

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.

- | | |
|---|--|
| <p>1. (a) Marta Fernandez
(b) Melissa Eldman
(c) Michael Fedele
Correct Order:</p> <p>2. (a) Mary Ann O'Connell
(b) Andrew Ochs
(c) Leland Qorsky
Correct Order:</p> <p>3. (a) Martin & Alick Inc.
(b) Martin J. Alick
(c) Keith R. Martin
Correct Order :</p> <p>4. (a) Union of South Africa
(b) U.S. Department of Labor
(c) United Farm Workers
Correct Order:</p> <p>5. (a) New Mexico Transport Co.
(b) New York Clothiers
(c) New Jersey Transit Co.
Correct Order:</p> <p>6. (a) A. Walter Bernstein
(b) Albert W. Bernstein
(c) Bernstein's Camera Shop
Correct Order:</p> <p>7. (a) Community College of Paducah
(b) University of Pennsylvania
(c) Pennsylvania State University
Correct Order:</p> <p>8. (a) KRBC Radio Station
(b) KBN-TV
(c) KRCC Construction
Correct Order:</p> | <p>9. (a) Will Jones
(b) Wilma Jones
(c) William Jones
Correct Order:</p> <p>10. (a) Mrs. Marcia Lang
(b) Morton A. Langley
(c) Morris B. Lang
Correct Order:</p> <p>11. (a) Ms. Hanna Swift
(b) Honolulu Swimwear Co.
(c) Harrison B. Schmidt
Correct Order:</p> <p>12. (a) Wallace B. Stayner
(b) Stayner, Wallace Fuel Co.
(c) Stay-New Fabric Softener
Correct Order:</p> <p>13. (a) Terry Nexin Alterations.
(b) Nexin's Custom Framing
(c) Terry's Pizza
Correct Order:</p> <p>14. (a) Mr. Clyde Morris
(b) Morris-Dabney, Inc.
(c) The Moonlight Mission
Correct Order:</p> <p>15. (a) North-West Cattle Company
(b) Northwest Grain Dealers
(c) North West Ranchers' Assoc.
Correct Order:</p> <p>16. (a) Mr. Barry T. Smith
(b) Gen. Barry Thompson
(c) General John Barry
Correct Order:</p> |
|---|--|

Alphabetical Filing Tests

Ron Riggio



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