

Office Management

1. In a loose and general sense, the office is termed as the place or area where one has to work at a desk in discharging one's professional or job duties.
 - (a) **True**
 - (b) False

2. Possible sources of noise in an office include the following:-
 - (a) **Slamming of doors**
 - (b) Snoring of employees
 - (c) Squeaking of mouse
 - (d) Chirping of birds

3. The principles and techniques of scientific management are applicable to the Office Management also, especially in the area of:-
 - (a) **Planning**
 - (b) Organising
 - (c) Co-ordinating
 - (d) All of the above

4. A centralisation of services is desirable because it fixes the ____ on one person.
 - (a) **Responsibility**
 - (b) Job
 - (c) Work
 - (d) Control

5. When a report is prepared in accordance with the requirement of a status or order and is in compliance with the presented procedure, it is known as:-
 - (a) Compliance report
 - (b) Order report
 - (c) Status report
 - (d) **Formal report**

6. Ability to handle machines is now a necessary qualification for office staff at:-

- (a) a) Clerical level
- (b) b) Supervisory level
- (c) c) Managerial level
- (d) **d) Both (a) & (b)**

7. For dispatching letters, company makes use of several mechanical aids such as:-

- (a) Folding machines
- (b) Franking machines
- (c) Envelope sealing machines
- (d) **All of the above**

8. For purchase of different items of stationery, it is advisable to decide _____ levels of stocks.

- (a) a) Minimum
- (b) b) Maximum
- (c) c) Optimum
- (d) **d) Both (a) & (b)**

9. Automation helps in completing routing jobs by machines:-

- (a) **At a fantastic speed**
- (b) In a very short time
- (c) Quickly
- (d) All of the above

10. Hybrid computers are mostly used for:-

- (a) a) Outer space projects
- (b) b) Satellite programs
- (c) c) Engineering programs
- (d) **d) Both (a) & (b)**