

## 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 Motel	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.

# Alphabetizing And Filing Test

**Allen Mead Ruggles**



## **Alphabetizing And Filing Test:**

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**Public Personnel Administration. Rev. Ed** William Eugene Mosher,1941

**An Investigation of the Effectiveness of an Online Catalog in Providing Bibliographic Access to Children in a Public Library Setting** Leslie Edmonds,1989

*Public Personnel Administration* William Eugene Mosher,John Donald Kingsley,1941

*A Diagnostic Test of Aptitude for Clerical Office Work* Allen Mead Ruggles,1924

*A Diagnostic Test of Aptitude for Clerical Office Work, Based on an Analysis of Clerical Operations* Allen Mead Ruggles,1972

**Gregg News Letter & Shorthand Speed Tests** ,1969

Hearings United States. Congress. House. Committee on Appropriations,1920

*Clerk, CAF-1 Through CAF-4* David Reuben Turner,1948

*A Summary of Clerical Tests* George Kettner Bennett,Ruth Marjorie Cruikshank,1949

**The ... Mental Measurements Yearbook** Oscar Krisen Buros,1978

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## Reviewing **Alphabetizing And Filing Test**: 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 actually astonishing. Within the pages of "**Alphabetizing And Filing Test**," an enthralling opus penned by a highly acclaimed wordsmith, readers embark on 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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