

Document Header Information

Document Management · Practice Test · 5 Questions

1. What does 'No.:' likely represent in a document header?

- A) A page number
- B) A document number
- C) A reference number
- D) A serial number

2. The field 'Date:' is used for what purpose?

- A) To indicate the author
- B) To record the creation or issue date
- C) To specify the recipient
- D) To mark the end of the document

3. The initial 'i.' at the beginning of the text might indicate:

- A) A section number
- B) A chapter heading
- C) An item in a list
- D) An introduction

4. The placeholder '(2):' could be a reference to:

- A) A version number
- B) A sub-section identifier
- C) A page or line number reference
- D) An appendix number

5. The text fragment 'ellalgSal)!' appears to be:

- A) A standard heading
- B) A date format
- C) An encrypted code
- D) A placeholder or corrupted text