

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

Sr	Questions	Answers Choice
1	Filing means	<p>A. Systematic preservation of records</p> <p>B. Non-systematic preservation of records</p> <p>C. End of business documents</p> <p>D. To run business in a profitable way</p>
2	Kinds of horizontal filing:	<p>A. Arch and geographical</p> <p>B. Wire and geographical</p> <p>C. Arch and wire</p> <p>D. Geographical and vertical</p>
3	Filing means:	<p>A. Systematic preservations of records</p> <p>B. Non-systematic preservations of records</p> <p>C. End of business documents</p> <p>D. To run business in profitable way</p>
4	Kinds of filing are	<p>A. Two</p> <p>B. Three</p> <p>C. Four</p> <p>D. Five</p>
5	Method of preserving paperss	<p>A. Indexing</p> <p>B. Filing</p> <p>C. Storage</p> <p>D. All are correct</p>
6	Name of kinds of filing:	<p>A. Central and horizontal filing</p> <p>B. Central and departmental filing</p> <p>C. Horizontal and vertical filing</p> <p>D. Central and vertical filing</p>
7	The word index is derived from which language	<p>A. Greek</p> <p>B. Latin</p> <p>C. French</p> <p>D. Japnese</p>
8	Methods of filing:	<p>A. Horizontal and vertical</p> <p>B. Arch and horizontal</p> <p>C. Arch and vertical</p> <p>D. None of these</p>
9	In horizontal filing, files are kept	<p>A. In flat or horizontal position</p> <p>B. In vertical position</p> <p>C. Fixed with ribbon on cardboard</p> <p>D. None of these</p>
10	How many types to indexing	<p>A. 2</p> <p>B. 3</p> <p>C. 4</p> <p>D. 5</p>
11	Generally vowel letters help in:	<p>A. Filing</p> <p>B. Horizontal</p> <p>C. Indexing</p> <p>D. All are wrong</p>
12	Kinds of filing are:	<p>A. Two</p> <p>B. Three</p> <p>C. Four</p> <p>D. One</p>
13	Kinds of horizontal filing	<p>A. Arch and geographical</p> <p>B. Wire and geographical</p> <p>C. Arch and wire</p> <p>D. Geographical and vertical</p>
14	How many methods of filing	<p>A. 2</p> <p>B. 3</p> <p>C. 4</p> <p>D. 5</p>

15	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
16	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
17	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
18	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
19	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
20	A process of classifying and arranging records so that they can be obtained without delay is called	A. Index B. Filing C. Both a and b D. None of these