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Fundamentals of Office Management and Methods

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|--------------------------------------|-----------|
| Group Number : | 1 |
| Group Id : | 864351112 |
| Group Maximum Duration : | 0 |
| Group Minimum Duration : | 120 |
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Fundamentals of Office Management and Methods-1

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|--------------------------------|-----------|
| Section Id : | 864351520 |
| Section Number : | 1 |
| Section type : | Online |
| Mandatory or Optional : | Mandatory |

| | |
|--|-----------|
| Number of Questions : | 100 |
| Number of Questions to be attempted : | 100 |
| Section Marks : | 100 |
| Mark As Answered Required? : | Yes |
| Sub-Section Number : | 1 |
| Sub-Section Id : | 864351562 |
| Question Shuffling Allowed : | Yes |

Question Number : 1 Question Id : 8643519706 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

" _____ is the right to give orders and the power to exact Obedience"

1. Authority
2. Responsibility
3. Accountability
4. Power

Options :

- 86435131127. 1
- 86435131128. 2
- 86435131129. 3
- 86435131130. 4

Question Number : 2 Question Id : 8643519707 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is answerability, blameworthiness, liability for the work assigned to the person.

1. Authority
2. Responsibility
3. Accountability
4. Power

Options :

- 86435131131. 1
- 86435131132. 2
- 86435131133. 3
- 86435131134. 4

Question Number : 3 Question Id : 8643519708 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An Authority based on expert knowledge is known as _____

- 1. Legal Authority
- 2. Reward Authority
- 3. Formal Authority
- 4. Expert Authority

Options :

- 86435131135. 1
- 86435131136. 2
- 86435131137. 3
- 86435131138. 4

Question Number : 4 Question Id : 8643519709 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The insurance agent explaining the insurance plan and taking details of the customer is example of.....

- 1. Back office
- 2. Front Office
- 3. Middle Office
- 4. Database

Options :

- 86435131139. 1

86435131140. 2

86435131141. 3

86435131142. 4

Question Number : 5 Question Id : 8643519710 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The ____is the place for processing data.

1. Back office
2. Front Office
3. Middle office
4. Database

Options :

86435131143. 1

86435131144. 2

86435131145. 3

86435131146. 4

Question Number : 6 Question Id : 8643519711 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The customer interacts with the ATM screen it is

1. Back End
2. Front End
3. Middle End
4. Database End

Options :

86435131147. 1

86435131148. 2

86435131149. 3

86435131150. 4

Question Number : 7 Question Id : 8643519712 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

PDF is

1. Portable Document Format
2. Paperles Document Format
3. Paperless disk form
4. portable disk form

Options :

- 86435131151. 1
- 86435131152. 2
- 86435131153. 3
- 86435131154. 4

Question Number : 8 Question Id : 8643519713 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

VDU stands for

1. Video Display unit
2. Visual Display Unit
3. Video display UNIX
4. Visual Display UNIX

Options :

- 86435131155. 1
- 86435131156. 2
- 86435131157. 3
- 86435131158. 4

Question Number : 9 Question Id : 8643519714 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No

Correct Marks : 1 Wrong Marks : 0

A paperless office requires

1. Backing up regularly
2. A file cabinet
3. Office space
4. Manpower

Options :

- 86435131159. 1
- 86435131160. 2
- 86435131161. 3
- 86435131162. 4

Question Number : 10 Question Id : 8643519715 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

.... can be described as the programme of measuring the volume of work done and the total time taken to complete this work.

1. Time management
2. Work measurement
3. Goal setting
4. Work standard

Options :

- 86435131163. 1
- 86435131164. 2
- 86435131165. 3
- 86435131166. 4

Question Number : 11 Question Id : 8643519716 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Time management
2. Work measurement
3. Standardization
4. Work standard

Options :

- 86435131167. 1
- 86435131168. 2
- 86435131169. 3
- 86435131170. 4

Question Number : 12 Question Id : 8643519717 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Which of the following is not a method of determining time standards?

1. Historical experience
2. Predetermined time standards
3. Time study
4. Flow diagrams

Options :

- 86435131171. 1
- 86435131172. 2
- 86435131173. 3
- 86435131174. 4

Question Number : 13 Question Id : 8643519718 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Hiring, firing, promotions, increments are decided by the top management, but implemented by the office manager.
Which department is concerned?

