

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. State the methods of indexing.

Ans 1: i- alphabeticla inded ii- Thevowel index

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

Ans 3: vi- Open paper index

Q3. State trhe merits and demerits of vertical filling.

Ans 1: Merits: i- Safety ii- Elastic iii- Suitable iv- Easy access

Ans 2: v- Time saving vi- Arrangement vii- Secrecy

Ans 3: Demerits: i - Expensive ii- Complicated iii- More space iv- Unsuitable

Ans 4: v- Chances of losing.

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 the meant by indexing.

Ans 1: Indexing is a list of names and topics written in one or more than one books with reference or page number.

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.

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.

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

Q10. 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- Arch filing viii- Chronological filing

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