Chapter 3 - Alphabetic Indexing Rules

True / False

1. The alphabetic filing method is the least common method of storing records.
   a. True
   b. False
   ANSWER: False

2. Because everyone knows the alphabet, alphabetic rules for filing are unnecessary.
   a. True
   b. False
   ANSWER: False

3. Articles, prepositions, and conjunctions are considered separate indexing units.
   a. True
   b. False
   ANSWER: True

4. The main reason for filing is to retrieve information.
   a. True
   b. False
   ANSWER: True

5. If determining the surname is difficult, use the last name written as the surname.
   a. True
   b. False
   ANSWER: True

6. In an alphabetic filing system, Gary Woolfe Bakery would be filed after Gary N. Woolfe.
   a. True
   b. False
   ANSWER: False

7. In the filing segment Lane Avery Simmons, the key unit is Lane.
   a. True
   b. False
   ANSWER: False

8. In an alphabetic filing system, #1 Auto Repair is filed before Numbers Solutions, Inc.
9. Indexing is the mental process of determining the filing segment by which a record is to be stored and the placing or listing of items in an order that follows a particular system.
   a. True
   b. False
   ANSWER: True

10. The set of indexing rules for an office should be written down and followed consistently.
    a. True
    b. False
    ANSWER: True

11. In an alphabetic filing system, Susan Stoller is filed after Suzanne A. Stoller.
    a. True
    b. False
    ANSWER: False

12. The key unit in The Stinking Onion Restaurant is “Stinking.”
    a. True
    b. False
    ANSWER: True

13. When indexing names for an alphabetic filing system, symbols are spelled out in full.
    a. True
    b. False
    ANSWER: True

14. Coding is the act of assigning a file designation to records as they are classified.
    a. True
    b. False
    ANSWER: True

15. All punctuation is disregarded when indexing personal and business names.
    a. True
    b. False
    ANSWER: True

16. In an alphabetic filing system, Wm. A. Robertson is filed before William A. Robertson.
    a. True
    b. False
    ANSWER: False

17. Sorting is the act of arranging records in the sequence by which they are to be stored.
18. When indexing names for an alphabetic filing system, a good rule to remember is: “Nothing comes before something.”
   a. True
   b. False
   **ANSWER:** True

19. In an alphabetic filing system, business names containing personal names are indexed with the last name as the key unit.
   a. True
   b. False
   **ANSWER:** False

20. In an alphabetic filing system, single letters in business and organization names are indexed as written.
   a. True
   b. False
   **ANSWER:** True

**Multiple Choice**

21. What is the correct order for completing these three steps for an alphabetic filing system?
   a. indexing, coding, sorting
   b. sorting, coding, indexing
   c. coding, indexing, sorting
   d. coding, sorting, indexing

   **ANSWER:** a

22. A cross-reference is prepared for Miranda Anderson-Bates because
   a. she may use an alternate name.
   b. the last name is hyphenated.
   c. there are three indexing units.
   d. Both a and b

   **ANSWER:** d

23. For the filing segment, Ayman Abou-Sada
   a. the key unit is Abou-Sada.
   b. there are three units.
   c. a cross-reference should be prepared.
   d. Both a and c

   **ANSWER:** d

24. In the filing segment, R K T Electric Company,
   a. four indexing units are used.
   b. RKT is the key unit.
c. R is the key unit.
d. Electric is the third unit.

**ANSWER:** c

25. Cross-references for personal names are needed when
   a. determining the surname is difficult.
   b. the surname is hyphenated.
   c. the person has alternate names.
   d. All of the above

**ANSWER:** d

26. How many cross-references are needed for a business with four surnames?
   a. 0
   b. 1
   c. 2
   d. 3
   e. 4

**ANSWER:** d

27. When indexing the filing segment, L & S Engineering Co.,
   a. “Company” should be spelled out.
   b. S is the second unit.
   c. L is the key unit.
   d. Engineering is the third unit.

