

## Principle of Commerce (English Medium) - 11th Class Principle of Commerce Chapter 24 Short Questions Preparation

Q1. What is the meant by Horizontal filling.

**Ans 1:** In horizontal filing, the files are kept within the drawers, racks or in the shelves in flat position or one is on the top of another. they lie horizontally i.e. east to west.

Q2. What is meant by filing system.

**Ans 1:** Filing refers to systematic preservation of papers i a well orgahnized manner that in case of their need they can easily be made available or traced.

Q3. State the methods of filing.

**Ans 1:** i- Wire filing ii- Alphabetical filing iii- Card Board filing

**Ans 2:** iv- Geographical filing v- Pilot filing vi- Numerical filing

**Ans 3:** vii- Areh filing viii- Chronologicla filing

**Ans 4:** ix- Shannon filing x- Subject filing xi- Pigeon -hole filing.

Q4. What is the meant by vertical filling.

**Ans 1:** This is the keepign of files within the drawer, racks or inselves when they are standing up right north to south. the titles are normally placed ath the top edge of the files which are normally visible. files are normally safe and secure as they are in filing cabinets.

Q5. State the characteristics of a good filing system.

**Ans 1:** i- Accessibiligy ii- Safety iii- Time saving

**Ans 2:** iv- Economical v- Minimum space vi- Secrecy

Q6. What is meant by vowel indexing.

**Ans 1:** According to this method, each letter of the alphabet is split up into six divisions on the basis of vowels. After the initial letter of the word indexed vowels. a,e,i,o,u or y are used. So, instead of one division for letter M word Ma, Me, Mi, Mo, Mu or My can be used.

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Q7. What is the meant by Card indexing.

**Ans 1:** It consists of single drawer of cards or a number of drawers. The basic information is stated on these cards. The cards may either be loose in the drawer and kept in that place by an adjustable block, or by threaded or a rod is used which passes through the drawer.

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Q8. State the merits and demerits of horizontal filing.

**Ans 1:** Merits: i- Less space ii- Less expensive iii- Suitability

**Ans 2:** iv- Safety v- Easy method vi- simple method

**Ans 3:** Demerits: i - Less elastic ii- Risk of mixing iii- Difficulty in finding

**Ans 4:** iv- Excess letter v- Risk of damage.

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Q9. What is meant by Arch filing.

**Ans 1:** In this method, a card board is used on which there are two rods bent like arch. To insert the letters into this file, two holes are made with punching machine and letters are threaded into the rods and rods are pressed. In order to get a paper out of the file, the rods are pushed back.

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Q10. State the methods of indexing.

**Ans 1:** i- alphabetical index ii- The vowel index

**Ans 2:** iii- Card index iv- Visible index v- Geographical or subject index.

**Ans 3:** vi- Open paper index

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