

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

Sr	Questions	Answers Choice
1	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
2	How many qualities in a good filing system	A. 13 B. 14 C. 15 D. 16
3	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
4	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
5	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
6	Kinds of horizontal filing:	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
7	In vertical filing, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
8	Choose the characteristics of a good filing system	A. Accessibility B. Safety C. Time saving D. All of above
9	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
10	How many types to indexing	A. 2 B. 3 C. 4 D. 5
11	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
12	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
13	Kinds of filing are:	A. Two B. Three C. Four D. One
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. Systematic preservations of

15	Filing means:	<p>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>
16	Generally vowel letters help in:	<p>A. Filing</p> <p>B. Horizontal</p> <p>C. Indexing</p> <p>D. All are wrong</p>
17	Name the 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>
18	Kinds of filing are	<p>A. Two</p> <p>B. Three</p> <p>C. Four</p> <p>D. Five</p>
19	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>
20	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>