**ANSWER:** c

28. What is the correct filing order for the following four names? (1) Interstate Roofing Company (2) ICU Computers, Inc. (3) Investigations by Sandusky (4) Roberta D. Ingalls
   a. 2, 1, 4, 3
   b. 2, 4, 1, 3
   c. 1, 2, 4, 3
   d. 2, 3, 1, 4

**ANSWER:** b

29. What is the correct filing order for the following four names? (1) Laura Huff (2) Laura Hoff (3) Lara Huff (4) Laura Ann Huff
   a. 2, 4, 3, 1
   b. 2, 4, 1, 3
   c. 2, 3, 1, 4
   d. 2, 1, 3, 4

**ANSWER:** c

30. What is the correct filing order for the following four names? (1) Take-and-Bake Pizza (2) Tacoma Fabrications, Inc. (3) The Taco House (4) Sharlene Takas
   a. 3, 2, 4, 1
   b. 3, 1, 2, 4
31. Written rules are required for filing because
   a. procedures for storing records alphabetically vary among organizations.
   b. without written rules for storing records alphabetically, procedures will vary with time.
   c. unless those who maintain the records are consistent in following storage procedures, locating records will be difficult.
   d. All of the above

   \textit{\textbf{ANSWER: d}}

32. When indexing names for filing in an alphabetic system, symbols such as #, $, and % are
   a. ignored.
   b. considered as spelled out.
   c. never the key indexing unit.
   d. always the key indexing unit.

   \textit{\textbf{ANSWER: b}}

33. What is the correct filing order for the following four names? (1) Dudley Wood Finishing (2) D A B Computers, Inc. (3) Dudette Contractors (4) Roberta D. Dudley
   a. 3, 1, 4, 2
   b. 2, 3, 1, 4
   c. 2, 1, 4, 3
   d. 2, 3, 4, 1

   \textit{\textbf{ANSWER: d}}

34. What is the correct filing order for the following four names? (1) Edgar Evans Boats (2) Edgar’s Automotive Sales (3) Edgar C. Evans (4) Edgar Conner Evans
   a. 1, 2, 4, 3
   b. 1, 2, 3, 4
   c. 1, 3, 4, 2
   d. 1, 3, 2, 4

   \textit{\textbf{ANSWER: b}}

35. The best source for determining a business name is usually found
   a. on the company website.
   b. in the letter address.
   c. in the letterhead.
   d. None of the above

   \textit{\textbf{ANSWER: c}}

36. What is the correct filing order for the following four names? (1) Nancy Bakker (2) Chris Bakken (3) A. Karl Baker (4) Sanjay Bakshi
   a. 3, 2, 1, 4
   b. 2, 3, 1, 4
c. 3, 2, 4, 1  
  d. 2, 3, 1, 4  
  **ANSWER:** a

37. What is the correct filing order for the following four names? (1) Eliz. Gordon (2) Eliza Gordon (3) Elizabeth Gordin (4) Liz Gordan  
   a. 4, 1, 3, 2  
   b. 4, 1, 2, 3  
   c. 4, 3, 1, 2  
   d. 4, 2, 3, 1  
  **ANSWER:** c

38. When indexing names for an alphabetic filing system, abbreviations of personal names and nicknames are  
   a. spelled out.  
   b. spelled out and capitalized.  
   c. ignored.  
   d. indexed as written.  
  **ANSWER:** d

39. For which of the following names should a cross-reference be prepared?  
   a. Huyan Nguyen  
   b. Nathan Nguyen  
   c. Kimberly Nguyen  
   d. Patricia Nguyen  
  **ANSWER:** a

40. Cross-references should be prepared for personal names when the names are  
   a. unusual names, hyphenated surnames, alternate names, or similar names.  
   b. unusual names, hyphenated surnames, or long names.  
   c. usual names, hyphenated surnames, alternate names, or similar names.  
   d. All of the above  
  **ANSWER:** a

**Matching**

*Match each term with the correct statement listed next.*

<table>
<thead>
<tr>
<th>Term</th>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. coding</td>
<td>b. cross-reference</td>
</tr>
<tr>
<td>c. filing method</td>
<td>d. filing segment</td>
</tr>
<tr>
<td>e. indexing</td>
<td>f. indexing order</td>
</tr>
<tr>
<td>g. indexing rules</td>
<td>h. indexing units</td>
</tr>
<tr>
<td>i. key unit</td>
<td>j. sorting</td>
</tr>
</tbody>
</table>

41. The organized way in which records are stored  
  **ANSWER:** c

42. The actual marking of a record to indicate its placement in storage
ANSWER:  

43. The mental determination of the name by which a specific record is to be stored  
ANSWER: e

44. The written procedures that describe how filing segments are ordered  
ANSWER: g

45. Any one of the various words that make up the filing segment  
ANSWER: h

46. The name by which a record is stored  
ANSWER: d

47. The first unit of the filing segment  
ANSWER: i

48. The process of arranging the records in the sequence in which they are to be sorted  
ANSWER: j

49. The order in which units of the filing segment are considered when a record is stored  
ANSWER: f

50. Used to aid in retrieving a record that is requested by a name other than its originally coded name  
ANSWER: b

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