

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

Sr	Questions	Answers Choice
1	Method of preserving paperss	A. Indexing B. Filing C. Storage D. All are correct
2	The word index is derived from which language	A. Greek B. Latin C. French D. Japnese
3	In vertical filing, files are kept	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
4	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
5	Kinds of filing are	A. Two B. Three C. Four D. Five
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	How many types to indexing	A. 2 B. 3 C. 4 D. 5
8	How many methods of filing	A. 2 B. 3 C. 4 D. 5
9	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
10	How many qualities in a good filling system	A. 13 B. 14 C. 15 D. 16
11	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
12	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct
13	Letters are folded by	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
14	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these

- B. Colleges
  - C. Hospitals
  - D. All are correct
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