

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

Sr	Questions	Answers Choice
1	How many qualities in a good filing system	A. 13 B. 14 C. 15 D. 16
2	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
3	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
4	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
5	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
6	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
7	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
8	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
9	How many methods of filing	A. 2 B. 3 C. 4 D. 5
10	Kinds of filing are:	A. Two B. Three C. Four D. One
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	Kinds of filing are	A. Two B. Three C. Four D. Five
13	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
14	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
15	How many types to indexing	A. 2 B. 3 C. 4 D. -

16	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
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	The word index is derived from which language	A. Greek B. Latin C. French D. Japanese
19	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
20	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong