



**DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS & SCIENCE FOR WOMEN
(AUTONOMOUS)**
(For Candidates admitted from 2020-2021 onwards)



**UG DEGREE EXAMINATIONS -APRIL 2021
B.COM & B.COM (CA)
COMMERCE & COMMERCE WITH COMPUTER APPLICATIONS
OFFICE MANAGEMENT**

Time: 3 Hrs

Max.Marks: 75

PART - A

CHOOSE THE CORRECT ANSWER

(10X1=10)

1. _____ is the mechanism through which management directs co-ordinates and controls the business.
a) Office b) Organisation c) Administration d) Management
2. The training for office managers are classified into _____ types.
a) 2 b) 3 c) 4 d) 5
3. _____ Index is prepared in cards; each one is allotted for one information.
a) Strip b) Card c) Bound book d) Visible card
4. _____ Function helps in executing the framed business policies.
a) Historical b) Information c) Administration d) Library
5. The principles of standardisation under forms, mainly affects the _____.
a) Clerical work, speedy & Accurate b) Designing, replacement & elimination
c) Size, quantity & no. of copies d) Size, quality & colour
6. Reports leads to best performance with the help of _____.
a) Delegation b) Co-ordination c) Authority d) Responsibility
7. _____ is the first generation of main memory designs of computer.
a) LSI circuits b) VLSI circuits c) Magnetic core d) Magnetic drum
8. Under _____ memory, the data are not lost even the power is set off.
a) Static RAM b) Dynamic RAM
c) Magnetic core memory d) Semi conductor memory
9. Ctrl+V is the shortcut key for _____.
a) Cut b) Copy c) Paste d) Undo

10. In a document, word art can be inserted in _____ ways.

- a) 1 b) 2 c) 3 d) 4

PART - B

ANSWER ALL THE QUESTIONS

(5X7=35)

11. a) Restate the basic function of Modern Office.

(OR)

b) Generate the relation of office with other departments.

12. a) Outline the principles of Record Management.

(OR)

b) Construct any two conventional methods under filing.

13. a) Design the types of Forms.

(OR)

b) Illustrate Report writing on "Opening of a new branch in Chennai"- as a dealer to the manufacturer.

14. a) Illustrate the normal types of errors in Programming.

(OR)

b) Distinguish between Compiler and Interpreter.

15. a) State the different types of objects which can be inserted in the word document.

(OR)

b) Show the different methods of creating & saving a document.

PART - C

ANSWER ANY THREE QUESTIONS

(3X10=30)

16. Discuss the different functions of office management.

17. Discover the classification of files.

18. Generalise the guidelines in form design.

19. Sketch the different areas of computer usages.

20. Explore the view menu of MS-Word.