

Records Management

Name _____

Part 1—Alphabetic Filing Test

Instructions: Indicate the order in which the names in each group should be arranged in an alphabetic file by listing the letters of the names in correct order.

1. (a) Marta Fernandez
(b) Melissa ~~Eldman~~
(c) Michael Fedele
Correct Order:

2. (a) Mary Ann O'Connell
(b) Andrew Ochs
(c) Leland ~~Qorsky~~
Correct Order:

3. (a) Martin & ~~Alick~~ Inc.
(b) Martin J. ~~Alick~~
(c) Keith R. Martin
Correct Order :

4. (a) Union of South Africa
(b) U.S. Department of Labor
(c) United Farm Workers
Correct Order:

5. (a) New Mexico Transport Co.
(b) New York Clothiers
(c) New Jersey Transit Co.
Correct Order:

6. (a) A. Walter Bernstein
(b) Albert W. Bernstein
(c) Bernstein's Camera Shop
Correct Order:

7. (a) Community College of Paducah
(b) University of Pennsylvania
(c) Pennsylvania State University
Correct Order:

8. (a) KRBC Radio Station
(b) KBN-TV
(c) KRCC Construction
Correct Order:

9. (a) Will Jones
(b) Wilma Jones
(c) William Jones
Correct Order:

10. (a) Mrs. Marcia Lang
(b) Morton A. Langley
(c) Morris B. Lang
Correct Order:

11. (a) Ms. Hanna Swift
(b) Honolulu Swimwear Co.
(c) Harrison B. Schmidt
Correct Order:

12. (a) Wallace B. ~~Stayner~~
(b) ~~Stayner, Wallace~~ Fuel Co.
(c) Stay-New Fabric Softener
Correct Order:

13. (a) Terry ~~Nexin~~ Alterations.
(b) ~~Nexin's~~ Custom Framing
(c) Terry's Pizza
Correct Order:

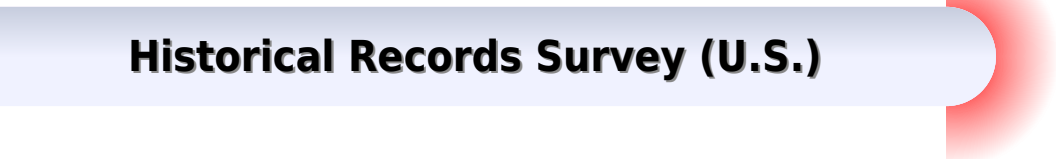
14. (a) Mr. Clyde Morris
(b) Morris-Dabney, Inc.
(c) The Moonlight Mission
Correct Order:

15. (a) North-West Cattle Company
(b) Northwest Grain Dealers
(c) North West Ranchers' Assoc.
Correct Order:

16. (a) Mr. Barry T. Smith
(b) Gen. Barry Thompson
(c) General John Barry
Correct Order:

Alphabetical Filing Tests

Historical Records Survey (U.S.)



Alphabetical Filing Tests:

The Construction and Standardization of a Test for File Clerks Dorothy Mabel Andrew,1931 Master the Civil Service Exams Peterson's,2012-04-30 Approximately 20% of the hundreds of thousands of U S government job openings require successful candidates to pass a written exam Peterson s Master the Civil Service Exams is a comprehensive step by step preparation guide for those seeking a position with the federal government that requires taking a written exam Master the Civil Service Exams provides the math verbal and clerical exercises you need to pass your civil service exam plus 4 full length sample tests with detailed answer explanations to help you hone your skills Build your confidence by following the expert tips and strategies outlined in the book and get the inside scoop on the civil service job market *Records, Analysis, and Test Procedures* Walter Lorraine Deemer,1947 The report describes the records analysis and testing procedures of the AAF psychology program It deals with three broad fields 1 air crew classification and testing procedures 2 records and machine techniques and 3 statistical analysis *New Approaches To Measurement And Evaluation* K.S. Sidhu,2005

Master the Clerical Exams--Practice Test 8 Peterson's,2010-07-01 Peterson s Master the Clerical Exams Practice Test 8 provides a great opportunity for test takers to practice the type of questions encountered on Municipal Office Aide Exam and then assess their strengths and weaknesses Through this full length practice test readers can find out where their skills are strongest and where they need extra help Clerical test subjects in this practice test include grammar clerical skills and reading comprehension Detailed answer explanations can help target the right study plan to score high on the Municipal Office Aide Exam *Practice for Clerical, Typing, and Stenographic Tests for Federal, State, County, and Municipal Civil Service Positions* Hy Hammer,1983 Inventory of Federal Archives in the States ,1938 **Introduction to**

Industrial/Organizational Psychology Ronald E. Riggio,Stefanie K Johnson,2022-06-30 Introduction to Industrial Organizational Psychology provides a complete overview of the psychological study of the world of work Written with the student in mind the book presents classic theory and research in the field alongside examples from real world work situations to provide deeper insight This edition has been thoroughly updated to include the latest research on each key topic and now features A spotlight on diversity equity and inclusion throughout including coverage of LGBTQIA inclusion and racial justice Expanded coverage of ethics in I O psychology practice Increased emphasis on cross cultural and international issues Coverage of the changing nature of work post pandemic including remote working worker stress and burnout A new focus on technologies related to I O such as virtual reality and computer adaptive testing New figures illustrations and charts to grab the reader s attention and facilitate learning Accompanied by extensive student and instructor resources it is a must read for all students on I O psychology courses and courses in work psychology and organizational behavior and for practicing managers who want a comprehensive overview of the psychology of work Introduction to Industrial and Organizational Psychology Ron Riggio,2015-07-17 Demonstrates the connection between psychological theory and application in the field of

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Alphabetical Filing Tests Book Review: Unveiling the Magic of Language

In an electronic digital era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Alphabetical Filing Tests**," written by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve into the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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