

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

Sr	Questions	Answers Choice
1	Kinds of filing are	A. Two B. Three C. Four D. Five
2	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
3	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
4	How many methods of filing	A. 2 B. 3 C. 4 D. 5
5	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
6	How many types to indexing	A. 2 B. 3 C. 4 D. 5
7	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
8	In vertical filing, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
9	Kinds of filing are:	A. Two B. Three C. Four D. One
10	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
11	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical 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	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	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
15	Kinds of horizontal filing:	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical

---

16	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
17	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
18	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
19	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
20	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

---