



# THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)  
Re-accredited (2<sup>nd</sup> Cycle) by NAAC with Grade "A", CGPA – 3.46 on a 4-point scale

## Backlog Arrear Examination, March 2021

### Office Practices COM 2221/ CME 3221

**Time: 2 Hrs**

**Marks: 60**

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**Answer any FOUR of the following questions**

**(4X15=60)**

1. Explain the different types filing techniques with merits and demerits
  2. Describe the importance of indexing
  3. What are the various advantages of computerizing an office? Explain
  4. Discuss the different types of typing machines
  5. Elaborate the different factor involved in designing of an office forms
  6. Elucidate the various kinds of machines used in an office.
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