

Principle of Commerce Icom Part 1 English Medium Online Test

Sr	Questions	Answers Choice
1	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
2	Methods of filing:	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
3	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
4	Method of preserving papers:	A. Indexing B. Filing C. Storage D. All are correct
5	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
6	In vertical fling, files are kept:	A. In alphabetical order B. In standing or vertical position C. In numerical order D. None of these
7	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
8	Kinds of filing are:	A. Two B. Three C. Four D. One
9	Filing means:	A. Systematic preservasions of records B. Non-systematic preservasions of records C. End of business documents D. To run business in profitable way
10	The machine of opening letters in business centers is called:	A. Mail opener B. Foldingmachine C. Punchingmachine D. All are correct
11	Letters are folded by:	A. Folding machine B. Sealingmachine C. Staplermachine D. All are correct
12	Messages are sent from one place to another immediately by:	A. Personal visit B. Telephone C. Tele-printer D. None of these
13	The time recording machine is used in:	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
14	The following is used for posting through posting machine:	A. Debit card B. Credit card C. Larger card D. None of these
15	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine

