Co-ordinators. b. Founders. C. Staff members. d. Lawyers.

Question Number : 51 Question Id : 7095978767 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

_____ includes all activities designed to control the lifecycle of a record from its creation to its ultimate disposition.

- (a) Filing (b) Indexing (c) Storing (d) Record Management

Question Number : 52 Question Id : 7095978768 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

In _____ method of filing, files under each alphabet can be further grouped based on dictionary

- (a) Subject-wise (b) Alpha-numerical (c) Alphabetical (d) Numerical

Question Number : 53 Question Id : 7095978769 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... focuses on selling prospects and growing revenue among current customers.

- a. Production Department b. Sales Department
c. Office d. Organization

Question Number : 54 Question Id : 7095978770 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... typically develop materials and create lead generation programmes.

- a. Production Department b. Sales Department
c. Marketing department d. Organization

Question Number : 55 Question Id : 7095978771 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Processing incoming payments is called as

- a. Money out b. money in c. payroll d. financial control

Question Number : 56 Question Id : 7095978772 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

To avoid errors, fraud and theft is included in

- a. Money out b. money in c. payroll d. financial control

Question Number : 57 Question Id : 7095978773 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

_____ should be signed and dated by the director, or equivalent, of the organisation.

- a. Policy b. Statement c. Policy statement d. None of these

Question Number : 58 Question Id : 7095978774 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

MSDs are the single largest category of workplace injuries and are responsible for almost ___% of all worker's compensation costs.

- a. 10 b. 20 c. 30 d. 40

Question Number : 59 Question Id : 7095978775 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Placing caution boards and instructions helps in directing people in avoiding accidents.

- a. Analyse Problem Areas b. Secure Equipment c. Remove Hazards d. Train Staff

Question Number : 60 Question Id : 7095978776 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Organization structure improves

- a. sales b. products c. coordination d. business

Question Number : 61 Question Id : 7095978777 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

an organization is

- a. Union b. batch c. group of people d. team

Question Number : 62 Question Id : 7095978778 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Protecting a firm's intellectual property through the introduction and utilization of such measures as

- a. Vandalism b. computer security c. Office design d. All of the above.

Question Number : 63 Question Id : 7095978779 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Intellectual property is the legal right to

- a. Office layout b. inventions c. shredders d. All of the above

Question Number : 64 Question Id : 7095978780 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... standards which are published and available for people to consider for use.

- a. De jure b. De facto c. Voluntary d. shaping

Question Number : 65 Question Id : 7095978781 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... in this sense is often discussed along with (or synonymously to) such large-scale social changes as modernisation, bureaucratisation, homogenisation, and centralisation of society.

- a. time and motion study b. fatigue study c. standardization d. work study

Question Number : 66 Question Id : 7095978782 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Standardization often means

- a. the process of establishing standards of various kinds
b. improving efficiency to handle people,
c .establishing uniform criteria for diagnosing mental disease.
d.all of above

Question Number : 67 Question Id : 7095978783 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office manual is created by :-

- a) an employee b) an employer c) an officer d) by committee

Question Number : 68 Question Id : 7095978784 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The details included in manual are :-

- a) quantitative b) qualitative c) personal d) facultative

Question Number : 69 Question Id : 7095978785 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Revision of manual is easy and less costly if the office manual is prepare in the form of :-

- a) Notebook b) Bound book c) Loose-leaf book d) Notepad

Question Number : 70 Question Id : 7095978786 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

To evaluate the design of forms it is necessary to find out

- a) time needed to use them b) energy needed to use them c) money needed to use them d) benefits needed to use them

Question Number : 71 Question Id : 7095978787 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.Every form should serve a specific :-

- a) need b) objective c) purpose d) guideline

Question Number : 72 Question Id : 7095978788 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Every form should contain up-to-date :-

- a) headings b) captions c) information d) all

Question Number : 73 Question Id : 7095978789 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Insurance is required for :-

- a.Health b) Accidents c) Theft d)all of the above

Question Number : 74 Question Id : 7095978790 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The records for achievements of employees are included in :-

- a. Safety Records b) Employment Records c) Insurance Records d) Service Records

Question Number : 75 Question Id : 7095978791 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Failure to keep the records may result in a :-

- a. Breach of funding arrangement b) Wastage of stationery c) Misconduct of employees d) Neglect of management

Question Number : 76 Question Id : 7095978792 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

