

## 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 ~~Goldman~~  
(c) Michael Fedele

Correct Order:

2. (a) Mary Ann O'Connell  
(b) Andrew Ochs  
(c) Leland ~~Orosky~~

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) KROC 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 ~~Newin~~ Alterations.  
(b) ~~Newin'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

**Biddle & Associates, International  
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**The Construction and Standardization of a Test for File Clerks** Dorothy Mabel Andrew,1931 **Master The Civil Service Exam** Shannon R. Turlington,2009-10-05 This civil service exam prep guide provides all the math verbal and clerical exercises necessary to pass the exams plus four full length practice tests with detailed answer explanations **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 Practice for Clerical, Typing, and Stenographic Tests for Federal, State, County, and Municipal Civil Service Positions Hy Hammer,1983 Alphabetic Indexing Mearl R. Guthrie,1964 Test Preparation for Stenographer-typist Hy Hammer,1983 **A Summary of Clerical Tests** George Kettner Bennett,Ruth Marjorie Cruikshank,1949 **Key to the Review Questions Technical Exercises, Test-letters, Etc.**, H. W. Hammond,1914 **Tests and Interest Questionnaires in the Guidance of High School Boys** Percival Mallon Symonds,1930 Gregg News Letter & Shorthand Speed Tests ,1969 Tests in Print VI Linda L. Murphy,2002 Consists of descriptive listings of commercially published tests It serves as a comprehensive index to all the Mental Measurement Yearbooks published to date Tests for Vocational Guidance of Children Thirteen to Sixteen Herbert Anderson Toops,1923 A Bibliography of Mental Tests and Rating Scales Gertrude Howell Hildreth,1939 **New Public Personnel Studies** ,1930 **The Eleventh Mental Measurements Yearbook** Buros Center,1992-08 Customers who place a standing order for the Tests in Print series or the Mental Measurements Yearbook series will receive a 10% discount on every volume To place your standing order please call 1 800 848 6224 in the U S or 919 966 7449 outside the U S The most widely acclaimed reference series in education and psychology the Mental Measurements Yearbooks are designed to assist professionals in selecting and using standardized tests The series initiated in 1938 provides factual information critical reviews and comprehensive bibliographic references on the construction use and validity of all tests published in English The objectives of the Mental Measurements Yearbooks have remained essentially the same since the publication of the series These objectives include provision to test users of factual information on all known tests published as separates in the English speaking countries of the world candidly critical test reviews written for the MMY series by qualified professional people representing a variety of viewpoints unique publication of each volume in the MMY series with new volumes supplementing rather than supplanting previous series volumes Each yearbook is a unique publication supplementing rather than supplanting the previous volumes Progressive Indexing and Filing Library Bureau,1935 **Career Passport** Biddle & Associates,International Association of Administrative Professionals,1998 For professional office preparatory courses and microcomputer programs in any curriculum This book prepares students for taking the OPAC certification test nationally recognized certification endorsed by the International Association for Administrative Assistants formerly PSI It presents

essential office skills that are evaluated when the student takes the OPAC test Skills are based on the IAAP skills standard for Office Professionals There are twenty three employability tests in all OPAC certification is well recognized among U S companies as a measure of preparedness for employment    **Inventory of Federal Archives in the States: The Dept. of War** Georgia Historical Records Survey,1941    **Theory and Practice of Psychological Testing** Frank Samuel Freeman,1955    *Tests and Measurements in Business Education* Mathilde Hardaway,Thomas Bradley Maier,1952

## Reviewing **Alphabetical Filing Tests**: Unlocking the Spellbinding Force of Linguistics

In a fast-paced world fueled by information and interconnectivity, the spellbinding force of linguistics has acquired newfound prominence. Its capacity to evoke emotions, stimulate contemplation, and stimulate metamorphosis is truly astonishing.

Within the pages of "**Alphabetical Filing Tests**," an enthralling opus penned by a highly acclaimed wordsmith, readers attempt an immersive expedition to unravel the intricate significance of language and its indelible imprint on our lives.

Throughout this assessment, we shall delve into the book's central motifs, appraise its distinctive narrative style, and gauge its overarching influence on the minds of its readers.

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