1. Book Keeping
2. Recruitment
3. Sales and Marketing
4. Human resources

Options :

- 86435131175. 1
- 86435131176. 2
- 86435131177. 3
- 86435131178. 4

Question Number : 14 Question Id : 8643519719 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The manager has to organize the office layout and maintain supplies of stationery and equipment.

1. System Analysis
2. Process Mapping
3. Inventory check
4. Purchase

Options :

- 86435131179. 1
- 86435131180. 2
- 86435131181. 3
- 86435131182. 4

Question Number : 15 Question Id : 8643519720 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

What should not be the quality of the office manager?

1. To recognize the team
2. To admit his mistake
3. To remain smiling
4. To send mixed messages

Options :

86435131183. 1

86435131184. 2

86435131185. 3

86435131186. 4

Question Number : 16 Question Id : 8643519721 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

..... - includes a title and a form number

1. Heading
2. Instruction
3. Body
4. Introduction

Options :

86435131187. 1

86435131188. 2

86435131189. 3

86435131190. 4

Question Number : 17 Question Id : 8643519722 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

..... explains the purpose of the form

1. Heading
2. Instruction
3. Body
4. Introduction

Options :

- 86435131191. 1
- 86435131192. 2
- 86435131193. 3
- 86435131194. 4

Question Number : 18 Question Id : 8643519723 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Usually, trays of reference cards are suspended around the drum, so that, on the depression of a button, the drum revolves just sufficiently to bring the tray required within the reach.

1. Motorised Files
2. Microfilm Files
3. Reciprocating Files
4. Computer Filing

Options :

- 86435131195. 1
- 86435131196. 2
- 86435131197. 3
- 86435131198. 4

Question Number : 19 Question Id : 8643519724 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

One type of reciprocating file trays mounted on horizontal racks and fitted with roller bearings to make it easy to slide each card file rack to the operator.”

1. Motorised Files
2. Microfilm Files
3. Reciprocating Files
4. Computer Filing

Options :

- 86435131199. 1
- 86435131200. 2
- 86435131201. 3
- 86435131202. 4

Question Number : 20 Question Id : 8643519725 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

In _____ method papers are stacked vertically and arranged side by side usually on shelves or racks.

1. Folders
2. Cabinets
3. Lateral Filing
4. Suspension Filing

Options :

- 86435131203. 1
- 86435131204. 2
- 86435131205. 3
- 86435131206. 4

Question Number : 21 Question Id : 8643519726 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The Indian post offices generally follow this system for sorting letters which are posted to different cities or places

1. Press Copy Book Method
2. Pigeon Hole Method (Docketing)
3. Spike or Pillar method
4. Metal holder method

Options :

- 86435131207. 1
- 86435131208. 2
- 86435131209. 3
- 86435131210. 4

Question Number : 22 Question Id : 8643519727 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

..... are covers of cardboard or thick papers, fitted with metal hinges which fasten the papers together as seen in the figure

1. Flat files
2. Box Files
3. Spike or Pillar method
4. Metal holder method

Options :

- 86435131211. 1
- 86435131212. 2
- 86435131213. 3
- 86435131214. 4

Question Number : 23 Question Id : 8643519728 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Employees in the office will find it difficult to work in a _____ Environment?

1. Noisy
2. Clam
3. Healthy
4. Good

Options :

- 86435131215. 1
- 86435131216. 2
- 86435131217. 3
- 86435131218. 4

Question Number : 24 Question Id : 8643519729 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Machines, equipment, methods and techniques used for performing various operations can be termed as

1. Personnel
2. Means
3. Process
4. Environment

Options :

- 86435131219. 1
- 86435131220. 2
- 86435131221. 3
- 86435131222. 4

Question Number : 25 Question Id : 8643519730 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Work measurement helps to ----- employees.

