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**NATIONAL OPEN UNIVERSITY OF NIGERIA**

**14-16 AHMADU BELLO WAY, VICTORIA ISLAND LAGOS**

**SCHOOL OF EDUCATION**

**MAY/JUNE 2012 EXAMINATION**

**BED414 Administration of the Electronic Office**

**Time Allowed:2Hours**

**Instruction: Answer any three Questions**

1. The administration of an electronic office is essential in a modern office. Discuss.

(23.3 marks)

1. For an office to meet its designated functions there must be a system in operation. Explain this statement.

(23.3 marks)

1. As an office manager, how would you manage records in your office?

(23.3 marks)

1. Write short notes on any three of the following:
2. Form of office layout (7.8 marks)
3. Qualities of electronic office staff (7.8 marks)
4. Tele-text (7.8 marks)
5. Electronically operated office equipment (7.8 marks)