

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

Sr	Questions	Answers Choice
1	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
2	Kinds of horizontal filing:	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
3	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
4	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
5	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
6	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
7	In vertical filing, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
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	Kinds of filing are:	A. Two B. Three C. Four D. One
10	Filing means:	A. Systematic preservation of records B. Non-systematic preservation of records C. End of business documents D. To run business in profitable way
11	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
12	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
13	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
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	Method of preserving paperss	A. Indexing B. Filing C. Storage