1. Train
2. Punish
3. Decrease
4. Increase

Options :

86435131223. 1
86435131224. 2
86435131225. 3
86435131226. 4

Question Number : 26 Question Id : 8643519731 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An office should build and maintain good relations with all the departments for execution of work is....function

1. Management
2. Administrative
3. Public relation
4. Organizational

Options :

86435131227. 1
86435131228. 2
86435131229. 3
86435131230. 4

Question Number : 27 Question Id : 8643519732 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Machinery could be used without disrupting an existing system.

1. Portability
2. Durability
3. Flexibility
4. Adaptability

Options :

- 86435131231. 1
- 86435131232. 2
- 86435131233. 3
- 86435131234. 4

Question Number : 28 Question Id : 8643519733 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Outsider
2. Supplier
3. Customer
4. Employees

Options :

- 86435131235. 1
- 86435131236. 2
- 86435131237. 3
- 86435131238. 4

Question Number : 29 Question Id : 8643519734 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Information manual
2. Office manual
3. Communication manual
4. Time manual

Options :

- 86435131239. 1
- 86435131240. 2
- 86435131241. 3
- 86435131242. 4

Question Number : 30 Question Id : 8643519735 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A/An contains decisions, resolutions, and directions for starting the policies of the company.

1. policy manual
2. organizational manual
3. administrative practice manual
4. departmental practice manual

Options :

- 86435131243. 1
- 86435131244. 2
- 86435131245. 3
- 86435131246. 4

Question Number : 31 Question Id : 8643519736 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An active record is:

1. record that has been consulted recently
2. A record that has just been created
3. A record that is used on a regular basis
4. The record is used in business processes

Options :

86435131247. 1

86435131248. 2

86435131249. 3

86435131250. 4

Question Number : 32 Question Id : 8643519737 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

What is appraisal?

1. The process of removing personal information from a record
2. The process of ensuring that records are held securely
3. The process of deciding whether a record should be preserved or destroyed
4. The process of disposal of any record

Options :

86435131251. 1

86435131252. 2

86435131253. 3

86435131254. 4

Question Number : 33 Question Id : 8643519738 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A file plan is a tool for:

1. Organising records
2. Deciding how many records to create
3. Planning the design of a records centre
4. Counting records

Options :

86435131255. 1

86435131256. 2

86435131257. 3

86435131258. 4

Question Number : 34 Question Id : 8643519739 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The protection of organizational facilities and employees is called

1. Safety
2. Security
3. Care
4. Precaution

Options :

86435131259. 1

86435131260. 2

86435131261. 3

86435131262. 4

Question Number : 35 Question Id : 8643519740 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Final responsibility for the cleanliness and overall appearance of office area usually rests with

1. Housekeeping
2. Account
3. Finance
4. Store keeping

Options :

- 86435131263. 1
- 86435131264. 2
- 86435131265. 3
- 86435131266. 4

Question Number : 36 Question Id : 8643519741 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Privacy and concentration are advantages of _____ type of workplace

1. Cubicle
2. Private office
3. Team space
4. Open office

Options :

- 86435131267. 1
- 86435131268. 2
- 86435131269. 3
- 86435131270. 4

Question Number : 37 Question Id : 8643519742 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Computer programmers prefer _____ workstations

1. Private
2. Open
3. Team
4. Cubical

Options :

- 86435131271. 1
- 86435131272. 2
- 86435131273. 3
- 86435131274. 4

Question Number : 38 Question Id : 8643519743 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ workplace can reduce performance due to rift.

1. Private
2. Open
3. Cubical
4. Groupwork

Options :

- 86435131275. 1
- 86435131276. 2
- 86435131277. 3
- 86435131278. 4

Question Number : 39 Question Id : 8643519744 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Organizational structure has _____ number of elements:

1. Five
2. Six
3. Four
4. Seven

Options :

- 86435131279. 1
- 86435131280. 2
- 86435131281. 3
- 86435131282. 4

Question Number : 40 Question Id : 8643519745 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ established how jobs are grouped together

1. Work specialization
2. Chain of command
3. Departmentalization
4. Span of control

Options :

- 86435131283. 1
- 86435131284. 2
- 86435131285. 3
- 86435131286. 4

Question Number : 41 Question Id : 8643519746 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ determines how many individuals a manager can efficiently and effectively manage.

1. Centralization
2. Decentralization
3. Span of control
4. Work specialization

Options :

- 86435131287. 1
- 86435131288. 2
- 86435131289. 3
- 86435131290. 4

Question Number : 42 Question Id : 8643519747 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is a process of horizontal clustering of different types of functions and activities on any one level of hierarchy.

1. Formalization
2. Departmentalization
3. Centralization
4. Decentralization

Options :

- 86435131291. 1
- 86435131292. 2
- 86435131293. 3
- 86435131294. 4

Question Number : 43 Question Id : 8643519748 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Which of the following are fundamental elements of organization:

1. Different goals
2. Disintegration
3. Division of labour
4. Departmentalization

Options :

- 86435131295. 1
- 86435131296. 2
- 86435131297. 3
- 86435131298. 4

Question Number : 44 Question Id : 8643519749 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Levels of management can be classified into _____ number of categories

1. Four
2. Two
3. Seven
4. Three

Options :

- 86435131299. 1
- 86435131300. 2
- 86435131301. 3
- 86435131302. 4

Question Number : 45 Question Id : 8643519750 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Junior level.
2. Middle Level
3. Senior Level
4. Management level

Options :

- 86435131303. 1
- 86435131304. 2
- 86435131305. 3
- 86435131306. 4

Question Number : 46 Question Id : 8643519751 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ refers to the way that an organization arranges peoples and jobs

1. Levels in organization
2. Organizational authority
3. Management structure.
4. Organizational structure

Options :

- 86435131307. 1
- 86435131308. 2
- 86435131309. 3
- 86435131310. 4

Question Number : 47 Question Id : 8643519752 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ are big picture employees who decide how to achieve goals set by an owner, board or executives

1. Staff members.
2. Managers
3. Directors
4. Owners

Options :

- 86435131311. 1
- 86435131312. 2
- 86435131313. 3
- 86435131314. 4

Question Number : 48 Question Id : 8643519753 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Subject-wise
2. Alpha-numerical
3. Alphabetical
4. Numerical

Options :

- 86435131315. 1
- 86435131316. 2
- 86435131317. 3
- 86435131318. 4

Question Number : 49 Question Id : 8643519754 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Filing
2. Indexing
3. Storing
4. Record Management

Options :

- 86435131319. 1
- 86435131320. 2
- 86435131321. 3
- 86435131322. 4

Question Number : 50 Question Id : 8643519755 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Records refer to _____

1. A Letter
2. A File
3. All documents created
4. An index

Options :

- 86435131323. 1
- 86435131324. 2
- 86435131325. 3
- 86435131326. 4

Question Number : 51 Question Id : 8643519756 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The person responsible for establishing the initial standards is

1. An officer
2. Manager
3. A Supervisor
4. An employee

Options :

86435131327. 1
86435131328. 2
86435131329. 3
86435131330. 4

Question Number : 52 Question Id : 8643519757 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Quality circles were at their most popular during the 1980s, but continue to exist in the form of ____ and similar worker participation schemes.

1. Quality Groups
2. Kaizen Groups
3. TQM Groups
4. Formal groups

Options :

86435131331. 1
86435131332. 2
86435131333. 3
86435131334. 4

Question Number : 53 Question Id : 8643519758 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The international standard has been developed by

1. The International Customer Service Institute
2. The International Monetary Fund
3. IFCI
4. IDBI

Options :

- 86435131335. 1
- 86435131336. 2
- 86435131337. 3
- 86435131338. 4

Question Number : 54 Question Id : 8643519759 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Office security concerns about protecting employees from

1. Shredders
2. Vandalism
3. Inventions
4. Protocol

Options :

- 86435131339. 1
- 86435131340. 2
- 86435131341. 3
- 86435131342. 4

Question Number : 55 Question Id : 8643519760 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is the process of creating policies and procedures, and establishing controls, to preserve privileged information regarding organizational capabilities and vulnerabilities.

1. Operational security
2. Office layout
3. Office design
4. Office Premises

Options :

- 86435131343. 1
- 86435131344. 2
- 86435131345. 3
- 86435131346. 4

Question Number : 56 Question Id : 8643519761 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ a piece work of to be done

1. Process
2. Plan
3. Task
4. Kaizen

Options :

- 86435131347. 1
- 86435131348. 2
- 86435131349. 3
- 86435131350. 4

Question Number : 57 Question Id : 8643519762 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The traditional method utilises studies to determine the most "efficient" work procedure, and a "standard" time is allotted for the designated task.

