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	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
4	Name of kinds of filing:	A. Central and horizonal filing B. Central and departmental filing C. Horizontal and vertical filing D. Central and vertical filing
5	Methods of filing	A. Horizontal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
6	Generally vowel letters help in:	A. Filing B. Horizontal C. Indexing D. All are wrong
7	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
8	Methods of filing:	A. Horizonal and vertical B. Arch and horizontal C. Arch and vertical D. None of these
9	How many methods of filing	A. 2 B. 3 C. 4 D. 5
10	How many qualities in a good filling system	A. 13 B. 14 C. 15 D. 16
11	Generally vowel letters help in	A. Filing B. Horizontal filing C. Indexing D. All are wrong
12	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
13	Choose the characteristics of a good filling system	A. Accessibility B. Safety C. Time saving D. All of above
14	Kinds of horizontal filing:	A. Arch and geographical B. Wireand geographical C. Arch and wire D. Geographical and vertical
		A. Two

15	Kinds of filing are	B. Three C. Four D. Five
16	Kinds of horizontal filing	A. Arch and geographical B. Wire and geographical C. Arch and wire D. Geographical and vertical
17	The word index is derived from which language:	A. Greek B. Latin C. French D. Japanese
18	Kinds of filing are:	A. Two B. Three C. Four D. One
19	How many types to indexing	A. 2 B. 3 C. 4 D. 5
20	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