

Name: \_\_\_\_\_

\_\_\_\_\_/20

## FILING QUIZ

### ALPHABETIC FILING

**Directions:** Put the following names in alphabetical order by last name as if you were actually filing them. Please insert your own name where it would go: **Shannon Panattoni, Dave Keller, Molly Andaya, Kirk Hinckle, and Eric Davis.**

| BY LAST NAME         |                           |                      |
|----------------------|---------------------------|----------------------|
| <b>ANDAYA, MOLLY</b> | <b>DAVIS, ERIC</b>        | <b>HINCKLE, KIRK</b> |
| <b>KELLER, DAVE</b>  | <b>PANATTONI, SHANNON</b> | <b>STUDENT NAME</b>  |

### NUMERIC FILING

**Directions:** Using the numeric date filing system as explained in your assignment, put the following records in the correct order:

**Hanson, Bob**

Next physical due: March 20, 2008

Date of last physical: June 1, 2007

**Anderson, Amy**

Next physical due: August 16, 2006

Date of last physical: April 4, 2004

**Wilson, Barry**

Next physical due: April 28, 2004

Date of last physical: January 9, 2001

**Johnson, Jon**

Next physical due: September 13, 2005

Date of last physical: July 2, 2002

**Newbauer, Robert**

Next physical due: November 19, 2007

Date of last physical: December 22, 2003

**WILSON, BARRY**

Next physical due: April 28, 2004

Date of last physical: January 9, 2001

**JOHNSON, JON**

Next physical due: September 13, 2005

Date of last physical: July 2, 2002

**ANDERSON, AMY**

Next physical due: August 16, 2006

Date of last physical: April 4, 2004

Name: \_\_\_\_\_

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**NEWBAUER, ROBERT**

Next physical due: November 19, 2007

Date of last physical: December 22, 2003

**HANSON, BOB**

Next physical due: March 20, 2008

Date of last physical: June 1, 2007

## ALPHANUMERIC FILING

**Directions:** Using the alphanumeric filing system as explained in your assignments, put the following records in the correct order in the boxes below.

QVC 015  
EBS 135  
DEP 493

CMA 221  
CMA 600  
DEF 492

FDR 002  
CAD 343  
KAK 357

|                |                |                |
|----------------|----------------|----------------|
| <b>CAD 343</b> | <b>CMA 221</b> | <b>CMA 600</b> |
| <b>DEF 492</b> | <b>DEP 493</b> | <b>EBS 135</b> |
| <b>FDR 002</b> | <b>KAK 357</b> | <b>QVC 015</b> |