

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

Sr	Questions	Answers Choice
1	The word index is derived from which language	A. Greek B. Latin C. French D. Japnese
2	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
3	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
4	Kinds of filing are	A. Two B. Three C. Four D. Five
5	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
6	How many types to indexing	A. 2 B. 3 C. 4 D. 5
7	How many methods of filing	A. 2 B. 3 C. 4 D. 5
8	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
9	How many qualities in a good filling system	A. 13 B. 14 C. 15 D. 16
10	A process of classifying and arranging records so that they can be obtained without delay is called	A. Index B. Filling C. Both a and b D. None of these