

## ALPHABETIC FILING PRACTICE

1. After opening this file, use Save As to save to your computer—add your last name to the end of the existing filename.
2. Use the alphabetic indexing rules found in this chapter to determine the indexing order for each name. Key each name in indexing order in the cell beside it. Key diagonals (/) and spaces between the units.
3. Below the table, list the coded names by their number in alphabetic filing order. An example would be 34, 56, 75, 1, 4, 22, etc. (these are not the correct names to start your order—it's just an example of how to key the sequence.) Do not renumber the items by row—key the number of the name that would come first, and then second, and so on.
4. Resave the file and attach it to the assignment in Canvas.

Chesterfield Bond, Inc.	1. <u>Chesterfield / Bond / Inc</u>
R. W. da Nova	2.
O'Malley & Sons, Incorporated	3.
1950 Appliances	4.
Arthur A. Saari	5.
Michael J. St. Arnaud	6.
WMMU-FM Radio Station	7.
Last & Sons Mills	8.
C. C. Larson & Co.	9.
Night Mobil	10.
Shaun P. Smith	11.
9th Avenue Pizzeria	12.
Ada Kallinsky	13.
Harvey Winston Kander	14.
O'Leary Electric Supplies	15.
Hunt Real Estate	16.
Tina Woodward Parker	17.
ADS Cleaning & Maintenance	18.
Yolanda Ramirez-Wyman	19.
Ann-Marie Woodward	20.
Alice Smith Abrams	21.
19th Century Book Shoppe	22.
University of St. Paul	23.
J. H. Underwood	24.
Night & Day Cleaners	25.
Philip A. Hunt Chemical Corp.	26.
C. J. Pearsons	27.
Smyth Datafax Limited	28.
MacNeally Paper Company	29.
Yollanda Ramirez	30.
Art H. Nickolson	31.
Ann Marie Woodward	32.
Joseph R. MacNeal	33.
Forster R. Jamison	34.
Joanne D. Jenson, M.D.	35.

# Alphabetic Indexing Rules Test Answer Key

**National Learning Corporation**

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the National Learning Corporation text.

## **Alphabetic Indexing Rules Test Answer Key:**

Alphabetic Indexing Rules Joseph S. Fosegan,1984 Alphabetic Indexing Rules provides instruction and application practice primarily on alphabetic indexing rules for filing but also includes brief instruction in subject numeric and geographic filing methods The Data CD provides a review of alphabetic indexing and filing rules and 10 20 hours of application practice for these rules The text and software together may be used as a brief course in filing or used to supplement other records management instructional materials

**Department Of Defense Index of Specifications and Standards Alphabetical Listing Part I July 2005 ,** **Resources in Education** ,1978-12 **Test Preparation for Stenographer-typist** Hy

Hammer,1983 **Intensive Clerical and Civil Service Training** Robert Fisher,Elizabeth Fisher,1952 Catalog of

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Place,Estelle L. Popham,Harry N. Fujita,1973 **Progressive Filing** Gilbert Kahn,Charles Theo. Yerian,Jeffrey R.

Stewart,1969 **Senior File Clerk** Arco Publishing Company,1949 How to Pass Employment Tests Arco

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