1. Time and Motion
2. Fatigue
3. Standardization
4. Work

Options :

- 86435131351. 1
- 86435131352. 2
- 86435131353. 3
- 86435131354. 4

Question Number : 58 Question Id : 8643519763 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A measure or model used to make comparisons.

1. Work
2. Standard
3. Task
4. Object

Options :

- 86435131355. 1
- 86435131356. 2
- 86435131357. 3
- 86435131358. 4

Question Number : 59 Question Id : 8643519764 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An office manual isin training of new employee

1. a support
2. guide
3. booklet
4. notebook

Options :

86435131359. 1

86435131360. 2

86435131361. 3

86435131362. 4

Question Number : 60 Question Id : 8643519765 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The procedure for handling mail is known as :-

1. The mailing manual
2. The filing manual
3. The rules and regulation manual
4. The administrative practice manual

Options :

86435131363. 1

86435131364. 2

86435131365. 3

86435131366. 4

Question Number : 61 Question Id : 8643519766 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The office system is also called as 'An office manual' when it takes the shape of:-

1. Notebook
2. Booklet or book
3. Journal
4. Pamphlet

Options :

- 86435131367. 1
- 86435131368. 2
- 86435131369. 3
- 86435131370. 4

Question Number : 62 Question Id : 8643519767 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A piece of paper with fixed data and blank spaces for variable data is called

1. A form
2. A pamphlet
3. A guide
4. A draft

Options :

- 86435131371. 1
- 86435131372. 2
- 86435131373. 3
- 86435131374. 4

Question Number : 63 Question Id : 8643519768 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Forms enable the management to keep information in a specific

1. Way
2. Format
3. idea
4. use

Options :

- 86435131375. 1
- 86435131376. 2
- 86435131377. 3
- 86435131378. 4

Question Number : 64 Question Id : 8643519769 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An Office forms helps to.....

1. Destroy the records
2. Store the records
3. Preserved the records
4. Mixes the records

Options :

- 86435131379. 1
- 86435131380. 2
- 86435131381. 3
- 86435131382. 4

Question Number : 65 Question Id : 8643519770 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

An Office forms are basic

1. Tools
2. Elements
3. Ideas
4. Objectives

Options :

- 86435131383. 1
- 86435131384. 2
- 86435131385. 3
- 86435131386. 4

Question Number : 66 Question Id : 8643519771 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Budgets, fiscal records, functional charts are:-

1. Governing Documents
2. Organizational Documents
3. Personal documents
4. Employment Documents

Options :

- 86435131387. 1
- 86435131388. 2
- 86435131389. 3
- 86435131390. 4

Question Number : 67 Question Id : 8643519772 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Plans, records ,methods, techniques, rules are included in

1. Policy record
2. Historical record
3. Financial record
4. Administrative Record

Options :

- 86435131391. 1
- 86435131392. 2
- 86435131393. 3
- 86435131394. 4

Question Number : 68 Question Id : 8643519773 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Electronic mail is forwarded through

1. Computers
2. By Post
3. By Courier
4. By Hand Delivery

Options :

- 86435131395. 1
- 86435131396. 2
- 86435131397. 3
- 86435131398. 4

Question Number : 69 Question Id : 8643519774 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Virtual office means the office

1. Without team Space
2. Without windows
3. Without Walls
4. Without cubical

Options :

- 86435131399. 1
- 86435131400. 2
- 86435131401. 3
- 86435131402. 4

Question Number : 70 Question Id : 8643519775 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A virtual office does not include:-

1. Face to face communication
2. Tele communication
3. Web communication
4. Oral communication

Options :

- 86435131403. 1
- 86435131404. 2
- 86435131405. 3
- 86435131406. 4

Question Number : 71 Question Id : 8643519776 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Electronically messages are stored through

1. Voice mail
2. E mail
3. G mail
4. Web mail

Options :

- 86435131407. 1
- 86435131408. 2
- 86435131409. 3
- 86435131410. 4

Question Number : 72 Question Id : 8643519777 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Clearly stated goals are

1. Specific
2. Unrecorded
3. Not inspiring
4. Not attainable

Options :

- 86435131411. 1
- 86435131412. 2
- 86435131413. 3
- 86435131414. 4

Question Number : 73 Question Id : 8643519778 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

A goal is like ain life.

