

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

Sr	Questions	Answers Choice
1	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
2	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
3	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
4	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
5	How many methods of filing	A. 2 B. 3 C. 4 D. 5
6	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
7	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
8	How many qualities in a good filling system	A. 13 B. 14 C. 15 D. 16
9	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
10	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
11	In vertical fling, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
12	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
13	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
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
		A. Accessibility B. Confidentiality C. Security D. All of these

15	Choose the characteristics of a good filing system	B. Safety C. Time saving D. All of above
16	How many types to indexing	A. 2 B. 3 C. 4 D. 5
17	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
18	Kinds of filing are	A. Two B. Three C. Four D. Five
19	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
20	Kinds of horizontal filing:	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
21	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
22	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
23	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
24	Kinds of filing are:	A. Two B. Three C. Four D. One
25	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these