

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

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

15 Choose the characteristics of a good filing system

A. Accessibility
B. Safety
C. Time saving
D. All of above

16 The word index is derived from which language

A. Greek
B. Latin
C. French
D. Japanese

17 In vertical filing, files are kept

A. In alphabetical order
B. In standing or vertical position
C. In numerical order
D. None of these

18 Name the kinds of filing

A. Central and horizontal filing
B. Central and departmental filing
C. Horizontal and vertical filing
D. Central and vertical filing

19 Kinds of horizontal filing

A. Arch and geographical
B. Wire and geographical
C. Arch and wire
D. Geographical and vertical

20 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