A virtual office reduces:-

- a) Material costs b) Labor costs c) Indirect costs d) Operating costs

Question Number : 77 Question Id : 7095978793 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Traditional office spaces will require a long term:-

- a) Contract b) Deed c) Payroll d) Lease agreement

Question Number : 78 Question Id : 7095978794 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Virtual office saves:-

a)Time and fuel in communicating b) money c) energy d) distance

Question Number : 79 Question Id : 7095978795 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... have the power to play a major role in influencing the emotions of owners, employees, and customers.

a. furniture b. office interior c. lighting d. organizational environment

Question Number : 80 Question Id : 7095978796 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

... A well-designedwill help attract and retain the best staff and can also significantly reduce your real estate costs

a. Office b. Interior c. Layout d. furniture

Question Number : 81 Question Id : 7095978797 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.....are used for decorative purpose and for concealed wiring and hanging beams.

a. False ceiling b window c. furniture d. flooring

Question Number : 82 Question Id : 7095978798 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.....improves better relationship with customer

a. Website b. webpage c. Organization d. Contact

Question Number : 83 Question Id : 7095978799 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.....is the search engine for website

a. Windows b. MS office c. Google d. Linux

Question Number : 84 Question Id : 7095978800 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

.....customers can be attracted with the help of Website

a. Existing b. Potential c. Employees d. Old

Question Number : 85 Question Id : 7095978801 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

_____ mails are insurance in transit, if they get damaged or lost.
a. Speed Post b. Insured Post c. Registered Post d. Post Restante

Question Number : 86 Question Id : 7095978802 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Which of the following is a remittance Service provided by Post Office?
(a) Pension Payment b. Bill payment (c) Money order d. Post Office monthly Income Scheme

Question Number : 87 Question Id : 7095978803 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Office _____ is actually performing the office work.
A) Security B) Market C) Personnel D) None of these

Question Number : 88 Question Id : 7095978804 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The office furniture should be
a) Heavy b) Durable c) Adjustable d) Lightweight

Question Number : 89 Question Id : 7095978805 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The use of office space must be
a) Minimum b) Maximum c) Optimum d) Fully

Question Number : 90 Question Id : 7095978806 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

There should provision for the space of
a) Gossiping b) Confidential matters c) General work d) Routine matters

Question Number : 91 Question Id : 7095978807 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Time wasters are broadly of two kinds – _____

- a. Internal and external
- b. personal and official
- c. personal and impersonal
- d. top level and middle levels

Question Number : 92 Question Id : 7095978808 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Time wasters can be _____.

- a. Good
- b. Manages time
- c. Avoidable.
- d. All of above

Question Number : 93 Question Id : 7095978809 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Frequent calls from the boss is _____ official waster.

- a. Unavoidable
- b. Avoidable
- c. None of these
- d. Good

Question Number : 94 Question Id : 7095978810 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

People set goals for themselves by envisioning what they want to be doing and where they want to be five to twenty years from the present.

- a. Long Term
- b. Short term
- c. Current term
- d. Quarterly

Question Number : 95 Question Id : 7095978811 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

... goals are ones that a person will achieve in the near future, typically in less than one year.

- a. Long Term
- b. Short term
- c. Current term
- d. Quarterly

Question Number : 96 Question Id : 7095978812 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... that are clearly linked to specific metrics and time limits are the best way to prevent this disadvantage.

- a. Planning
- b. Process
- c. Path
- d. Goals

Question Number : 97 Question Id : 7095978813 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Means as an Element includes

- A) Pen and Pencil
- B) Computers and Printer
- C) Calculator
- D) All of the above

Question Number : 98 Question Id : 7095978814 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

Purpose of Office Management is to make _____ and _____ use of Office resources.

- A) Strong and Weak B) Accurate and Effective C) Effective and Economical D) all of above

Question Number : 99 Question Id : 7095978815 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

..... ventilation is the intentional passive flow of sub aerial air into a building through planned openings such as doors, windows etc.

- a. Mechanical b. natural c. manmade d. all of above

Question Number : 100 Question Id : 7095978816 Question Type : MCQ Option Shuffling : No Display Question Number : Yes
Single Line Question Option : No Option Orientation : Vertical

Correct Marks : 1 Wrong Marks : 0

The receives information about the customers then passes onto the other departments of the company

- a. Personnel department b. Front office c. Back office d. Secretarial department