

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

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

16	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
17	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
18	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
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	Kinds of filing are	A. Two B. Three C. Four D. Five