

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

	e merits and demerits of horizontal filing.
Ans 1: M	erits: i- Less space ii- Less expensive iii- Suitabliity
Ans 2: iv-	Safety v- Easy method vi- simple method
Ans 3: De	emerits: i - Less elastic ii- Risk of mixing iii- Difficulty in finding
Ans 4: iv-	Excess letter v- Risk of damage.
Q2. State th	e methods of filing.
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Alis I. I-	Wire filing ii- Alphabetical filing iii- Card Board filing
	Wire filing ii- Alphabetical filing iii- Card Board filing Geographical filing v- Pilot filing vi- Numerical filing
Ans 2: iv-	
Ans 2: iv-	Geographical filing v- Pilot filing vi- Numerical filing

Ans 1: This is the keepign of files within the drawer, racks or inshelves 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.

Q4. What is the meant by Card indexing.

Ans 1: In consists of single drawor of cards or a numebr 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 blck, orby threaded or a rod is used which passes through the drawer.

Q5. What is meant by Arch filling.

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

Q6. What is meant by filing system.

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

Q7. 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.

Q8. 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.

Q9. What is the meant by indexing.

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

Q10. State the characteristics of a good filing system.

Ans 1: i- Accessibility ii- Safety iii- Time saving

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