1. Hard disk
2. Hardware
3. GPS
4. LIC

Options :

86435131415. 1
86435131416. 2
86435131417. 3
86435131418. 4

Question Number : 74 Question Id : 8643519779 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No 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.

1. Long Term
2. Short term
3. Current term
4. Quarterly

Options :

86435131419. 1
86435131420. 2
86435131421. 3
86435131422. 4

Question Number : 75 Question Id : 8643519780 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Which of the following is a remittance Service provided by Post Office?

1. Pension Payment
2. Bill payment
3. Money order
4. Post Office monthly Income Scheme

Options :

- 86435131423. 1
- 86435131424. 2
- 86435131425. 3
- 86435131426. 4

Question Number : 76 Question Id : 8643519781 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Common people prefer Postal Mail Service because _____

1. Cheaper Means of Communication
2. Fast communication
3. Safety of communication
4. Insured Mail service

Options :

- 86435131427. 1
- 86435131428. 2
- 86435131429. 3
- 86435131430. 4

Question Number : 77 Question Id : 8643519782 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is the first and foremost function of office management.

1. Planning
2. Controlling
3. Co-ordinating
4. Directing

Options :

- 86435131431. 1
- 86435131432. 2
- 86435131433. 3
- 86435131434. 4

Question Number : 78 Question Id : 8643519783 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Strong and Weak
2. Accurate and Effective
3. Effective and Economical
4. Efficient and Economical

Options :

- 86435131435. 1
- 86435131436. 2
- 86435131437. 3
- 86435131438. 4

Question Number : 79 Question Id : 8643519784 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

..... is a profession involving the design, implementation, evaluation, and maintenance of the process of work within an office or organization, in order to maintain and improve efficiency and productivity

1. Human Resource Management
2. Office Management
3. Human Accounting Management
4. Strategic Management

Options :

- 86435131439. 1
- 86435131440. 2
- 86435131441. 3
- 86435131442. 4

Question Number : 80 Question Id : 8643519785 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Good time management requires an important shift in focus from _____

1. activities to results
2. activities to activities
3. results to activities
4. result to goals

Options :

- 86435131443. 1
- 86435131444. 2
- 86435131445. 3
- 86435131446. 4

Question Number : 81 Question Id : 8643519786 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Better managing time provides greater _____and efficiency

1. Effectiveness
2. Productivity
3. Planner
4. Management

Options :

- 86435131447. 1
- 86435131448. 2
- 86435131449. 3
- 86435131450. 4

Question Number : 82 Question Id : 8643519787 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____comes from controlling and managing your time by doing only the most important things.

1. Low productivity
2. High productivity
3. Adequate productivity
4. Nil productivity

Options :

- 86435131451. 1
- 86435131452. 2
- 86435131453. 3
- 86435131454. 4

Question Number : 83 Question Id : 8643519788 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Office is a place where ----- work is carried out

1. Social
2. Informal
3. Clerical
4. Personal

Options :

- 86435131455. 1
- 86435131456. 2
- 86435131457. 3
- 86435131458. 4

Question Number : 84 Question Id : 8643519789 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ mails are insurance in transit, if they get damaged or lost.

1. Speed Post
2. Insured Post
3. Registered Post
4. Post Restante

Options :

- 86435131459. 1
- 86435131460. 2
- 86435131461. 3
- 86435131462. 4

Question Number : 85 Question Id : 8643519790 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The standard time of working hours in an office is of ____ hours

1. 5
2. 10
3. 12
4. 8

Options :

- 86435131463. 1
- 86435131464. 2
- 86435131465. 3
- 86435131466. 4

Question Number : 86 Question Id : 8643519791 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ Industry Association (TIA)

1. Tax
2. Telecommunication
3. Tariff
4. Trade

Options :

- 86435131467. 1
- 86435131468. 2
- 86435131469. 3
- 86435131470. 4

Question Number : 87 Question Id : 8643519792 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is the process of positively reinforcing successive approximations toward a goal

1. Shaping
2. Controlling
3. Organising
4. Staffing

Options :

- 86435131471. 1
- 86435131472. 2
- 86435131473. 3
- 86435131474. 4

Question Number : 88 Question Id : 8643519793 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Screen (monitor)—the top of the screen should be at or just below eye level and approximatelyinches away.

