

Principle of Commerce Icom Part 1 English Medium Chapter 23 Online Test

Sr	Questions	Answers Choice
1	Due to machines, office work due becomes:	A. Easy B. Difficult C. Remains the same D. None of these
2	Due to office machines	A. Saving of time and labour B. Convenience in work C. Increase in efficiency D. All of these
3	The machine of opening letters in business centers is called:	A. Mail opener B. Folding machine C. Punching machine D. All are correct
4	Typewriter is included in:	A. Copying machines B. Calculating machines C. Communication machines D. None of these
5	Success of a business office depends on:	A. Bribery B. Workers C. Machines D. None of these
6	Exact copy of letter of document can be taken from	A. Photo state machine B. Automatic type machine C. Electric type machine D. Type writer
7	The time recording machine is used in	A. Industrial concerns B. Colleges C. Hospitals D. All are correct
8	Due to machines, office work due becomes	A. Easy B. Difficult C. Remains the same D. None of these
9	The following has faster speed than hand typewriters:	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
10	The following is used for posting through posting machine	A. Debit card B. Credit card C. Larger card D. None of these
11	The following has faster speed than hand typewriter	A. Electric type machine B. Automatic type machine C. Photo state machine D. None of these
12	Not included in communication machines:	A. Telephone B. Dictation machines C. Tele-printer D. Folding machines
13	Success of a business office depends on	A. Bribery B. Workers C. Machines D. None of these
14	The machine of opening letters in business centers is called	A. Mail opener B. Folding machine C. Punching machine D. All are correct
15	Typewriter was invented in	A. 1870 B. 1873 C. 1973 D. None of these

16	Letters are folded by	A. Folding machine B. Sealing machine C. Stapler machine D. All are correct
17	Messages are sent from one place to another immediately by	A. Personal visit B. Telephone C. Tele-printer D. None of these
18	Exact copy of letter or document can be taken from:	A. Photo state machine B. Automatic typemachine C. Electric typemachine D. Type writer
19	Not included in communication machines	A. Telephone B. Dictation machine C. Tele-printer D. Folding machine
20	Letters are folded by:	A. Folding machine B. Sealingmachine C. Staplermachine D. All are correct