

ALPHABETIC FILING PRACTICE

1. After opening this file, use Save As to save to your computer—add your last name to the end of the existing filename.
2. Use the alphabetic indexing rules found in this chapter to determine the indexing order for each name. Key each name in indexing order in the cell beside it. Key diagonals (/) and spaces between the units.
3. Below the table, list the coded names by their number in alphabetic filing order. An example would be 34, 56, 75, 1, 4, 22, etc. (these are not the correct names to start your order—it's just an example of how to key the sequence.) Do not renumber the items by row—key the number of the name that would come first, and then second, and so on.
4. Resave the file and attach it to the assignment in Canvas.

Chesterfield Bond, Inc.	1. <u>Chesterfield / Bond / Inc</u>
R. W. da Nova	2.
O'Malley & Sons, Incorporated	3.
1950 Appliances	4.
Arthur A. Saari	5.
Michael J. St. Arnaud	6.
WMMU-FM Radio Station	7.
Last & Sons Mills	8.
C. C. Larson & Co.	9.
Night Mobil	10.
Shaun P. Smith	11.
9th Avenue Pizzeria	12.
Ada Kalinsky	13.
Harvey Winston Kander	14.
O'Leary Electric Supplies	15.
Hunt Real Estate	16.
Tina Woodward Parker	17.
ADS Cleaning & Maintenance	18.
Yolanda Ramirez-Wyman	19.
Ann-Marie Woodward	20.
Alice Smith Abrams	21.
19th Century Book Shoppe	22.
University of St. Paul	23.
J. H. Underwood	24.
Night & Day Cleaners	25.
Phillip A. Hunt Chemical Corp.	26.
C. J. Pearsons	27.
Smyth Datafax Limited	28.
MacNeally Paper Company	29.
Yolanda Ramirez	30.
Art H. Nickolson	31.
Ann Marie Woodward	32.
Joseph R. MacNeal	33.
Forster R. Jamison	34.
Joanne D. Janson, M.D.	35.

Filing Test Samples

Michael Hoelscher



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