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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.
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R. W. da Nova	2.
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1950 Appliances	4.
Arthur A. Saari	5.
Michael J. St. Arnaud	6.
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Night Motel	10.
Shaun P. Smith	11.
9th Avenue Pizzeria	12.
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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.
Philip A. Hunt Chemical Corp.	26.
C. J. Pearsons	27.
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MacNeally Paper Company	29.
Yollanda Ramirez	30.
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# Practice Alpha Filing Test

**Christian Drosten**



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