

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

Sr	Questions	Answers Choice
1	How many methods of filing	A. 2 B. 3 C. 4 D. 5
2	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
3	In vertical fling, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
4	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
5	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
6	How many qualities in a good filling system	A. 13 B. 14 C. 15 D. 16
7	Kinds of filing are	A. Two B. Three C. Four D. Five
8	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
9	The word index is derived from which language	A. Greek B. Latin C. French D. Japnese
10	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
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	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	How many types to indexing	A. 2 B. 3 C. 4 D. 5
14	A process of classifying and arranging records so that they can be obtained without delay is called	A. Index B. Filling 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	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
17	Kinds of filing are:	A. Two B. Three C. Four D. One
18	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
19	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
20	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