PUBA 203-A Computer Application and Office Management

Course Code: PUBA 203-A

Note: This assignment consists of five questions. You must answer a total of three questions in every assignment in about 1000-1500 words.

नोटः इस असाइनमेंट में पाँच प्रश्न हैं। आपको कुल तीन प्रश्नों का उत्तर लगभग 1000-1500 शब्दों में देना होगा। हम आपसे अपेक्षा करते हैं कि आप प्रत्येक प्रश्न को अपनी हस्तलिपि में तार्किक ढंग से हल करें। आप अंग्रेजी या हिंदी में प्रश्न का प्रयास कर सकते हैं।

Assignment-1	**Marks: 15 (5*3)**

Q.1. What do you understand by operating system? Discuss about the various tools of MS Office.

Q.2.What is the importance of Computers in Office management? What is the concept of paperless office?

Q.3. Discuss in details the functioning and scope of internet.

Q.4 What is an email? How it is useful in office management?

Q.5 What is filing system? What is its significance?

Assignment-2	**Marks: 15 (5*3)**

Q.1 What do you understand by record keeping management? Discuss the various types and principles of record management.

Q.2 Explain the Office Safety. How the office safety can be improved?

Q.3 Discuss Cybercrime. How can it be controlled?

Q.4 Discuss the concept of measurement of office work. Explain the difficulties in measuring office work.

Q.5 Discuss the relevance of computers in the management of office work. What are the advantages and disadvantages of using computers in office work?