

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

Sr	Questions	Answers Choice
1	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
2	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
3	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
4	Kinds of filing are:	A. Two B. Three C. Four D. One
5	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
6	Kinds of filing are	A. Two B. Three C. Four D. Five
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	How many types to indexing	A. 2 B. 3 C. 4 D. 5
9	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
10	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
11	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
12	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
13	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
14	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
15	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical

		D. None of these
16	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
17	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
18	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
19	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
20	How many methods of filing	A. 2 B. 3 C. 4 D. 5