

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 ~~Eldman~~
(c) Michael Fedele
Correct Order:

2. (a) Mary Ann O'Connell
(b) Andrew Ochs
(c) Leland ~~Qorsky~~
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) KRCC 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 ~~Nevin~~ Alterations.
(b) ~~Nevin'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

Shannon R. Turlington

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the author's name.

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