1. 50-60
2. 10-15
3. 16-22
4. 23-30

Options :

- 86435131475. 1
- 86435131476. 2
- 86435131477. 3
- 86435131478. 4

Question Number : 89 Question Id : 8643519794 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

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

1. Vandalism
2. Computer security
3. Office design
4. Inventions

Options :

- 86435131479. 1
- 86435131480. 2
- 86435131481. 3
- 86435131482. 4

Question Number : 90 Question Id : 8643519795 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

According to L. Hall, any place which is assigned for clerical nature of job of a business concern is called

1. Organization
2. Administration
3. Office
4. Management

Options :

- 86435131483. 1
- 86435131484. 2
- 86435131485. 3
- 86435131486. 4

Question Number : 91 Question Id : 8643519796 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Office assists the department in inviting quotations or tenders, in sending orders, receiving invoices, making payments.

1. Sales
2. Purchase
3. Finance
4. Production

Options :

- 86435131487. 1
- 86435131488. 2
- 86435131489. 3
- 86435131490. 4

Question Number : 92 Question Id : 8643519797 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Best reflector of light is.....

1. window
2. doors
3. walls
4. ceiling

Options :

- 86435131491. 1
- 86435131492. 2
- 86435131493. 3
- 86435131494. 4

Question Number : 93 Question Id : 8643519798 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Blue light emits a energy than natural light, and it travels into the eye.

1. higher, deep
2. higher, shallow
3. lower, deep
4. lower, shallow

Options :

- 86435131495. 1
- 86435131496. 2
- 86435131497. 3
- 86435131498. 4

Question Number : 94 Question Id : 8643519799 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

In a recent study, over% of interviewed office workers felt that poor indoor air quality in their office was affecting their working practices.

1. 45
2. 55
3. 65
4. 75

Options :

- 86435131499. 1
- 86435131500. 2
- 86435131501. 3
- 86435131502. 4

Question Number : 95 Question Id : 8643519800 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

The American society of Heating and Ventilating Engineering and United State Public Health service have found that the most healthful temperature for working is

1. 90⁰F
2. 80⁰F
3. 60⁰F
4. 70⁰F

Options :

- 86435131503. 1
- 86435131504. 2
- 86435131505. 3
- 86435131506. 4

Question Number : 96 Question Id : 8643519801 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Buying and selling products or services directly over the internet is called as.....

1. E-Content
2. E-Contract
3. E-Commerce
4. E-Selling

Options :

- 86435131507. 1
- 86435131508. 2
- 86435131509. 3
- 86435131510. 4

Question Number : 97 Question Id : 8643519802 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

Website is Primarily coded in

1. HTML
2. HTTP
3. HTYP
4. CSS

Options :

- 86435131511. 1
- 86435131512. 2
- 86435131513. 3
- 86435131514. 4

Question Number : 98 Question Id : 8643519803 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

.....have a specific structure and hierarchy

1. Management
2. Staffing
3. Organization
4. Administration

Options :

- 86435131515. 1
- 86435131516. 2
- 86435131517. 3
- 86435131518. 4

Question Number : 99 Question Id : 8643519804 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

What is long form of NGO?

1. Non Government Organization
2. Not Government Organization
3. No Government Organization
4. Non Government Office

Options :

86435131519. 1

86435131520. 2

86435131521. 3

86435131522. 4

Question Number : 100 Question Id : 8643519805 Question Type : MCQ Option Shuffling : No Is Question Mandatory : No Correct Marks : 1 Wrong Marks : 0

_____ is the NGO

1. Divya Foundation
2. Tata Motors
3. Reliance
4. General Motors

Options :

86435131523. 1

86435131524. 2

86435131525. 3

86435131526. 4