

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. Japnese
2	How many qualities in a good filing system	A. 13 B. 14 C. 15 D. 16
3	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
4	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
5	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
6	How many methods of filing	A. 2 B. 3 C. 4 D. 5
7	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
8	How many types to indexing	A. 2 B. 3 C. 4 D. 5
9	Kinds of filing are:	A. Two B. Three C. Four D. One
10	Kinds of filing are	A. Two B. Three C. Four D. Five
11	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
12	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
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	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. Index

15	A process of classifying and arranging records so that they can be obtained without delay is called	B. Filing C. Both a and b D. None of these
16	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
17	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
18	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
19	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
20	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these