

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

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

15	Generally vowel letters help in	B. Horizontal filing C. Indexing D. All are wrong
16	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
17	Kinds of filing are:	A. Two B. Three C. Four D. One
18	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
19	In vertical filing, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
20	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
21	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
22	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
23	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
24	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
25	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong