

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:

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Hy Hammer

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web lab exercise 1 introduction to human anatomy anatomical position surface anatomy directional terms body planes and regions anatomy is the study of body structures this can involve study of the large parts such as muscle and organs like the heart called gross or macroscopic anatomy or study of structures such as what heart muscle cells