

Principle of Commerce Icom Part 1 English Medium Chapter 24 Online Test

Sr	Questions	Answers Choice
1	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
2	How many methods of filing	A. 2 B. 3 C. 4 D. 5
3	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
4	How many types to indexing	A. 2 B. 3 C. 4 D. 5
5	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
6	Kinds of horizontal filing:	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
7	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
8	How many qualities in a good filing system	A. 13 B. 14 C. 15 D. 16
9	Method of preserving papers	A. Indexing B. Filing C. Storage D. All are correct
10	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
11	Name of kinds of filing:	A. Central and horizontal filing B. Central and departmental filing C. Horizontal and vertical filing D. Central and vertical filing
12	Filing means	A. Systematic preservation of records B. Non-systematic preservation of records C. End of business documents D. To run business in a profitable way
13	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
14	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
		A. Index

15	A process of classifying and arranging records so that they can be obtained without delay is called	B. Filing C. Both a and b D. None of these
16	Kinds of filing are:	A. Two B. Three C. Four D. One
17	Kinds of filing are	A. Two B. Three C. Four D. Five
18	In horizontal filing, files are kept	A. In flat or horizontal position B. In vertical position C. Fixed with ribbon on cardboard D. None of these
19	Choose the characteristics of a good filing system	A. Accessibility B. Safety C. Time saving D. All of above
20	Name the of kinds of filing	A. Central and horizontal filing B. Central and departmental filing C. Horizontal and vertical filing D. Central and vertical filing