

# Office Automation Course Previous Question Paper

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### Office Automation Course Previous Question

#### B B A

Office automation is a system that create, store, modify, display and communicate business information in written, verbal or video form The main objectives of office automation are as follows 1 To save labour This is the main reason for office automation Automation leads in saving labour Due to office automation the company achieves a

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a office automation system b management information system c transaction processing system d decision support system 7 The expert system uses a (n ) \_\_\_\_ to select the most appropriate response a inference engine b decision support system c knowledge base d data source

#### MEASURING OFFICE COMPLEXITY William C. Sasso February

perceptive practitioners consensus on the nature of office work still seems to elude us As a case in point, consider the apparently straight-forward question, "Is the office a complex entlty?" and the range of comments it has engendered From the Office Automation Group at MIT we find such

#### MCQ on Management Information System. Answer Key use ...

5 office automation system 34 Who are the people that actually use the system to perform or support the work to be completed? 1 system analysts 2 system designers 3 system owners 4 system builders 5 none of the above 35 Which is not a typical business function? 1 Sales 2 Service 3

Manufacturing 4 Accounting 5 Benefits and Compensation

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