SECTION I: Chose the Correct answer (1.5 mark for each question)

1	How are records classified by the value they hold to the firm? A) By the number of times they have been used b) By the cost to produce them c) By their importance or usefulness to the organization
2	Which of the following is not one of the basic ways of classifying records? A) By the type of use b) By the language they are written in c) By the value of the records to the firm
3	Which classification type is associated with "Transaction documents"? a) Use b) Place of Use c) Value of Record
4	Which classification type is associated with "External Records"? a) Use b) Place of Use c) Value of Record
5	Which classification type is associated with "Vital Records"? a) Use b) Place of Use c) Value of Record
6	What is the primary purpose of transaction documents? a) To provide reference informationn b) To support day-to-day operations c) To facilitate long-term planning
7	Which of the following is an example of a transaction document? a) Annual report b) Employee handbook c) Purchase order
8	How are transaction documents typically created? a) Manually b) Electronically c) Both manually and electronically
9	Which of the following is not an example of a transaction document? a) Marketing brochures b) Invoices c) Bank checks
10	What type of information do reference documents contain? a) Information about current operations b) Information about future goals c) Information about previous decisions
11	How are reference documents typically used? a) They are used for long-term planning b) They are used for day-to-day operations c) They are used for external communication
12	Which of the following is NOT an example of a reference document? a) Catalog b) Price list c) Sales order
13	Which type of record is created for use outside an organization? a) External Records b) Reference Records c) Transaction Records
14	What is the characteristic of External Records? a) They are created outside the organization b) They are used for internal communication c) They contain information about previous decisions
15	Which type of record is primarily used for communication with customers and suppliers? a) External Records b) Internal Records c) Reference Records
16	What are examples of External Records? a) Payroll records b) Letters to customers c) Interoffice memos
17	Where are external records typically used? a) Inside the organization b) Outside the organization c) Both inside and outside the organization
18	Internal records are primarily used for communication between a firm and: a) Its employees b) Customers and clients c) Suppliers and vendors
19	What distinguishes external records from other types of records? a) They are created for long-term planning purposes b) They are primarily used for internal communication c) They are created for use outside the organization
20	Which of the following is an internal communication document? a) Letters sent to clients b) Inventory control records c) Invoices sent to customers
21	Which of the following is an example of an internal record? a) Letters sent to customers b) Faxes exchanged with suppliers c) Payroll records
22	Which category of records requires the highest level of protection and retention? a) Vital records b) Nonessential records c) Useful records
23	What is the first phase of the life span of a record? a. Maintenance b. Creation c. Use
24	What is the final phase of the life span of a record? a. Maintenance b. Final disposition c. Distribution

25	Which of the following is NOT one of the five phases of a record's life span? a) Creation b) Distribution c) Utilization
26	Which type of office environment is a numeric filing system suitable for? a) Offices with limited space and small filing systems b) Offices with large filing systems and ample space c) Offices that primarily deal with digital files
27	What is one drawback of using a numeric filing system? a) It requires a complex indexing system b) It is time-consuming to implement c) It increases the risk of misfiling as the number of files grows
28	What does an annual single number system add to the current year when assigning file numbers? a) Alphabets b) Running numbers c) Symbols
29	Which type of records is an annual single number system particularly useful for? A) Employee records B) Inventory control records C) Financial records
30	Which system allows you to quickly store, access, and manage personal and business files? a) Numeric system b) Alphabetical system c) Chronological system
31	Which organization size is the alphabetical system typically suitable for? a) Small organizations with less than 1000 employees b) Medium-sized organizations with 1000-2000 employees c) Large organizations with more than 2000 employees
32	Which of the following is an example of an electronic record? a) Printed document b) Handwritten note c) E-mail message
33	Which file format stores images as a collection of pixels and cannot be scaled without distortion? a) Text b) Graphics c) Data file

34	Which file format is used to store numerical values and calculations? a) Graphics b) Data file c) Spreadsheet file
35	What type of files contain moving images and sound? a) Spreadsheet file b) Graphics c) Video and audio files
36	Which of the following file formats is commonly used for text documents? a) TIFF b) PDF c) AVI
37	What is the common file format for graphics? a) DOC b) TXT c) JPEG
38	Which file format is commonly used for audio files? a) AVI b) RTF c) MP3
39	Which device serves as the "brain" of the computer? a) Monitor b) CPU c) CD-ROM drive
40	Which device is used for data input? a) Monitor b) Keyboard c) Printer

SECTION TWO: Choose whether the following is true or false
(1 mark for each statement)

1. The left little finger is used to press the K key.
2. The left ring finger is used to press the S key.
3. The left middle finger is used to press the D key.
4. The left index finger is used to press the J key.
5. The right index finger is used to press the G key.
6. The right middle finger is used to press the K key.
7. The right little finger is used to press the semi-colon key.
8. "Der Daumen" is the German word for the thumb.
9. "Der Zeigefinger" is the German word for the middle finger.
10. "Der Ringfinger" is the German word for the ring finger.

End of exam,
Best regards, Dr. Ismail R Etman